



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 education programs or activities.

# ANNOUNCEMENT

November 23, 2020

**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. 013-21*

***Position Title***

**CEDDERS TRAINING ASSOCIATE**

**Salary Range:**

UGPP/N 1 \$45,014.00 – UGPP/N 18 \$79,338.00 Per Annum

***Open Date:*** November 23, 2020

***Closing Date:*** Continuous Until Filled

**Location:**

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service  
(Guam CEDDERS)

**MINIMUM QUALIFICATIONS:**

- Master's degree from a U.S. accredited institution or foreign equivalent in an area related to the funding source (i.e., special education, public health, early intervention, early childhood, rehabilitation, etc.); and
- Five (5) years of experience in providing direct service to individuals with disabilities and their families with teaching certification when appropriate.

**NECESSARY SPECIAL QUALIFICATION:**

- Must have 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.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge and experience in providing training to a variety of audiences, including individuals with disabilities. Expertise in accessing national resources and consultants related to specific disability related topics. Knowledge of delivery of services by local agencies and non-profit providers. Knowledge of policies and procedures of collaborating agencies and departments. Knowledge of the principles and practices of modern public administration, including organizational relationships, particularly management, education, and administrative relationships. Knowledge of computer hardware and software including specialized data analysis software. Ability to assist in planning, developing, implementing, coordinating and evaluating federally funded projects and programs. Ability to work effectively with the public and Guam CEDDERS staff. Ability to communicate effectively, orally and in writing. Ability to use word processing software. Ability to maintain records and prepare technical reports.

**CHARACTER OF DUTIES:**

Under the direct supervision of the Director, Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS), the CEDDERS Training Associate develops the work scope in collaboration with the Initiative Area Coordinator for the activities to be performed under Initiative Areas, monitors the status of activities, and provides recommendations for future activities. Plans, develops, implements, reviews, and evaluates federally funded projects/programs, contracts and grants associated with Initiative Areas. Prepares and submits monthly activity reports to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. Conducts presentations related to disabilities for diverse audiences. Develops curriculum and learning standards. Conducts complex research and analysis of data for use in reports, training and presentations. Develops products including audio visual, curricular, and print media to support future activities, as well as products that are a result of research under Initiative Areas. Monitors expenditures and obligations of assigned grants and contracts. Attends UOG CEDDERS monthly staff meetings, quarterly Advisory Council meetings, quarterly and other strategic planning meetings. Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract. The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. Events may be held on evenings and weekends. On occasion, when required by projects, the work setting may change to off-site locations, i.e., a government

## #013-21 CEDDERS TRAINING ASSOCIATE

agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

### **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 (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 the date 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 <https://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, 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 17, 2020 11:50 GMT+10)

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

*CEDDERS.Training.Associate.11/23/20*  
*Approved by ACHRO 11/23/20*

*Shafiqul*

*dyl*

dyl (Nov 17, 2020 11:49 GMT+10)



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# ANNOUNCEMENT

November 14, 2019

**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. 018-20**

Position Title

**CEDDERS TRAINING ASSOCIATE**

Salary Range:

UGPP/N 1 \$45,014.00 – UGPP/N 18 \$79,338.00 Per Annum

Open Date:

November 14, 2019

Closing Date: Continuous Until Filled

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service  
(Guam CEDDERS)

**MINIMUM QUALIFICATIONS:**

- Master's degree from a U.S. accredited institution or foreign equivalent in an area related to the funding source (i.e., special education, public health, early intervention, early childhood, rehabilitation, etc.); and
- Five (5) years of experience in providing direct service to individuals with disabilities and their families with teaching certification when appropriate.

**NECESSARY SPECIAL QUALIFICATION:**

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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 SKILLS:**

Knowledge and experience in providing training to a variety of audiences, including individuals with disabilities. Expertise in accessing national resources and consultants related to specific disability related topics. Knowledge of delivery of services by local agencies and non-profit providers. Knowledge of policies and procedures of collaborating agencies and departments. Knowledge of the principles and practices of modern public administration, including organizational relationships, particularly management, education, and administrative relationships. Knowledge of computer hardware and software including specialized data analysis software. Ability to assist in planning, developing, implementing, coordinating and evaluating federally funded projects and programs. Ability to work effectively with the public and Guam CEDDERS staff. Ability to communicate effectively, orally and in writing. Ability to use word processing software. Ability to maintain records and prepare technical reports.

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## #018-20 CEDDERS TRAINING ASSOCIATE

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



October 26, 2020

Memorandum

To: SVP/P, Office of Academic & Student Affairs

PP

Via: Vice Provost, Research & Sponsored Programs

*Rachel A. Limtiaco*

Nov 4, 2020

From: Interim Director, Guam CEDDERS *[Signature]* 10/26/20

Subject: Request to Announce and Hire CEDDERS Training Associate

Guam CEDDERS requests your approval to announce and hire a full-time CEDDERS Training Associate to support the goals and objectives of CEDDERS grants and upcoming contracts.

