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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR

Announcement Number: DOA47-26

Open: April 28, 2026 – Continuous

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

Six (6) years of specialized experience in environmental health protection/enforcement work, and graduation from a recognized college or university with a Bachelor's degree in Biology, Chemistry, or Physical Science, in Public Administration, Political Science, Community Planning, Economics, Natural Science, Engineering or related fields; or

Three (3) years of experience in administrative professional, technical, or other work involved in gathering, analyzing and evaluating facts and information; making contacts with others and preparing written materials; and six (6) years of specialized experience in environmental health protection/enforcement work and graduation from high school; or

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

Necessary Special Qualifications

Registration as a Sanitarian (R.S.) with the National Environmental Health Association or with any of the States or Territories or certification of professional recognition in a specialized field by professional organization may be required for certain positions in the class.

Possession of a valid driver's license.

Nature of work

This is supervisory environmental health work involved in directing functions in environmental protection or the maintenance of environmental health.

Illustrative Examples of Work

Supervises a function of an environmental health or protection program; evaluates and reviews major investigation and inspections in the environmental health field; reviews individual programs to determine conformance with program policies, regulations, and procedures and to evaluate the quality of services; prepares state plan for federal programs. Evaluates the need for program policy changes on the basis of reviews, studies, suggestions, and prepares recommendations for revision of policies; identifies, analyzes, and interprets specific unmet needs in environmental health among individuals and group of individuals; initiates, develops and modifies present or new environmental health programs to utilize resources in an optimum manner and identify needs. Develops referral procedures and cooperative agreements with other agencies for the provision of environmental health services. Provides consultation to personnel from other health agencies regarding environmental health services. Evaluates the operational effectiveness of the program or function by examining the job or program performance indicators from objective and statistical data. Confers and consults with specialists in various field affecting environmental health, such as the Department of Land Management, Department of Revenue and Taxation, Village Mayors, and Environmental Protection Commission. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of a specific science in either Chemistry, Biology or Physical Science. Ability to supervise the work of others. Ability to analyze and evaluate technical information and reports of subordinate professional staff. Ability to make work decisions in accordance with laws, rules and regulations, and to apply departmental policies to work problems. Ability to work effectively with the public and employees. 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 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.**

ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR 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

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. **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.**

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. For further information, you may email 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.