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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 **CHILD CARE COMPLIANCE OFFICER**

Announcement Number: DOA180-25

Open: May 09, 2025 - Close: May 30, 2025

#### GENERAL PAY PLAN (GPP)

OPEN: M-01; \$49,731 P/A –M-10; \$68,269 P/A

PROMOTION: M-01; \$49,731 P/A –M-18; \$87,650 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

Two (2) years of experience involving activities in child care programs, child care centers, family care programs, or other closely related work and graduation from a recognized college or university with an Associate's degree in behavioral sciences of early childhood education or

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

#### Necessary Special Qualifications

Possession of a valid motor vehicle operator's license

#### Nature of work

This is complex technical enforcement work to ensure compliance with laws and regulations governing the territory's child care facilities. Employees in this class perform field inspections to conduct the full range of investigative and enforcement duties.

#### Illustrative Examples of Work

Oversees an island-wide health and safety assessment of child care facilities; contributes to the approval or rejection of the granting of child care license. Coordinates the planning, development and implementation of new child care facilities and child service programs. Develops a system for monitoring existing centers to ascertain compliance and assurance of the health and safety of all occupants. Maintains a continuing training programs for centers and office staff to improve child care services. Negotiates with providers to assure the delivery of adequate services to welfare and non-welfare clients. Conducts studies to identify potential needs or improvements in child care areas and develops plans to achieve areas identified. Maintains continuing liaison with public safety, nursing, environmental health, building inspectors, and other enforcement agencies to coordinate activities and assure the constant health and safety of all children in the facilities. Conducts on-site inspections to assess program compliance. Conducts necessary investigations, prepares investigative notes and reports for case filing and licensing determinations. Evaluates program effectiveness and directs modification and implementations as necessary. Maintains records and prepares technical reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the basic principles, practices and techniques involved in the child care regulations. Knowledge of child care service programs. Ability to interpret, apply and make decision in accordance with local and federal child care health and safety regulation standards. Ability to investigate complaints and conduct inspections in compliance with child care health and safety regulation standards. Ability to apply child care facility licensing requirements and certification mandates. Ability to detect safety and health hazards in child care facilities. Ability to analyze technical information and reports. Ability to communicate effectively both orally and in writing. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. 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.

#### 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 475-1128/1141/1132.**

**CHILD CARE COMPLIANCE OFFICER  
OPEN COMPETITIVE EXAMINATION**

**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: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@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).

 6/18/2026

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.**