The position is 100% federally funded subject to the availability of funds and is a full time limited term position. Personnel action will be charged to the Holding Account No. 66-32-455005-N-5102035 and actual hours worked will be cleared and charged to the appropriate accounts. Salary level is based on the UGPP grade N, with an annual salary of \$45,014 to \$79,338 and with increments based on UOG CEDDERS policy and employee evaluation. The fringe benefits package for the full-time position includes annual leave, sick leave, holiday pay, medical/dental/life insurance and GovGuam retirement.

Attached are copies of the position description and UGPP.

If you have any questions, please contact Jef Limtiaco at X2479 or [limtiacoj@triton.uog.edu](mailto:limtiacoj@triton.uog.edu)

Your approval is appreciated.

cc: Chief, HRO

Approved       Disapproved

*[Signature]* 11/6/20  
\_\_\_\_\_  
Anita B. Enriquez, D.B.A.      Date  
Senior Vice President /Provost  
Office of Academic & Student Affairs

Certified by:  
6632455005N5102035 (AVPE)  
*[Signature]*  
\_\_\_\_\_  
Noemi Tuazon, Accountant III      Date  
10/26/2020

Concurred By: *[Signature]* 11/5/20  
\_\_\_\_\_  
Randy Wiegand, Vice President, A&F      Date

T: +1 671.735.2479 F: +1 671.734.5709 W: [www.guamcedders.org](http://www.guamcedders.org)  
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

**UNIVERSITY OF GUAM**  
**Center for Excellence in Developmental Disabilities Education, Research and Service**  
**Position Description**

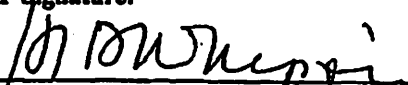
<b>Full Time or Part Time</b>  100% Federally Funded	<b>Position Title</b> <b>CEDDERS: TRAINING ASSOCIATE</b>	<b>College/Unit &amp; Name of Reporting Supervisor</b> <b>SVP/GUAM CEDDERS</b> <b>HEIDI E. SAN NICOLAS, Ph.D.</b> <b>Director</b>
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**Task: Describe the specific duties and responsibilities to perform this position.**

- Develops the work scope in collaboration with Initiative Area Coordinator for the activities to be performed under Initiative Areas, monitors the status of activities, and provides recommendations for future activities.
- Plans, develops, implements, reviews, and evaluates federally funded projects/programs, contracts and grants associated with Initiative Areas.
- Prepares and submits monthly activity reports to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract.
- Conducts presentations related to disabilities for diverse audiences.
- Develops curriculum and learning standards.
- Conducts complex research and analysis of data for use in reports, training and presentations.
- Develops products including audio visual, curricular, and print media to support future activities, as well as products that are a result of research under Initiative Areas.
- Monitors expenditures and obligations of assigned grants and contracts.
- Attends UOG CEDDERS monthly staff meetings, quarterly Advisory Council meetings, quarterly and other strategic planning meetings.
- Prepares and submits monthly and quarterly activity reports, including the Administration on Developmental Disabilities National Information Reporting System, to the Initiative Area Coordinator which will be incorporated into progress reports submitted to the respective funding sources of each grant and contract.

**Work Environment: Describe the general work atmosphere/physical setting for this position.**  
 The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. Events may be held on evenings and weekends. The work setting may change to off-site locations, i.e. a government agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

**Conditions of Employment: Describe any factors that effect the position such as benefits, salary, hours, dress code, vacation/sick time, probationary period etc.**  
 The conditions of employment include a Master's degree and a valid driver's license. Benefits package for the full time position includes annual leave, sick leave, medical/dental/life insurances, Government of Guam Retirement or social security, and holiday pay. Full time employees are required to work 40 hours per week. Dress code is casual work wear. Employees may carry over annual leave hours not to exceed 320 hours annually and up to 100 excess annual leave hours may be requested to be moved to sick leave. UOG CEDDERS employees are eligible to apply for Family Medical Leave. Other leave benefits include Parental Involvement Leave, Maternity/Paternity Leave, Emergency/Bereavement Leave, Jury Duty Leave, Military Leave and are available to employees who have been employed by the University for a minimum of 12 months. UOG CEDDERS employees are not eligible to participate in the Government of Guam Leave Sharing Program, Sabbatical Leave, Education Leave, Government Service Leave, or Professional Development Leave programs. Part time positions are offered a benefits package including social security. Hours of work for part time positions range less than 40 hours per week. Annual salary is \$44,242 to \$93,613 with increments based on UOG CEDDERS policy and employee evaluation.

