



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

December 3, 2021

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

<i>Announcement No. 015-22</i>	
<b><u>Position Title</u></b> <b>EXTENSION ASSOCIATE I</b>	
<b><u>Salary Range:</u></b> UGPP/J-01 \$31,076.00 – UGPP/J-05 \$36,061.00 per annum	<b><u>Opening Date:</u></b> December 13, 2021 <b><u>Closing Date:</u></b> Continuous until filled
<b><u>Location:</u></b> College of Natural & Applied Sciences/Cooperative Extension Service/Western Pacific Tropical Research Center	

**MINIMUM QUALIFICATION:**

Bachelor's Degree or Associate's Degree with 3 years relevant and related work experience

**CHARACTER OF DUTIES:**

- Maintain the Sexual Misconduct Listing for all Extension & Research Personnel to comply with the Civil Rights policies.
- Maintain records of Conflict of Interest/Commitment Disclosure Form for Extension and Research personnel.
- Maintain the listing of PPD for all Extension and Research personnel.
- Maintain employee listing for all Extension and Research Personnel.
  - Such as effective date, end date, evaluation period, account number, hours per week, etc.
- Manage & Measure Recruitment Logs, Listing, and Binders for Extension and Research.
- Create Memos for HR Matters for Extension and Research.
- Manage all Adobe Sign for HR Matters for Extension and Research.
- Maintain Emergency contact listing for Extension and Research.
- Work with Admin Assistants in all areas in CNAS regarding HR Matters.
- Perform other duties as assigned

**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.

## EXTENSION ASSOCIATE I #015-22

### **HOW TO APPLY:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/life-at-uog/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 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao [Dec 7, 2021 15:54 GMT+10]  
**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Extension Associate I 12/03/21  
Approved by Acting CHRO 12/08/21*

**Signature:** 

**Email:** albezar3810@triton.uog.edu

**Signature:**   
dyl (Dec 7, 2021 15:52 GMT+10)

**Email:** dylujan@triton.uog.edu




MEMORANDUM

December 2, 2021

TO: Mr. Joseph B. Gumataotao, Acting Chief Human Resource Officer  Dec 3, 2021

VIA: Dr. Anita B. Enriquez, SVP/Provost  Dec 3, 2021

VIA: Dr. Lee S. Yudin, Dean/Director  Dec 3, 2021

VIA: Ms. Christine Viscosky, CNAS Accountant III   
 Account(s) are correct and funds are certified  
 Account(s) to be used \_\_\_\_\_ Dec 3, 2021

FROM: Mr. Peter Barcinas, Interim Associate Director, CES  Dec 3, 2021

Dr. Adrian Ares, Interim Associate Director, WPTRC  Dec 3, 2021

RE: **Job Announcement: Extension Associate I**

We would like your permission to announce Extension Associate I position on People Admin, UOG Career Page and UOG Website.

The particulars of the job announcement are as follows:

- Program name/College ..... CNAS/CES/WPTRC
- Account number(s) ..... 61-2F-213001-P-5102035 CESF (50%)  
..... 61-1F-253001-R-5102035 CALF (50%)
- Federally funded .....  Yes  No
- Position title ..... Extension Associate I
- Type of appointment .....  Other/Limited Term  Contract  Classified
- Type of employment .....  Part-Time  Full-Time
- Grade/Step/Salary or Hourly Rate ..... UGPP/J-01 \$31,076.00 – UGPP/J-05 \$36,061.00 per annum
- Number of hours per week ..... 40 hours per week
- Benefit(s) .....  All fringe benefits  
.....  Medical/Dental  Retirement  
.....  Social Security  
.....  Annual/Sick Leave  Life Insurance
- Duration of recruitment posting .....  2 weeks  Continuous until filled



**COLLEGE OF NATURAL & APPLIED SCIENCES**  
*Western Pacific Tropical Research Center  
Cooperative Extension Services*

**Minimum Qualifications**

Bachelor's Degree or Associate's Degree with 3 years relevant and related work experience

**Character of Duties**

- Maintain the Sexual Misconduct Listing for all Extension & Research Personnel to comply with the Civil Rights policies.
- Maintain records of Conflict of Interest/Commitment Disclosure Form for Extension and Research personnel.
- Maintain the listing of PPD for all Extension and Research personnel.
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  - Such as effective date, end date, evaluation period, account number, hours per week, etc.
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- Perform other duties as assigned

Your favorable consideration and approval of this request is greatly appreciated.












# JA Memo Extension Associate I (HR Asst)


Final Audit Report

2021-12-03


Created:	2021-12-02
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAku78Q73_EOBNzXgPNd09ugEVxgQppNg8

## "JA Memo Extension Associate I (HR Asst)" History

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2021-12-02 - 7:13:24 AM GMT- IP address: 168.123.200.234
-  Document emailed to Adrian Ares (adriana@triton.uog.edu) for signature  
2021-12-02 - 7:18:24 AM GMT
-  Email viewed by Adrian Ares (adriana@triton.uog.edu)  
2021-12-02 - 11:59:08 PM GMT- IP address: 104.47.73.126
-  Document e-signed by Adrian Ares (adriana@triton.uog.edu)  
Signature Date: 2021-12-02 - 11:59:47 PM GMT - Time Source: server- IP address: 168.123.200.127
-  Document emailed to Peter Barcinas (pbarcina@triton.uog.edu) for signature  
2021-12-02 - 11:59:49 PM GMT
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2021-12-03 - 0:31:02 AM GMT- IP address: 168.123.200.134
-  Document e-signed by Peter Barcinas (pbarcina@triton.uog.edu)  
Signature Date: 2021-12-03 - 0:31:53 AM GMT - Time Source: server- IP address: 168.123.200.134
-  Document emailed to Christine Visosky (visoskyc@triton.uog.edu) for signature  
2021-12-03 - 0:31:55 AM GMT
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2021-12-03 - 0:33:34 AM GMT- IP address: 104.47.45.254
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-  Document emailed to Lee Yudin (lyudin@triton.uog.edu) for signature  
2021-12-03 - 1:29:27 AM GMT

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2021-12-03 - 3:37:34 AM GMT- IP address: 104.47.45.254

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2021-12-03 - 3:38:35 AM GMT

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2021-12-03 - 4:06:36 AM GMT- IP address: 114.142.236.221

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Signature Date: 2021-12-03 - 4:06:55 AM GMT - Time Source: server- IP address: 114.142.236.221

 Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature

2021-12-03 - 4:06:57 AM GMT

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2021-12-03 - 4:36:18 AM GMT- IP address: 172.225.46.192

 Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)

Signature Date: 2021-12-03 - 5:09:56 AM GMT - Time Source: server- IP address: 168.123.230.175

 Agreement completed.

2021-12-03 - 5:09:56 AM GMT










# #015-22 Extension Associate I

Final Audit Report

2021-12-07

Created:	2021-12-07
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7sLbWvY1Ty6kT4eECVAjefoo0OQEmEwB

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-  Document emailed to dyl (dylujan@triton.uog.edu) for signature  
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-  Email viewed by dyl (dylujan@triton.uog.edu)  
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-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature  
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-  Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
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-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
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