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ANNOUNCEMENT

December 3, 2018

OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):

Announcement No. 018-19	
<u>Code No. Position Title</u> 7.131 BIOLOGIST II	
<u>Salary Range:</u> Open: M-01 \$40,762.00 – M-07 \$50,953.00 Per Annum Prom: M-01 \$40,762.00 – M-18 \$71,844.00 Per Annum	<u>Opening Date:</u> December 3, 2018 <u>Closing Date:</u> December 17, 2018

MINIMUM EXPERIENCE AND TRAINING:

- a) One year experience in the applicable field of biology and graduation from a recognized college or university with a Bachelor's degree in biology, wildlife management, fish management, or related fields; or
- b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

- a) Possession of a valid driver's license.
- b) Possession of a valid scuba diving certificate may be required.

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.

NATURE OF WORK IN THIS CLASS:

This is a moderately complex professional and scientific biological work involved in fish or wildlife management and conservation programs, or in environmental management and protection programs. Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of pertinent principles, practices and techniques applied in fishery or wildlife management and conservation, or in environmental management and biological control. Knowledge of the habits and ecology of fishes and other aquatic organisms, or of birds, mammals, and other forms of wildlife. Knowledge of microbiology and organic and inorganic chemistry as they relate to assigned program. Knowledge of field research methods and techniques. Ability to conduct biological research studies and draw sound conclusions based on findings. Ability to apply mathematical and statistical methods to biological data. Ability to work effectively with employees and the public. Ability to communicate effectively. Ability to maintain records and prepares technical reports. Skill in the use and care of standard field and laboratory equipment. Skill in the safe operation of a motor vehicle. Skill in swimming, diving and in use of scuba gear may be required.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Conducts moderately complex field research work involving various projects and scientific studies necessary for the development, preservation, protection and management of fisheries or wildlife resources, including population census, life history and habitat requirements. Plans and carries out the analysis of biological and water monitoring data to established long-term trends as well as for comparative use associated with activities on, in or adjacent to Guam marine and fresh water. Analyzes and maintains biological data and prepares technical reports. Participates in the formulation of effective conservation regulations and management plans. Reviews and comments on environmental impact statements, assessments and development plans. Participates in public education programs. Maintains and performs minor repairs on field and laboratory equipment.

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.

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VETERANS / DISABILITY PREFERENCE:

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

PREFERENTIAL HIRING STATUS:

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

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 <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 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 B. GUMATAOTAO
Acting Chief Human Resources Officer

Biologist II 12/3/18
Approved by CHRO 12/3/18