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

May 5, 2021

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. **073-21**

Position Title
CEDDERS INTEROPERABILITY DATA MANAGER

Salary Range:
UGPP/L 1 $37,100.00 – UGPP/G 18 $65,389.00 Per Annum

Opening Date: May 5, 2021
Closing Date: Continuous Until Filled

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

MINIMUM QUALIFICATIONS:
- Bachelor's degree from a U.S. accredited institution or foreign equivalent.
- One (1) year of experience in working with individuals with disabilities and their families.
- Five (5) years of experience with computer systems and data processing, and management and facilitation of data exchange between systems; or any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

PREFERRED QUALIFICATIONS:
- Bachelor's degree in a discipline related to data coordination, computer processing, or business systems.

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 interoperability between different data systems. Knowledge of special computer programs used to conduct data entry and analysis. Knowledge of transmitting, translating, and uploading data through a highly protected and secured network server. Knowledge of computer hardware, including network servers and firewalls. Knowledge of computer software, including SQL, MS Word, Excel, ACCESS, and PowerPoint. Knowledge of data entry and management. Ability to independently organize and complete complex tasks to achieve specific outcomes. Ability to troubleshoot electronic linkages to servers or data systems. Ability to maintain and manage data systems: Web-based, SQL, ACCESS. Ability to maintain confidentiality. Ability to perform detailed and sequential work with high degree of accuracy. Ability to develop and maintain simple data sets using Excel. Ability to perform data analysis in a variety of formats: Excel, SPSS, ACCESS. Ability to solve issues related to data entry. Ability to develop reports, charts, graphs, and PowerPoint presentations. Ability to meet deadlines and manage multiple tasks. Ability to assist in planning, developing, implementing, coordinating and evaluating federally funded projects and programs. Ability to work and communicate effectively with the public, UOG CEDDERS staff, and national data surveillance and research/evaluation contractors.

DUTIES AND RESPONSIBILITIES:
Leads the facilitation of complex multi-agency interagency data sharing systems. Facilitates the expansion and refinement of web-based data collection systems. Facilitates multi-agency collaboration via development of Memoranda of Agreements. Facilitates the review of data reports with program staff in preparation for federal program submittals. Maintains ongoing communication regarding data entry and data synchronization issues with national liaisons and partner agencies. Develops and monitors implementation of Program Data collection and Analysis plan. Facilitates implementations of federal data security mandates to ensure compliance. Assists in the development and implementation of contractual work scopes with data system developers and consultants. Coordinates and monitors data-related activities to meet project goals and objectives. Customizes, compiles, and analyzes data for grant applications, project reports, presentations, and meeting. Compiles and submits required monthly, quarterly, & annual data to funding agencies. Develops, disseminates, and analyzes surveys for the project. Manages, maintains, and updates network hardware and software. Troubleshoots Information Technology issues. Troubleshoots electronic linkages to data system and server. Supervises data entry and validates accuracy of data. Supervises project data entry personnel. Creates user manuals for database. Creates user login names and sets access/privilege levels,

ensuring required Health Insurance Portability and Accountability Act (HIPAA) confidentiality requirements. Provides training on data entry to database users of partner agencies. Conducts presentations on project data activities. Facilitates project Continuous Quality Improvement (CQI) meetings. Develops and monitors implementation of Program CQI Data plan. Develops graphs, charts, and PowerPoint for data presentations. Compiles and submits quarterly CEDDERS Work Plan updates. Provides support to individuals with disabilities as needed. Performs other related duties as required to support UOG CEDDERS. 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.

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).

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Joseph Gumataotao (May 5, 2021 14:25 GMT+10)
JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

CEDDERS.Interoperability.Data.Manager.05/05/21
Approved by ACHRO 05/05/21