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# ANNOUNCEMENT

September 03, 2020

**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):**

<i>Announcement No. 084-20</i>	
<u>Position Title</u> <b>SENIOR COMPUTER OPERATOR</b>	
<u>Salary Range:</u> UGPP/K-01 \$33,911.00 – UGPP/K-10 \$46,553.00 Per Annum UGPP/K-01 \$33,911.00 – UGPP/K-18 \$59,768.00 Per Annum	<u>Opening Date:</u> September 03, 2020 <u>Closing Date:</u> September 16, 2020

## **MINIMUM QUALIFICATIONS:**

**Education:** Associate's Degree in computer related fields or equivalent of Associate's Degree in computer field with computer operations certificate for mainframe or large scale computers will be considered.

**Work Experience:** Three (3) years' experience in computer operations for DEC's, ULTRIX and UNIX. Experience in the operating system, networking and applications of UNIX mainframe and microcomputer is also 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.

## **FUNCTIONAL NARRATIVE:**

Operates the computer and monitors system performance through the console. Reacts to directions from systems or applications software and ensures that input data and files are provided as required. Analyzes potential problems and takes corrective action or seeks assistance. Perform a variety of IT technical supports as needed.

## **DUTIES AND RESPONSIBILITIES:**

Maintains up-to-date knowledge of operating procedures and standards. Performs supplies inventory needed for computer operations. Maintains records required to supplement console log, including documentation of problems and action taken. Performs system backup procedures such as copying system files, taking checkpoints, and maintaining message logs. Identifies systems malfunctions; initiates corrective action to maintain schedules and protect the integrity of production files and reports. Interprets console messages from system software or application programs; initiates required action. Maintains a neat and orderly computer room environment. Enforces security procedures. Performs set-up and physical maintenance of computer equipment. Performs training as required. Performs other IT technical supports as required such as managing, helpdesk system and performing helpdesk requests. Performs related work as required.

## **SPECIAL WORKING CONDITION:**

Normal work schedule may include on-call, late evening or early morning work on a periodic or frequent need basis.

## **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.

## **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.

## SENIOR COMPUTER OPERATOR#084-20

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:**

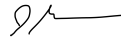
All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **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 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

*SENIOR COMPUTER OPERATOR 09/03/20*  
*Approved by Acting CHRO 09/03/20*