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# ANNOUNCEMENT

November 10, 2021

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

***Announcement No. 004-22***

***Position Title***

**JUNIOR COMPUTER OPERATOR**

***Salary Range:***

UGPP/J-01\$31,076.00 – UGPP/J-18 \$54,771.00 Per Annum

***Opening Date:***

November 10, 2021

***Closing Date:***

November 24, 2021

**MINIMUM QUALIFICATIONS:**

**A) Education:** Associate in Computer Science or Associate in Arts degree in Information Science or an equivalent of AA degree in computer field or Bachelor degree in Computer Science or in Art degree in Information Science or related fields is preferred.

Recognized IT related training & certification - Operating Systems: HP UNIX, UNIX WINDOWS, MAC OS;

Hardware Training/ Certifications (A+...); Network Training/ Certifications/ ( CISCO); Network Security Training/ Certification; Microsoft Training/ Certification.

**Experience:** One year in computer operations for HP-UNIX, UNIX, and/or Windows SERVER ENVIRONMENT. One year working experience supporting Administrative and Academic Users with computer hardware, software and networking. One year experience in MIXED OS platforms, Macintosh (up to current versions) and Windows (up to current). Experience with CAT 5e and 6 cable crimping, troubleshooting and testing; Experience with LAN, WAN, and WI-FI set-up, troubleshooting and testing; Set-up and troubleshooting network switches and routers; Experience using network testing equipment for copper and fiber; Experience with most common Office Applications (including SPSS, System Utilities and Antivirus Software); Experience providing individual training or class training.

**Others:** Capable of mixed software and hardware platforms. Capable of supporting administrative and academic users. Experience on the operating system, networking and applications of UNIX mainframe and microcomputers.

**B)** Any equivalent combination of education, experience, and training which provides the minimum knowledge, abilities, and/or skills.

**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.

**KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Ability to work from detailed operating instructions for each job, the operator selects the correct tape and disk files, scratch tapes, printer paper and uses the console to initiate operations. Ability to attach proper external labels to output files and fills out proper forms to reflect shift activity. Ability to perform operation support to computer lab users, computers and network equipment.

**CHARACTER OF DUTIES:**

The Junior Computer Operator will be supervised by the Micro Computer Specialist to schedule and execute job requests. Keeps a record of production jobs that do not reach successful end-of-job. Checks production jobs for set-up errors and maintaining production schedules. Informs supervisors of computer operations problems. Initiates corrective action where required (within the scope of knowledge and authority). Fulfills administrative reporting requirements. Performs supplies inventory needed for computer operations. Maintains a neat and orderly computer room environment. Performs set up and physical maintenance of computer equipment. Assists students in Computer Labs. Performs maintenance support to computer and network equipment. Performs training as required. Performs related work as required.

**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) accompany the application.

## JUNIOR COMPUTER OPERATOR #004-22

### **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 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 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).

  
Joseph Gumataotao (Nov 10, 2021 10:09 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Junior.Computer.Operator.11/10/21*  
*Approved by ACHRO 11/10/21*