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ANNOUNCEMENT

April 28, 2021

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

Announcement No. 070-21	
<u>Code No. Position Title</u>	
7.242 LABORATORY TECHNICIAN III	
<u>Salary Range:</u>	
Open: J-01 \$31,076.00 - J-07 \$38,845.00 Per Annum	<u>Opening Date:</u> April 28, 2021
Prom: J-01 \$31,076.00 - J-18 \$54,771.00 Per Annum	<u>Closing Date:</u> May 11, 2021

MINIMUM EXPERIENCE AND TRAINING:

- A) Three (3) years of experience in laboratory work, including two years of varied laboratory testing and analysis work, and successful completion of 22 semester hours in biology, chemistry or closely related sciences; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

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 complex technical laboratory work involved in performing a variety of standardized laboratory tests, analyses, and related work, or coordinating laboratory equipment and facilities in college teaching laboratories. Employees in this class perform complex technical laboratory duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced technical staff.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of materials, techniques, and procedures of a variety of standardized laboratory test. Technical knowledge of biological physical, or other sciences as applied to particular laboratory assignment. Ability to perform difficult laboratory tests requiring some technical judgment in determining and using proper procedures and interpreting results. Ability of coordinate use of laboratory facilities. Ability to lead the work of others. Ability work effectively with the public and employees. Ability of communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the use of laboratory instruments, equipment, and manipulative techniques appropriate to particular laboratory assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.) Performs difficult processing and analysis of various items. Participates in sample collection including field sampling of invertebrates, filtering, separating, mounting, identifying, and culturing. Performs difficult analysis of soils and plants, animals and human body fluids, fats, cells, proteins and tissues, invertebrates, foods, and other items. Uses laboratory instruments and equipment of varying complexity including microscopes, balances, spectrographs, chromatographs, scintillation counters; moisture, ph, and other meters; computers, calculators, and other office machines and equipment; ovens and high altitude chambers; embalming and sampling equipment; and other equipment. Schedules and supervises use of equipment, washing of glassware and other instruments and preparation of media , solutions, and other materials; consults with faculty, staff, and students to provide supportive service in research, teaching, and other projects; maintains storage areas and dispenses materials; maintains inventory, establishes supply levels and orders chemicals, equipment, and supplies. Assists with budget preparation; and performs technical work in preparing laboratories for classes and assisting with research or study projects involving use of various equipment. Prepares cultures including tissue cultures, reagents, and solutions; prepares specimens and slides. Cleans and maintains laboratory and work areas; makes repairs to laboratory equipment. Maintains records of tests, analyses, and results; prepares reports. Assists in developing and executing research designs; may assist in designing and construction equipment for various projects. May embalm specimens or preserved them by other methods, including latex injections. Leads the work of laboratory personnel and others as assigned in laboratory and field sampling and other activities; participates in training of other lab technicians. Performs related duties as required.

7.242 LABORATORY TECHNICIAN III #070-21

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.

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 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 <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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Apr 27, 2021 17:20 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Laboratory Technician III.04/28/21
Approved by Acting CHRO 04/28/21