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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 PARATRANSIT/FIXED ROUTE TRANSIT DRIVER

Announcement Number: DOA57-26

Open: April 28, 2026 – Continuous

### GENERAL PAY PLAN (GPP)

OPEN: H-01; \$32,355 P/A – H-10; \$44,417 P/A

PROMOTION: H-01; \$32,355 P/A – H-18; \$57,026 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

One (1) year experience in the operation of light automotive equipment to include experience in the operation of lifts/ramps for persons with disabilities, and graduation from high school; or

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

#### Necessary Special Qualification

Possession of valid Guam Driver's License with D and/or G endorsements.

Must successfully complete the passenger assistance training within six (6) months of hire as a condition for continued employment.

May require completion of American Red Cross First Aid Training or other nationally recognized first aid certification training course.

May require Medical Certificate (D.O.T)

Must possess Traffic Clearances.

#### Nature of work

Employees in this class perform skilled work in the operation of buses and/or vans designed for wheelchairs and other medical or mobility equipment in non-emergency transport of persons with disabilities and others to and from pre-determined locations.

#### Illustrative Examples of Work

Utilizes technology to operate Transportation Management System using tablet to manage paratransit riders manifest and data gathering requirements mandated by the Federal Transit Administration. Performs pre/post daily operational inspection; cleans and services assigned vehicle and reports mechanical repairs as required. Operates various ADA compliant buses and vans, as assigned, safely, in all types of weather and traffic conditions. Transports individuals with disabilities and other riders according to driver daily manifest, which includes designated pick-up and drop-off locations and times. Assists paratransit riders in boarding and exiting paratransit vehicles safely; assists passengers in fastening wheelchairs and other medical and mobility equipment safely, Collects bus fare cash and/or tickets of paratransit and fixed route riders. Ensures proper two-way radio etiquette at all times. Notifies dispatch of passenger issues, service delays, accidents incidents, unusual occurrences and bus mechanical/electrical trouble. Ensures discipline, safety, and comfort of passengers; enforce rules and regulations on the bus. May provide briefing to riders as required. Receives on-the-job training in first-aid, passenger discipline, defensive driving, passenger assistance, and other training as required. Affords riders with safety supplies and materials to ensure their safety from diseases and medical dilemmas. May perform other assigned duties directed by the leadership and management of Guam Regional Transit Authority.

#### Knowledge, Abilities & Skills

Knowledge of transit operations. Knowledge of the traffic laws, regulations and safe driving practices. Knowledge of Guam's geographical locations: major routes, village names, street names, businesses, and familiar landmarks.

Ability to maintain discipline, safety and comfort of passengers. Ability to analyze changing situations in the field and provide timely solutions. Ability to learn and apply rules, regulations practices and procedures of para/transit service operations. Ability to drive long hours. Ability to apply safe driving practices on the job. Ability to assist hearing/visually impaired passengers. Ability to learn and apply first-aid to passengers when required. Ability to make sound decisions and exercise good judgment in stressful conditions. Ability to work harmoniously with employees and the general public. Ability to communicate clearly and effectively, orally and in writing. Must be able to work on various shifts, non-traditional hours, and holidays. Skill in the safe operation of buses and vans.

#### 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

## PARATRANSIT/FIXED ROUTE TRANSIT DRIVER OPEN COMPETITIVE EXAMINATION

and failure to provide proof may result in disqualification. **For more information, please contact the Recruitment Branch at 475-1141/1128/1274.**

### **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).

  
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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.**