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# ANNOUNCEMENT

November 21, 2024

**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. 007-25*

*Position Title*  
**DIVE SAFETY OFFICER**

**Salary Range:**  
UGPP/K-01 \$41,372.00 - UGPP/K-07 \$51,715.00 Per Annum

**Opening Date:** November 21, 2024  
**Closing Date:** Continuous Until Filled

**Location:**  
Office of Research & Sponsored Programs (ORSP)/Marine Laboratory (ML)

**MINIMUM QUALIFICATION:**

- Valid and current certification as a SCUBA Instructor;
- Five (5) years experience teaching as a SCUBA Instructor;
- Two (2) years experience using computers for various applications, such as Microsoft Excel for database management;
- Superior interpersonal skills.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Marine Biology or a related field;
- License to service at least one brand of SCUBA gear sold on Guam;
- American Academy of Underwater Sciences (AAUS) certification;
- Three (3) years experience administering a dive program.

**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.

**JOB DESCRIPTION**

Under the supervision of the Marine Lab (ML) Director, the Dive Safety Officer (DSO) will run the ML's dive and snorkel program, adhering to the rules and regulations established in the Dive Safety Manual, and closely interacting with both the ML Director and the ML Dive Control Board. The DSO will be responsible for overseeing the scientific diver training program, keeping all records pertaining to diving up-to-date, ensuring visiting scientists adhere to the University of Guam (UOG) ML's rules while diving under our auspices, and keeping diving personnel current and in accordance with American Academy of Underwater Sciences (AAUS) standards. Normal work hours are 08:00am to 05:00pm, Monday to Friday, with occasional evenings and weekends, if research or training workshops require.

**CHARACTER OF DUTIES:**

- Meet regularly with Dive Control Board, take and report minutes during all meetings, and report on dive program issues, updates, and concerns to the ML Director;
- Conduct check-out dives and snorkels, swim tests, and other AAUS requirements for new divers and snorkelers entering the ML dive program, as well as for visitors requesting to dive or snorkel under ML auspices;
- Maintain the database for the ML dive program, which will include diver status (scientific diver, scientific diver-in-training, inactive), schedules for required dive physicals of ML personnel, dive gear maintenance schedule, visiting diver records, and other forms of relevant information;
- Conduct annual refreshers for Emergency First Response (EFR), Divers Alert Network (DAN, or equivalent) O2 (lifesaving oxygen administration), CPR classes, and water rescue skills for all diving ML personnel, in accordance with AAUS standards;
- Send out reminder emails to ML personnel for their required physical exams, gear maintenance, EFR/DAN O2/CPR, and rescue skills classes;
- Communicate with the AAUS and other DSOs of collaborating agencies---e.g., preparing Letters of Reciprocity;

## **DIVE SAFETY OFFICER # 007-25**

- Assist in field work, as time allows, to 1) facilitate scientific divers-in-training, to reach the goal of 12 required dives to achieve scientific diver status; 2) monitor dive practices among personnel; and/or 3) assist in ML personnel field work;
- Monitor the online ML dive portal daily to approve/reject ML personnel field trips;
- Coordinate with ML boat house staff to ensure all field trips are organized and meet safety requirements;
- Ensure full SCUBA tanks are available for dives---i.e., drop off and pick up tanks from local dive shop(s).

### **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.

### **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 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 the application 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 21, 2024 15:26 GMT+10)

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

*Dive.Safety.Officer.11/21/24*  
*Approved by CHRO 11/21/24*