SVP Signature:  Date: 10/25/06

**Skills:** Describe the specific abilities required to successfully perform this job. Be sure to specify if a skill is preferred or required and what level of expertise (high, medium or low).

The following list of skills and abilities are required and level of expertise is high.

- Ability to assist in planning, developing, implementing, coordinating and evaluating federally funded projects and programs.
- Ability to work effectively with the public and Guam CEDDERS staff.
- Ability to communicate effectively, orally and in writing.
- Ability to use word processing software. Ability to maintain records and prepare technical reports.

**Knowledge:** Describe any special knowledge or expertise does the individual need to perform this job. Be sure to specify if knowledge is preferred or required and what level of expertise (high, medium or low).

The following list of knowledge or expertise is required and the level of expertise is high.

- Knowledge and experience in providing training to a variety of audiences, including individuals with disabilities.
- Expertise in accessing national resources and consultants related to specific disability related topics.
- Knowledge of delivery of services by local agencies and non-profit providers.
- Knowledge of policies and procedures of collaborating agencies and departments.
- Experience in providing direct service to individuals with disabilities.
- Knowledge of the principles and practices of modern public administration, including organizational relationships, particularly management, education, and administrative relationships.
- Knowledge of computer hardware and software including specialized data analysis software.

**Educational Requirements:** Specify any educational requirements needed to do this job. Be sure to specify is the educational requirement is preferred or required and what level i.e., (high school, bachelors, masters or doctorate).

Required: Master's Degree in an area related to the funding source, i.e. special education, public health, early intervention, early childhood, rehabilitation, etc.

**Experience:** Specify any previous experience needed to do this job. Be sure to specify if the experience is preferred or required and what level i.e., (no experience, 1-3 years, 3-5 years etc).

Five years of experience in providing direct service to individuals with disabilities and their families with teaching certification when appropriate.

SVP Signature

Date:

*[Handwritten Signature]*

10/25/06

*[Handwritten Signature]* 10/25/06



## Re: Memos - CEDDERS Training Associate

June De Leon <june.deleon@guamcedders.org>

Mon 11/16/2020 4:11 PM

**To:** JJ <jef.limtiaco@guamcedders.org>; Torres, Shaeina <torress8267@triton.uog.edu>

**Cc:** Donna Y. Lujan <dylujan@triton.uog.edu>; JOSEPH B GUMATAOTAO <gumataotaoj@triton.uog.edu>; Evelyn Rosario <emrosario@triton.uog.edu>

Hafa Adai!

Thank you! I concur. Yes, continuous until filled.

Keep in touch.

JUNE

Sent from my BlackBerry - the most secure mobile device

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**From:** jef.limtiaco@guamcedders.org

**Sent:** November 16, 2020 2:11 PM

**To:** torress8267@triton.uog.edu

**Cc:** dylujan@triton.uog.edu; gumataotaoj@triton.uog.edu; emrosario@triton.uog.edu; june.deleon@guamcedders.org

**Subject:** Re: Fw: Memos - CEDDERS Training Associate

That would be great. It'll be continuous till filled

On Mon, Nov 16, 2020 at 2:08 PM Torres, Shaeina <[torress8267@triton.uog.edu](mailto:torress8267@triton.uog.edu)> wrote:

Håfa Adai Mr. Jef,

I am currently working on the job announcement for the CEDDERS Training Associate. I am looking at posting it on Monday, November 23, 2020, if everything is in order. Would this be okay? Please advise on the close date. Will this be continuous until filled?

Kindly have Ms. June concur.

Thank You,  
Shae

--

Si Yu'os Ma'åse',

**Shaeina F. Torres**  
*Personnel Specialist I*

**Human Resources Office**  
[Office: +1 \(671\) 735-2350](tel:+16717352350)  
[torress8267@triton.uog.edu](mailto:torress8267@triton.uog.edu)  
<https://www.uog.edu/hro>

*The University of Guam is an equal opportunity provider and employer.*

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# #013-21 CEDDERS Training Associate

Final Audit Report

2020-11-17

Created:	2020-11-16
By:	Elizabeth Flores (eflores@uguam.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAT-c8ZAq8Fys8MdZ8_8sn9mgHNUV0kRBn

## "#013-21 CEDDERS Training Associate" History

-  Document created by Elizabeth Flores (eflores@uguam.uog.edu)  
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-  Document emailed to Shaeina Torres (torress8267@triton.uog.edu) for signature  
2020-11-16 - 11:08:31 PM GMT
-  Email viewed by Shaeina Torres (torress8267@triton.uog.edu)  
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Signature Date: 2020-11-17 - 1:49:24 AM GMT - Time Source: server- IP address: 43.240.88.127
-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature  
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-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
Signature Date: 2020-11-17 - 1:50:46 AM GMT - Time Source: server- IP address: 182.173.233.150
-  Agreement completed.  
2020-11-17 - 1:50:46 AM GMT