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June 23, 2026

HRD No.: 26-272

To: Director of Administration

From: Personnel Services Administrator, Human Resources Division

Subject: Review of Above-Step Recruitment Request
RE: Mr. Patrick P. Sotto

Buenas yan Hafa Adai! This is in reference to the Department of Public Health and Social Services' Above-Step Recruitment request for Mr. Patrick P. Sotto for the Territorial Epidemiologist position.

The Department of Administration, Human Resources Division is requesting to employ Mr. Sotto as a full-time classified employee at Pay Grade SX, Step 05, at \$100,335.00 per annum. The request is based on the following authority:

- Title 4, Guam Code Annotated, Section 6205 relative to the ability of the Appointing Authority to petition the Department of Administration (DOA) for the recruitment at a higher step not to exceed step 10 because of recruitment difficulty or exceptional qualifications.
- Chapter 6, Rule 6.001 (a)(b), of the current Department of Administration' Personnel Rules and Regulations.
- CSC Resolution No. 95-02 relative to the above-step recruitment for initial employment.

The minimum experience and training requirement for the Territorial Epidemiologist position is:

- A) A Guam physician's license; OR
- B) A MD degree from an American Medical Association approved medical school with a minimum of two (2) years of experience; OR
- C) A Guam veterinarian's license with a minimum of two (2) years of experience in the field of epidemiology; OR
- D) A MPH (epidemiology major) or a graduate degree in epidemiology or biostatistics, both from a U.S. Accredited college or university and with one (1) to two (2) years of experience in the field of epidemiology; OR
- E) A MSPH degree with a focus in epidemiology or analysis and assessment from a U.S. accredited college or university; OR
- F) A PhD degree in epidemiology from a U.S. accredited college or university; OR
- G) A graduate degree in epidemiology from a non-U.S. accredited institution, with at least four (4) years of experience designing, overseeing, implementing, and conducting epidemiological studies related to public health; OR

- H) A non-epidemiology professional graduate degree, such as a RN, MD/DO, DDS/DMD, DVM or PhD, from a U.S. accredited college or university, with a least four (4) years of experience performing epidemiology work under the guidance of an epidemiologist.

Upon review of Mr. Sotto's application, he was evaluated utilizing the "D" clause, which requires seventeen (17) months work experience and a Master's degree in Public Health with an emphasis in Epidemiology, for a combined total of sixty-five (65) months of required education and experience in Territorial Epidemiology or related experience to qualify for the position.

Work Experience

- DPHSS Territorial Epidemiologist: 11/15/2024 to 11/19/2025, Credits – 12 months.
- Council of State and Territorial Epidemiologists, Applied Epidemiology Fellow: 07/15/2023 to 11/01/2024, Credits – 16 months.
- CDC Foundation, CDC Coordinator II: 10/15/2021 to 05/01/2023, Credits – 4.75 months.
- CDC Foundation, Emergency Response Coordinator: 11/15/2020 to 10/01/2021, Credits – 5.5 months.
- DPHSS, CDCD Coordinator I: 04/15/2020 to 11/01/2020, Credits – 3.5 months.
- UOG, Research Associate I: 06/15/2016 – 04/01/2020, Credits – 11.5 months.

Education

- Bachelor of Science in Kinesiology, California State University, Northridge, 2016 and Master of Public Health, Epidemiology, Johns Hopkins University, 2023

Mr. Sotto was credited 101.25 months of work/ education experience and a final earned rating of 73.02. Furthermore, he was the sole qualified applicant identified through the recruitment process for this hard-to-fill position, underscoring both the specialized nature of the role and the value of his qualifications.

Mr. Sotto brings extensive expertise in epidemiology, communicable and noncommunicable disease surveillance, public health emergency preparedness and response, data analysis and program management, which is critical to the mission and objectives of the Department of Public Health and Social Services. In addition, Mr. Sotto possesses the technical knowledge and analytical judgement necessary to make informed, evidence-based decisions and effectively address complex challenges. His professional qualifications and demonstrated leadership will play a key role in advancing Guam's public health capabilities, improving the Department's responsiveness to emerging threats, and supporting the successful implementation of ongoing public health efforts.

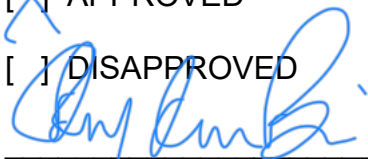
Therefore, based on the information reviewed, HRD recommends that Mr. Sotto be hired as a Territorial Epidemiologist at pay grade SX, Step 05, or \$100,335.00 per annum based on exceptional qualifications and recruitment difficulty.

Final approval and implementation of the above-step salary is contingent upon satisfying the legal requirements of 4GCA, sections 6205 and 6303.1(a), Transparency and Disclosure, which involves posting the “petition” for the Above Step Recruitment on the appropriate website(s) as well as notifying all major print and radio news media. Public Law 38-82, requires the department to post the “petition” on the Guam Public Notices Portal and transmit to the Speaker of I’ Liheslaturan Guahan at least 10 days before the applicant is hired.

Should you require additional information, please contact the Human Resources Division, Recruitment Branch at 475-1128/1141. *Dangkolo na Agradesimiento!*



TONY C. AGUON

☒ APPROVED
☐ DISAPPROVED

EDWARD M. BIRN, Director Department of Administration
Date: <u>6/27/26</u>