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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

**HUMAN RESOURCES DIVISION**

*(Dibision Inadilanto yan Guinaha Para Taotao)*

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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

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Lt. Governor (Sigundo Maga'låhi)

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**AQUACULTURE DIVISION ASSISTANT CHIEF**  
Announcement Number: DOA01-25

**(Competitive Limited Term Appointment)**  
**APPOINTMENT WILL ONLY LAST FOR DURATION OF FEDERAL FUNDS**

**Open: October 31, 2024 Close: November 15, 2024**

**GENERAL PAY PLAN (GPP)**

**OPEN: R-01; \$80,061 P/A –R-10; \$109,907 P/A**

**PROMOTION: R-01; \$80,061 P/A –R-18; \$141,108 P/A**

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualification Requirements**

Four (4) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and at least one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in biology or agriculture with an emphasis on aquaculture; or

Three (3) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and graduation from a recognized college or university with a Master's degree in biology or agriculture with an emphasis on aquaculture.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license.

**Nature of work**

Assist the Division Chief in administering all programs and activities associated with the Division of Aquaculture.

Duties may be assigned in full or part depending on workload and best management principles.

**Illustrative Examples of Work**

Assist in the daily management of two sections of the Aquaculture Division; Environmental. Protection & Restoration and Economic & Community Developments, at the personnel programmatic, budgetary, and policy levels. Provides direct operation oversight of Division activities for review and analysis at the management level. Assist in fulfilling local mandates as well as maintaining fiscal and program compliance for all federal funds received. Assist in the review of proposed scientific work on aquaculture species and impacts to species and associated habitats. Assist in evaluating research planning and its effectiveness. Keeps abreast of laws and regulations (federal and local) as they pertain to aquaculture programs and staff. Prepares, reviews and submits grants seeking funding for aquaculture resources. Conduct research, complete analysis, and write scientific reports consistent with accepted professional standards. Represents division and department in writing and orally at meetings and public forums including newspaper, radio, and television interviews or presentations. Responsible for hearing and resolving employee complaints or relation problems and/or provides advice, counsel, instruction, supervision, and recommendations on formal resolutions. Reviews Work Planning and Performance Evaluation (WPPE) of employees and counsels them on measures to improve performance. Approves leave requests, and may modify section supervisor's staff schedules to provide for the efficient function of the Division's operations.

**Knowledge, Abilities & Skills**

Knowledge of laws and regulations both local and federal as they pertain to aquaculture programs. Knowledge of the principles and practices of aquaculture research development and management to include the ecosystem approach to conservation management. Knowledge of commercial aquaculture species of the pacific area. Knowledge of the principles and practices of administration, supervision and management. Knowledge of budget formulation and process. Knowledge in the preparation of federal grant applications and compliance requirements. Knowledge of research and statistical methods and techniques. Knowledge of federal natural resource laws. Ability to manage aquaculture resource programs. Ability to supervise the work of others. Ability to interpret and apply pertinent laws, regulations and other program guidelines. Ability to make work decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and initiate/ recommend appropriate changes to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to prepare scientific and technical papers and reports

**Minimum Educational Requirements**

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of a high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

**AQUACULTURE DIVISION ASSISTANT CHIEF  
COMPETITIVE LIMITED TERM APPOINTMENT**

**Documentation Requirements**

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. **For more information, please contact the Recruitment Branch at 475-1141/1128.**

**Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

**Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

**Examination Requirements**

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

**Employment Medical Examination**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

**Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

**Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed; this also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: [www.hr.doa.guam.gov/resources](http://www.hr.doa.guam.gov/resources).

**Police & Court Clearances Requirements**

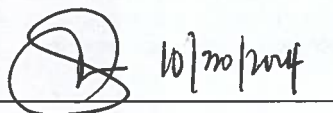
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

**Where to Apply**

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: [DOA.JOBS@DOA.GUAM.GOV](mailto:DOA.JOBS@DOA.GUAM.GOV)**

**For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [doa.jobs@doa.guam.gov](mailto:doa.jobs@doa.guam.gov).



Appointing Authority

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**