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# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO  
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### OPEN COMPETITIVE EXAMINATION

## To establish a list for the position of COMMUNITY HEALTH NURSE II

Announcement Number: DOA39-26

Open: April 28, 2026 – Continuous

**GENERAL PAY PLAN (GPP)**

OPEN: N-M-01; \$59,426 P/A –N-M-10; \$81,579 P/A

PROMOTION: N-M-01; \$59,426 P/A –N-M-18; \$104,738 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 progressively responsible professional experience in community health nursing work, and graduation from a recognized college or university with an Associate's degree or diploma in nursing; or

One (1) year of professional experience in community health nursing work and graduation from a recognized college or university with a Bachelor's degree in nursing; or

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

#### Necessary Special Qualifications

Possession of a current license to practice professional nursing on Guam; and

Possession of a valid driver's license.

#### Nature of Work

This is complex professional community health nursing work. Employees in this class perform the full range of complex professional community health nursing duties, including independent work in specialized areas of the profession. Employees often serve as a team or group leaders over less experienced professional and auxiliary nursing staff.

#### Illustrative Examples of Work

Plans, develops and implements a comprehensive community health nursing service program for a geographic or assigned area by providing individualized nursing services and/or delegating appropriate functions to others on the health team and evaluating the quality and effectiveness of the services provided. Provides skilled nursing care to patients who require complex professional nursing service in the clinic and in the home; teaches and guides members of the family and other members of the health team. Identifies the physical, social and emotional health needs of individuals and families through systematic assessment; utilizing professional skills, health history, physical evaluation, laboratory and other diagnostic/evaluative tools. Develops a comprehensive care plan which includes the preventative, therapeutic and restorative aspects of nursing care. Participates in the orientation and education of subordinate nurses, nursing students and auxiliary personnel. Leads and guides subordinate professional and auxiliary nursing personnel by means of reviewing case records and reports; holding conferences to discuss nursing problems, work load problems, charting and data collection procedures, priority determination. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles, practices and techniques of professional community health nursing. Ability to develop and implement a comprehensive nursing care plan based on a systematic assessment of individual and family needs. Ability to make work decisions in accordance with professional standards, rules and regulations and other program guidelines. Ability to lead the work of others. Ability to observe and interpret the physical manifestations of the patients' conditions and also the social and environmental factors which may hasten or delay recovery. Ability to work effectively with the public and employees. Ability to communicate effectively, orally, and in writing. 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 475-1141/1128/1274.**

## COMMUNITY HEALTH NURSE II OPEN COMPETITIVE EXAMINATION

### **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 send a written notification to you explaining these requirements. You will have ten (10) calendar days from the date of your written notification to submit police and court clearances that are no older than one (1) month from the date of your written notification. The cost of the clearances is your responsibility. 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**

Applicants may submit an employment application and any required documents for the position to [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@DOA.GUAM.GOV). **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL ONLY BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT [WWW.HR.DOA.GUAM.GOV](http://WWW.HR.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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).

  
Director of Administration

**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.**