



**DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION**

500 Mariner Avenue  
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JON J.P. FERNANDEZ  
Superintendent of Education

ANTONETTE MUÑA SANTOS  
Administrator

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**  
**OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-040-2018)**

**BUS DRIVER FOR INDIVIDUALS WITH DISABILITIES (9.540)\***

OPENING DATE: August 2, 2018      CLOSING DATE: August 15, 2018

**SALARY:**      Pay Grade H – General Pay Plan (GPP)  
                          Open:            Step 1-10, \$26,520.00 - \$36,407.00 Per Annum  
                          Promotional: Step 1-18, \$26,520.00 - \$46,742.00 Per Annum  
**DUTY:**            Probationary/Permanent Full-Time Appointment  
**LOCATION:**        Special Education Division

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING** – One year of experience in the operation of light automotive equipment or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. **Necessary Special Qualification:** Possession of a valid Chauffeur's license is required. **Necessary Special Requirement:** Due to the type and capacity of DOE buses, a Type D license must be obtained by the selected employee as soon as possible during the probationary period as a condition of continued employment. A Type D license permits the holder to operate DOE buses at its maximum carrying capacity.

**NATURE OF WORK:** Perform skilled work in the operation of mini-bus in transporting students with disabilities and others to and from pre-determined locations (Examples of work: Operates mini-buses to transport students with disabilities and others according to schedules provided; Ensures discipline, safety, and comfort of passengers; Enforces rules and regulations on the bus; Performs daily pre-operational inspection, cleans and services assigned bus and reports mechanical repairs as required; May perform sign language as required; May perform general maintenance and grounds work; Performs related duties as required.). **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the traffic laws, regulations, and safe driving practices; Ability to maintain discipline, safety, and comfort of students with disabilities and other passengers; Ability to apply safe driving practices on the job; Ability to learn sign language; Ability to apply first-aid; Ability to work effectively with the public and employees; Ability to understand and follow oral and written instructions. Skill in the safe operation of mini-buses.

**EMPLOYMENT BENEFITS:** This is a permanent, full-time position under the Special Education Division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

**APPLICATION SUBMISSION AND DEADLINE:** Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at [www.gdoe.net](http://www.gdoe.net)**. Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline.** Applications with supporting documents will be accepted up until **August 15, 2018** at the Human Resources Division Office, Room 103 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

**\*FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is an **Exempt** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

**FOR ADDITIONAL INFORMATION:** Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.

  
ANTONETTE MUÑA SANTOS,  
Personnel Services Administrator