



JON J.P. FERNANDEZ  
Superintendent of Education

DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION

501 Mariner Avenue  
Barrigada, Guam 96913-1608  
Tel: (671) 475-0496  
www.gdoe.net



ANTONETE MUÑA SANTOS  
Administrator

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

**OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-041-2019)**

**GRAPHIC ARTIST TECHNICIAN III (5.117)\***

OPENING DATE: April 11, 2018 CLOSING DATE: April 25, 2019

**SALARY:** Pay Grade I – General Pay Plan (GPP)  
Open: Step 1-10, \$28,595.00 - \$39,255.00 Per Annum  
Promotional: Step 1-18, \$28,595.00 - \$50,399.00 Per Annum

**DUTY:** Probationary/Permanent Full-Time Appointment  
**LOCATION:** CHAMORRO STUDIES AND SPECIAL PROJECTS DIVISION  
**FUNDING:** LOCAL

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING** – (A) Three years of experience in graphic arts or design work and graduation from high school; or (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NATURE OF WORK IN THIS CLASS:** This is complex technical work in the preparation of a variety of graphic art projects; Employees in this class perform complex graphic art duties, including independent work in specialized areas of the profession; Employees often serve as team or group leads over less experience technical staff.

**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.) Produces complex illustration, mechanical or freehand lettering, layout, design, and format for appropriate visual aid materials; Conceives and visualizes concepts for presentation through multi-media materials including television; Prepares charts and graphs to portray various statistical data; Conducts research for information to be used for charts and graphs; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles and techniques of illustration, art perspective, design, color harmony and composition; Knowledge of the various methods of duplicating such as diazo-printing, spirit duplication, mimeographing, off-set printing, photo modification, and photo copy techniques; Ability to create concepts and artwork for a variety of visual aid materials for effective communication; Ability to visualize ideas on paper; Ability to create effective and artistic format for publications; Ability to design forms, graphs, and charts; Ability to work effectively with the public and employees; Ability to communicate effectively, orally and in writing; Skill in illustrative techniques and in the use of tools utilized in illustration layout and design work.

**EMPLOYMENT BENEFITS:** This is a permanent, full-time position under Chamorro Studies and Special Projects Division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

**APPLICATION SUBMISSION AND DEADLINE:** Employment applications may be obtained from our office, located at Building-B, 501 Mariner Avenue, (Tiyan) Barrigada or printed from the Department of Education's website at [www.gdoe.net](http://www.gdoe.net). Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until Tuesday, December 18, 2018 at the Human Resources Division Office, Room 103 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

**\*FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

**FOR ADDITIONAL INFORMATION:** Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or come by and visit our office.

ANTONETE MUÑA SANTOS,  
Personnel Services Administrator

iris