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ANNOUNCEMENT

July 12, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 080-18	
<u>Code No. Position Title</u>	
8.191 COMMUNITY HEALTH NURSE SUPERVISOR II	
<u>Hourly Rate:</u>	
Open: N-O-01 \$25.52 Per Hour – N-O-07 \$31.89 Per Hour	<u>Opening Date:</u> July 12, 2018
Prom: N-O-01 \$25.52 Per Hour – N-O-18 \$44.65 Per Hour	<u>Closing Date:</u> July 27, 2018

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of progressively responsible experience in professional community health nursing work, one year of experience in a supervisory capacity, and graduation from a recognized college or university with a Bachelor’s degree in nursing; or
- b) Four years of progressively responsible experience in professional community health nursing work, one year of experience in a supervisory capacity, and graduation from a recognized college or university with an Associate’s degree or diploma in nursing; or
- c) Any equivalent combination of experience and training beyond the Bachelor’s degree which provided the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Possession of a current license to practice professional nursing on Guam; and
- b) Possession of a valid driver’s license.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK IN THIS CLASS:

This is professional supervisory community health nursing work within an assigned geographic district or specialized program.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods, and theory of community health nursing, and application of techniques in providing nursing care to individuals and facilities. Ability to supervise the work of others. Ability to learn and apply community health facilities and services relevant to community health nursing. Ability to make decisions in accordance with program guidelines. Ability to interpret and apply pertinent laws, regulations and other program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in professional nursing techniques and practices. Skill in the safe operation of a motor vehicle.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) Supervises community health nursing services and activities in assigned geographic district or program. Participates in the formulation and maintenance of nursing policies, procedures and other program guidelines and requirements; interprets and explains program guidelines and procedures to subordinates. Plans nursing services needed; coordinates, evaluates, and determines nursing priorities in accordance with the kind and amount of nursing services available. Evaluates nursing services and other activities and recommends changes to improve effectiveness. Develops, coordinates and implements in-service educational programs. Supervises the preparation and maintenance of records and activity reports. Attends official meetings and conferences. Performs related duties as required.

8.191 COMMUNITY HEALTH NURSE SUPERVISOR II #080-18

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.com>.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (e.g., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO, and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer