



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

October 03, 2024

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

Announcement No. 001-25

Position Title
DATABASE SPECIALIST

Hourly Range:

UGPP/P-01 \$67,696.00 – UGPP/P-18 \$119,315.00 Per Annum

Opening Date:

October 03, 2024

Closing Date:

October 16, 2024

MINIMUM QUALIFICATION:

Education:

- a) Bachelor's degree in Computer Science, Database Management, Information Technology or related field; OR seven (7) years equivalent work experience.

Experience:

- a) Five (5) years working with databases, five (5) years networking, five (5) years enterprise systems management, five (5) years virtualization management, three (3) years systems analysis work, and ERP systems migration; and
- b) Experience in mixed software and hardware platforms. Capable of supporting administrative and academic users.

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.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge in database management, data security and access control, report writing, computer networking, performance optimization and troubleshooting, Linux and Windows systems, servers and SAN technology, secured file transfers, automation and scripting, and virtualization technology. Strong verbal, written, and interpersonal skills. Must be team focused, flexible, and self-motivated. Strong debugging, problem-solving and critical thinking skills; ability to develop innovative solutions. Effective communication, including technical writing, reporting and presenting information.

CHARACTER OF DUTIES:

Reporting directly to the Chief Information Officer, the Database Specialist's The Database Specialist designs, implements, and maintains enterprise systems and databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods; includes overall monitoring of standards and procedures, and integration of systems through database design. The Database Specialists also directs activities related to administering computerized databases, organization, documentation, long-term requirements planning, operational guidelines, and is responsible for security, integrity controls, network systems, enterprise systems, the direction of subordinate personnel, consulting and advice for users, and periodic reporting. Oversees database reorganization, optimization, restructuring, upgrades, migration, backup, and restore. Establishes and maintains database support tools. Monitors overall standards and procedures and ensures integration of systems through database design. Defines the content and structure of the database (schema) and advises users on efficient techniques for extracting data. Consults with university groups concerning the impact that new applications will have on the database. Maintains accurate and up-to-date database system documentation. Prepares test plans. Keeps track of available physical storage and initiates requests for new devices. Works with university groups to maintain a dictionary of data elements, research new data elements to prevent redundancy, and coordinate the definition of data elements. Collaborates and advises university groups on transaction processing techniques. Establishes data standards and security procedures for both software and physical protection. Keeps systems and applications programming staff informed of any future database changes that might require program modification. Develops expertise in the use of vendor software required for reporting and extracting information from the database. Maintains familiarity with installed software standards and procedures and evaluates other tools to determine the appropriate fit into the enterprise system. Provides direct network and enterprise systems support & troubleshooting Performs related work as required.

DATABASE SPECIALIST #001-25

SPECIAL WORKING CONDITION:

Normal work schedule may include on-call, late evening or early morning work on a periodic or frequent need basis.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma or GED certification) to accompany the application.

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 (i.e., 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 UOG's online employment portal system at <https://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 <https://www.uog.edu/safety-security/>.

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 applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).



RACHEL FIELD
Acting Chief Human Resources Officer

Junior Web Application Developer 10/03/24
Approved by Acting CHRO 10/03/24