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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of INVASIVE SPECIES COORDINATOR

Announcement Number: DOA71-25

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

GENERAL PAY PLAN (GPP)

OPEN: O-01; \$60,875 P/A –O-10; \$83,568 P/A

PROMOTION: O-01; \$60,875 P/A –O-18; \$107,291 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 inquires please visit Department of Administration website 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 experience in the applicable fields of ecology, entomology, plant pathology, weed science, botany, wildlife, or forestry; and graduation from a recognized college or university with a Bachelor's degree in Agriculture, Biology, Ecology or related field; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Nature of work

This is responsible work involved in developing specific programs related to invasive species management on Guam including terrestrial, aquatic and marine species. Under general direction, this position independently performs professional duties in the coordination of the Guam Invasive Species Council (GISC) for the Department of Agriculture, Biosecurity Division. This position is responsible for the planning, designing, implementation, monitoring, and coordination of assigned project (s). The position is also responsible for communication and coordination between the GISC and Government Agencies, Stakeholders, Nursery Associations, Private Landowners, Non-Governmental Organizations and others in pursuing invasive species management and control.

Illustrative Examples of Work

Serves as the Council Secretary for the GISC to carry out necessary communication and coordination as directed by the Council and performs related day to day operational activities within the Biosecurity Division. Represents Guam and addresses regional issues through participation on the Regional Invasive Species Council. Provides guidance and support necessary for the GISC to undertake and implement the Guam Invasive Species Management Plan to prevent the introduction of invasive species and the monitoring, control and eradication of invasive species throughout Guam. Acts as advisor to the GISC on the development and implementation of invasive species policies and practices to prevent the spread of invasive species. Prepares and maintains all records, reports, and correspondence for the GISC and the Regional Invasive Species Council Activities. Provides advice and guidance on technical aspects of procedures, provide clarification of policy and to facilitate processes with regards to the Interagency Biosecurity Task Force Work Plan as directed. Evaluates risks associated with introduction and spread of invasive species and provides scientific assistance and technical advice and guidance to the GISC. Conducts analysis and assessments in developing invasive species strategies and management plans. Develops and creates prevention protocols for invasive species at the borders. Coordinates and manages data and information collection and develops databases to categorize trends of incursion of invasive species. Updates the Guam Invasive Species database for inventory, record keeping, mapping and reporting. Serves as a liaison and develops effective communication and coordination plans with government agencies, private landowners, non-governmental organizations and others pursuing invasive species management and control in the event of species detection. Analyzes pathways and conveyances to limit the impacts on economic and environmental resources and recommend solutions to the GISC, Regional Invasive Species Council, National Invasive Species Council, and the Guam Invasive Species Advisory Committee. Collects information and prepares statistical reports from operational entities (i.e. Biosecurity Division, Customs and Quarantine Agency, UOG, Aquatic and Wildlife Division, etc.) for GISC. Analyzes, prepares and submits statistical reports on invasive species to the GISC, Guam Invasive Species Advisory Committee, and the Executive and Legislative Branches of government for their use and disposition. Gathers and submits recommendations from experts in specific fields of science pertaining to invasive species based on verified research. Develops contingency and a Rapid Response Plan for invasive species control, eradication and mitigation. Ensures compliance with applicable Guam and federal plans, policies, regulations and guidelines. Recommends budget and staffing requirements for management and research projects related to invasive species programs that the GISC may undertake. Schedules meetings for sitting Council members and Advisory Committees with interagency voting and non-voting member agencies within the government (i.e. EPA, GPA, GWA, PAG, GIAA, etc.). Facilitate the development of an interagency monitoring plan and conduct activities, build partnerships and collaboration with community organizations, leaders and related agencies on invasive species programs. Coordinates and conducts media and public education and outreach for the government, to the private sector and the community. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles of ecology and conservation. Knowledge of the implementation of a multi-faced natural resource-related project or program. Knowledge of Guam's terrestrial, aquatic and/or marine Invasive Species. Knowledge of Guam Invasive Species database. Knowledge of rules and policies pertinent to personnel safety and operational matters. Ability to manage, coordinate and implement plans with multiple government agencies and interest groups. Ability to apply statistical theory; computer techniques; quantitative techniques; and other procedures including study design, statistical analysis and sampling methods. Ability to apply pertinent laws, rules, regulations and other program guidelines. Ability to gather, evaluate and analyze data utilizing various tools; data collection management and relational databases; and recommend solutions. Ability to establish and maintain effective working relationships with managers, staff, representatives of governmental, professional and community organizations, and the general public. Skilled in problem solving, decision making and interpersonal management in accordance with appropriate program guidelines. Skilled in organization, leadership, public relations and communications.

INVASIVE SPECIES COORDINATOR OPEN COMPETITIVE EXAMINATION

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.

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 475-1141/1128/1132.**

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.

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)475-1141/1128/1132. 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.