



EDWARD M. BIRN  
Director (Direktot)

# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)  
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

## DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of  
**BOTANIST**

Announcement Number: DOA230-25

Area of Consideration: DEPARTMENT OF AGRICULTURE

Open: June 20, 2025 - Close: July 03, 2025

### 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

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

### Qualification Requirements

Graduation from an accredited college or university with a PhD degree in Botany, Horticulture or other related discipline.

Graduation from an accredited college or university with a Master's degree in Botany or Horticulture or other related discipline and four (4) years' experience in plant systematic, taxonomy or weed control.

### Nature of work

Administers botanical programs and activities for the Department of Agriculture. Employees in this class work independently and may supervise the work of technical staff and other cooperating agencies in botanical programs.

### Illustrative Examples of Work

Administers, plans, directs and coordinates the programs and projects related to the importation of plants and plant propagative materials, pest plant management, and weed eradication and control. Identifies and classifies species and varieties of plants and allied forms in agricultural imports and materials. Interprets and coordinates the enforcement of local, federal and international rules, regulation, laws and agreements concerning the importation and transportation of plants and plant propagative materials. Studies and determines pest plant distribution and habitat, weed eradication or control, and recommends methods to control and prevent importation and spread of dangerous species. Seeks external funding sources to further the Department of Agriculture's invasive species initiatives and economic development programs. Coordinates with professionals of other disciplines, local and federal officials on matters relating to botany, forestry and horticulture. Develops and maintains the Department of Agriculture's lists of invasive, endangered and threatened plant species. Reviews, comments and maintains record and data on all plans and activities relating to botany and horticulture. Keeps abreast of current research, methods and practices pertaining to botanical activities and plant systematic. Participates and represents the Department in public forums, conferences and meetings. Prepares necessary reports, publications, testimonies and position papers as required. Performs related duties as required.

### Knowledge, Abilities & Skills

Knowledge of the principles and practices of botany and horticulture. Knowledge of the taxonomy and systematic of plants and allied forms. Knowledge of the biology of plants. Knowledge of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) agreement. Knowledge of weed science and control. Ability to monitor, evaluate, and assess the effectiveness of pest plant control programs and preventative measures. Ability to work effectively with employees, officials of cooperating agencies, both local and federal, and the public. Ability to supervise the work of others. Ability to communicate effectively. 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 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 475-1141/1128/1271.

**BOTANIST**  
**DEPARTMENTAL 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.**

**For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128/1123. 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.**