A N N O U N C E M E N T

April 27, 2023

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. 055-23

Position Title
GCR COMPUTER TECHNICIAN II

Salary Range:
UGPP/J-01 $31,076 – UGPP/J-13 $46,852.00 Per Annum

Opening Date: April 27, 2023
Closing Date: Continuous Until Filled

Location:
Academic and Student Affairs/University Libraries/Richard F. Taitano Micronesian Area Research Center (RFT-MARC)/Guam Cultural Repository (GCR)

MINIMUM QUALIFICATIONS:
- Associate degree in Information Technology (IT), Computer Science (CS), Computer Information Systems (CIS); or
- At least sixty (60) credit hours completed toward degree in IT, CS, CIS, or related field; or
- A four (4) years' experience in the installation, maintenance and repair of computer systems, and related devices; or
- Any equivalent combination of experience and training which provides the minimum knowledge, skills and/or abilities.

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:
Knowledge of IT and computer hardware and software, operating systems, and networking. Excellent oral and written communication skills. Ability to follow oral and written instructions. Ability to apply safe work practices on the job. Ability to maintain strong client focus and genuine desire to assist. Ability to be methodical and disciplined in analyzing and solving technical issues. Ability to work effectively with the public, employees, and specialized equipment representatives.

CHARACTER OF DUTIES:
Under the direct supervision of the GCR Curator of Archaeological Collections or GCR Project Coordinator III, the GCR Computer Technician II will lead the IT and computer hardware and software, operating systems, and networking efforts for the Guam Cultural Repository, as well as will work with the UOG Office of Information Technology on following OIT's current best practices and standards. GCR Computer Technician II performs skilled work in the installation, repair, and maintenance of computer equipment. Provides effectively accurate technical advice and support to employees and Guam Cultural Repository patrons in the use of computer hardware and software, including troubleshooting and walking employees and patrons through the problem-solving process; follows up on advice and support; guides installation, repair, and maintenance of specialized equipment; and interfaces with representatives of computers and specialized equipment. This position monitors and reports any computer and special equipment issues, maintains computers, computer systems, networks, and other IT systems; may install and configure computer systems, diagnose hardware and software faults, and solve technical and applications problems. This includes supporting research and installation of department owned software for Guam Cultural Repository systems and specialized equipment. The GCR Computer Technician II will monitor AC temperatures; monitor and report any power issues; recommend and run reports for the Guam Cultural Repository, including the responsibility to run daily, weekly, and full data backup. Maintain records on events, problems, and its resolutions in logs, prepare reports, manage IT inventory, and replace parts as required; and provide support, including procedural documentation and relevant reports, involving diagrams and written instructions to repair a fault, or set up a system. Perform administrative changes in workspaces; proved support in the roll-out of new applications; set up new user accounts and profiles and deal with password issues; respond within agreed time limits to call-outs; work continuously on a task until completion (or referral to third parties, if appropriate); prioritize and manage many open cases at one time; test and evaluate new technology; and identify and suggest possible improvements on procedures. The GCR Computer Technician II duties include, Administrative; to develop the relevant

data logs and reports for a well-maintained IT system; create and update standard operating procedures; create RFQ for the Guam Cultural Repository's operational needs. Asset Management, the GCR Computer Technician II will tag newly procured devices and equipment and keep records of assets/inventory. Special Tasks/Projects, the GCR Computer Technician II may be assigned special tasks/projects throughout the year; provide daily or weekly updates on task/project progress; and collaborate with other Guam Cultural Repository staff as needed. The GCR Computer Technician II role may span one or more areas of expertise. Perform other duties assigned.

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 https://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 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 the 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 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 (Apr 26, 2023 16:07 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

GCR Computer Technician II 04/27/23
Approved by CHRO 04/27/23