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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 **GEOGRAPHIC INFORMATION SYSTEM MAPPING TECHNICIAN**

Announcement Number: DOA51-26

Open: April 28, 2026 – Continuous

**GENERAL PAY PLAN (GPP)**

OPEN: I-01; \$34,886 P/A –I-10; \$47,891 P/A

PROMOTION: I-01; \$34,886 P/A –I-18; \$61,487 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

Open to all government of Guam employees and the public.

#### Qualification Requirements

One (1) year experience in surveying, drafting, mapping, or property legal description (records) work, plus one year experience with geographic information systems or computerized mapping systems, and graduation from high school; or

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

#### Nature of work

This is complex technical map review work involved with automated map maintenance in a geographic information systems (GIS) and land information system (LIS) or other computerized mapping environment. Employees in this class perform complex technical mapping duties in conjunction with the use of geographic computer applications for creating, maintaining, and updating computerized maps.

#### Illustrative Examples of Work

Creates, reviews and updates maps digitally or through coordinate geometry (CoCo) using a computerized mapping. Oversees the integrity of survey maps entered through coordinate geometry, maps created by digitization and scan imaging. Identifies discrepancies in survey maps, performs adjustments and indicates the method(s) used to address inconsistencies. Reviews legal property descriptions and applies ability to draw graphic representations using distances, bearings, and other measurements. Works with staff within the department concerning the effective use of computer maps and GIS databases for analysis and display. Provides quality control and error determination procedures. Maintains ongoing staff training and career development. Assist in the coordination and development of procedures regarding map maintenance and data sharing. Works with text terminals to prepare non-graphic queries or reports as required. Performs related work as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles and practices of mapping systems and survey maps. Knowledge of the principles and practice of computerized mapping and Geographic Information Systems (GIS) hardware, software and GIS/LIS applications. Knowledge and practice of data collection and database integrity. Knowledge of surveying, drafting, and drawing principles. Ability to work effectively with public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the use of computers and computerized mapping equipment.

#### 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 475-1141/1128/1271.**

#### 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.

## GEOGRAPHIC INFORMATION SYSTEM MAPPING TECHNICIAN OPEN COMPETITIVE EXAMINATION

### **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).

  
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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.**