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

August 03, 2022

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. **100-22**

Position Title
JUNIOR PROGRAMMER/ANALYST

Salary Range:	**_Opening Date:_** August 03, 2022
UGPP/M-01 $40,762.00 – UGPP/M-18 $71,844.00 Per Annum	**_Closing Date:_** Continuous until filled

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Information Science, Electronics, Computer Science or related fields.
Experience: One (1) year in programming development and minimum one (1) year in system and applications developments for systems similar to University of Guam (UOG) systems. One of the main duties is to coordinate, plan, implement and provide post implementation maintenance support for such applications as Portal and Data warehouse and their associated OS and applications. Work experience and/or formal training on Window Server, SharePoint and SQL are required.
Preferred: Experience in HP UNIX, UNIX, Windows, Mac OS. Experience in UNIDATA DBMS. Experience in Active Directory and/or SharePoint 2010. Experience in programming for Web page, Web-based applications, Intranet and Internet applications, Statistical packages, and MIS applications.
Others: Capable of supporting mixed software and hardware platforms. Capable of supporting administrative and academic users. Capable of supporting operating systems and applications of microcomputers.

FUNCTIONAL NARRATIVE:

Performs various tasks in systems and applications development, conversions, and implementations. Responsible for the completion of assigned development components including program coding. Provides advice to users in initial system implementation and performs system maintenance as 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.

NATURE OF WORK IN THIS CLASS:

Design, maintain and troubleshoot the campus connectivity; following best practices to support a research and education network. Ensure all campus users, students, faculty, and staff have the best quality connectivity to online learning resources. Collaborates with global organizations and consortiums to establish high speed connectivity between research and education institutions. \'Corks in conjunction with the Junior Information Security Analyst, research and implement security measures to ensure and maintain the integrity of the campus connectivity.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Intermediate understanding of network management, maintenance, and design. Knowledge of Cisco IOS configuration. Knowledge and ability to implement campus network design best practices. Knowledge in Windows and UNIX OS version and tools. Knowledge in troubleshooting network problems of host, building, and network wide scopes.

CHARACTER OF DUTIES:

Under the supervision of the Chief Information Officer, the Junior Network Engineer will debug and troubleshoot network systems and fix any issues that may arise. Implement bad plan campus security measures to avoid and prevent information from being compromised. Participate in the documentation, configuration, and maintenance of the campus network to create better understanding of the network allowing reports to be reviewed and make informed decisions. Provide site survey and in-field visits with end users for repairs, installs, moves/ adds/ changes, including wired and wireless. Collaborate with other research and education institutions and other supporting consortium member and expand network connectivity. Perform other duties as assigned.

SPECIAL WORKING CONDITION:

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

JUNIOR PROGRAMMER ANALYST #100-22

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

Joseph Gumataotao (Aug 3, 2022 10:37 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

JUNIOR PROGRAMMER ANALYST 08/03/22
Approved by CHRO 08/03/22