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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 **PSYCHIATRIC TECHNICIAN I**

Announcement Number: DOA60-26

Open: May 08, 2026 – Continuous

**GENERAL PAY PLAN (GPP)**

OPEN: G-01; \$30,169 P/A – G-10; \$41,417 P/A

PROMOTION: G-01; \$30,169 P/A – G-18; \$53,174 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**

Six (6) months of experience as a Nurse Aide, successful completion of nine (9) semester hours in behavioral science 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 routine sub-professional psychiatric nursing work in the care of the mentally ill. Employees in this class perform routine sub-professional psychiatric nursing services independently after initial training and work under closer supervision on a variety of more complex developmentally assignments.

#### **Illustrative Examples of Work**

Performs a variety of sub-professional nursing tasks such as taking temperature, pulse and respiration rates; checking blood pressure; obtaining sputum, urine and other specimens for laboratory examination; giving medications and simple treatments. Escorts and accompanies patients and assists and participates with patients in daily living experiences as assigned. Serves as socializing agent, both in individual and group contacts with patients. Works with family and community groups under supervision. Observes and reports patient behavioral and patient-staff interactions. Assists in the maintenance of a safe, orderly and therapeutic environment. Assists in the preparation of a variety of reports, patient summaries, histories and behavioral data sheets; participates in evaluation of patients as directed. Participates in on-the-job training programs and other educational sessions as directed. Performs related duties as required.

#### **Knowledge, Abilities & Skills**

Knowledge of the simple procedures and techniques involved in performing auxiliary nursing services. Ability to learn and apply the principles, practices and theory of sub-professional nursing as applied to the treatment of the mentally ill. Ability to learn the more common physical and mental illnesses, their obvious symptoms, and of appropriate medical terminology. Ability to understand and follow oral and written instructions in detail. Ability to maintain a sympathetic attitude and effective relationships with the mentally and physically ill.

#### **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.

#### **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.

**PSYCHIATRIC TECHNICIAN I  
OPEN COMPETITIVE EXAMINATION**

**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.**