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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **PUBLIC HEALTH NUTRITION SPECIALIST**

Announcement Number: DOA139-25

Open: March 14, 2025 – Close: April 03, 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](http://www.ggrf.com). For other inquires 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

Three (3) years of professional public health, community, or clinical nutrition work and graduation from a recognized college or university with a Master's degree in Public Health Nutrition, Human Nutrition or other nutrition field; or

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

#### Necessary Special Qualifications

Must be currently licensed to practice by the Guam Board of Allied Health Examiners pursuant to Public Laws 24-329 and 25-192;

Must be Registered by the Commission on Dietetic Registration (CDR), the credentialing agency of the American Dietetic Association;

Must possess a valid driver's license.

#### Nature of work

This is management level nutrition work administering and coordinating the activities of a specific nutrition component. Employees in this class interpret program guidelines and regulations and assist the Public Health Nutrition Administrator (PHNA) in developing and implementing nutrition service delivery standards, procedures, and protocols and in monitoring compliance for the nutritional care of assigned clientele or target population.

#### Illustrative Examples of Work

Administers the program and activities of a specific nutrition service component; plans, assigns, coordinates, and monitors the work of staff nutritionists in one or more health clinic service delivery area; assists in defining and establishing personnel policies affecting nutrition personnel; assists in the management of personnel related issues or problems confronting program staff. Develops and implements comprehensive nutrition plans for the nutrition service component of assigned local and/or federal program; advises PHNA on programming and staffing needs; develops and evaluates nutrition health service quality assurance standards, program management policies and client information systems; compiles and analyzes district health and nutritional data to monitor program effectiveness and cost control; prepares periodic administrative reports. Participates in preparing and justifying nutrition program budget; participates in monitoring and controlling expenditures within allocations for assigned nutrition program area; participates in preparing and justifying grant proposals and contracts to obtain external sources for expanding nutrition services. Conducts community assessment of nutrition and diet related health problems and resources to determine the current need for nutrition services of assigned clientele or target population; interprets and disseminates current research-based information on nutrition, diet, and health; updates client nutrition education materials; plans, coordinates and conducts continuing staff in-service education and career development. Provides expert nutrition case consultation; evaluates consultation provided to determine its effectiveness in accomplishing objectives.

#### Knowledge, Abilities & Skills

Knowledge of the current scientific research-based principles, theories, and practices of public health, management, and nutrition. Knowledge of the principles and practices of effective supervision and management. Knowledge of the legal base for federal and state public health and public health nutrition services. Knowledge of nutrition policies and procedures, and departmental rules and regulations. Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness. Ability to communicate effectively. Skill in operational health planning, program implementation, and evaluation. Skill in conducting community needs assessment; to compile and evaluate data for nutrition services evaluation, development, and delivery. Skill in grantsmanship. 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 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.

**PUBLIC HEALTH NUTRITION SPECIALIST  
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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 475-1141/1128/1271.**

**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**

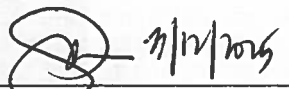
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will 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 EMPLOYMENT APPLICATIONS TO: [doajobs@doa.guam.gov](mailto: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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto: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.**