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HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **ENVIRONMENTAL TECHNICIAN I** Announcement Number: DOA65-25

Open: January 03, 2025 Close: January 24, 2025

GENERAL PAY PLAN (GPP)

OPEN: G-01; \$30,169 P/A – G-10; \$41,417 P/A

PROMOTION: G-01; \$30,169 P/A – G-18; \$53,174 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. For other inquiries please visit Department of Administration website www.hr.doa.guam.gu

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

One (1) year of experience as an Environmental Aide or equivalent work and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification

Possession of a valid driver's license.

Nature of work

This routine technical work in the environmental health and protection fields. Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Participates in performing routine field tests by assisting in the preparation and installation of testing apparatus and mixing of stock solutions for testing; assists in performing testing activities in proper sequence and conducting basic measurements and calculations; logs observations, calculations and test readings; records specific conditions that influence field tests; and assists in making limited interpretations regarding environmental health implications of completed test results. Assists in the location and identification of designated sampling sites geographically by interpretation of maps, codes, graphs, and other geographical information; participates in the collection procedures for samples or specimens from streams, lagoons, waste treatment facilities and systems, potable water treatment and distribution systems, potable water sources, swimming pools, food manufacturers, food retail and wholesale establishments, food service establishments and concessions, industrial plants or other sources of air pollution; assists in identification of samples of specimens collected; assists in calibrating and utilizing necessary sampling equipment in conducting sampling procedures; collects and transfers samples or specimens to containers; labels all specimens and samples collected with name and location; assists in observing unique or unusual conditions regarding sampling site or collected items; assists in making limited interpretations regarding the environmental health implications of observed sampling situations; and transports samples and specimens to laboratory. Assists in conducting preliminary environmental evaluations of health regulated establishments, industrial plants, public institutions, commercial establishments, public buildings and private residences in response to public complaints or in an effort to gather environmental survey data. Participates in the maintenance and servicing of facilities and equipment utilized in collection of environmental samples and specimens; makes routine inventories of equipment and supplies necessary in the operation of environmental monitoring programs; participates in training designed to develop rudimentary proficiency in either air pollution, water pollution, industrial hygiene environmental health, and safety. Communicates environmental health information by distributing educational pamphlets, brochures and booklets to the public; assists in interviews of persons to obtain information about environmental health concerns. Prepares preliminary technical reports concerning field assignments. Performs related duties as required.

Knowledge, Abilities & Skills

Ability to learn the basic principles and practices of general science. Ability to learn how to collect and conduct air and water sample analysis. Ability to make arithmetic computations. Ability to conduct investigations with tact and impartiality. Ability to understand and follow routine procedures and instructions. Ability to learn to maintain service facilities and equipment. Ability to communicate effectively, orally and in writing. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Ability to meet the physical requirements of assigned duties. Skill in the safe operation of a motor vehicle.

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.

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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 475-1128/1132/1141.**

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 eligible 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.

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 2nd 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: DOAJOBS@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. For further information, you may email doajobs@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.