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ANNOUNCEMENT

May 20, 2022

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

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| <i>Announcement No. 078-22</i> | |
| <u>Code No. Position Title</u> | |
| 4.110 SAFETY OFFICER | |
| <u>Salary Range:</u> | |
| Open: K-01 \$33,911.00 – K-07 \$42,389.00 Per Annum | <u>Opening Date:</u> May 20, 2022 |
| Prom: K-01 \$33,911.00 – K-18 \$59,768.00 Per Annum | <u>Closing Date:</u> June 16, 2022 |

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of work experience in several phases of an organized safety including safety inspection, safety promotion safety program management and graduation from high school; 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 technical work involved in the promotion and management of employee safety and other similar programs with the Government of Guam. Employees in this class perform technical work in planning, promoting, and assisting departments and agencies in establishing safety programs, procedures, techniques, rules and standards and related programs.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of safety principles, methods, codes, procedures, and techniques. Ability to understand and recognize accident hazards in relationship to varied functions, work situations and activities. Ability to develop and direct a comprehensive and well-oriented accident prevention program. Ability to develop safety standards to meet specific work situation. Ability to conduct investigations and provide conclusions from facts obtained as to the cause of accident. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical reports.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) Coordinates with department and agency heads in organizing and establishing safety programs and in formulating rules and procedures. Establishes and maintains an accident prevention program which will provide safe, healthful, and efficient environment for employees; prevent damage to property; and reduce costs resulting from preventable accidents. Conducts safety surveys and inspections and provide guidance to supervisory personnel. Conducts safety training program for employees and provides safety information and educational materials. Investigates employee accidents and prepares of findings. Prepares and maintains records, statistics and other reports relating to the safety program. Observes physical conditions and operating practices and eliminates factors which are known or predicted to result in injury to persons or damage to property. Responsible for promoting safety by encouraging and stimulating employees to adopt and abide by safety policies, plans, methods, and procedures and for maintaining employee relations. Serves as staff advisor to department or agency head on safety programs and serves as a safety representative. Performs related duties as required.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG’s online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

4.110 SAFETY OFFICER #078-22

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 which 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 (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 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 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 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 applications 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) 735-2244, or to the Office of Civil Rights (OCR).


Joseph Gumataotao (May 20, 2022 08:37 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Safety Officer 05/20/22
Approved by ACHRO 05/20/22