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ANNOUNCEMENT

January 30, 2020

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

<i>Announcement No. 044-20</i>	
<u>Position Title</u>	
4.115 SAFETY ADMINISTRATOR	
<u>Salary Range:</u>	
Open: N-01 \$45,014.00 – N-10 \$61,796.00 Per Annum	<u>Opening Date:</u> January 30, 2020
Prom: N-01 \$45,014.00 – N-18 \$79,338.00 Per Annum	<u>Closing Date:</u> February 18, 2020

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of progressively responsible technical experience in occupational safety inspections/ enforcement work and one year supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related field; 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:

Administers the occupational safety programs and activities of a department/agency.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of administrative principles and practices. Knowledge of the occupational hazards inherent in various types of occupations and the standard safety precautionary measures. Ability to administer occupational safety programs and activities. Ability to make work decisions in accordance with appropriate program guidelines. Ability to interpret, apply and enforce occupational safety laws, rules, regulations and other program guidelines. Ability to evaluate operational effectiveness and recommend/initiate changes to improve program effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Administers the occupational safety programs and activities of a department/ agency. Formulates and implements occupational safety policies, rules and regulations and other program guidelines. Evaluates operational effectiveness and initiates/ recommends appropriate changes to enhance occupational safety measures and practices. Conducts inspections of work areas for the detection and elimination of unsafe acts and conditions; insures compliance with safety requirements; investigates on-the-job accidents and incidents and prepares findings and recommendations to effect accident preventive measures and minimize occupational safety hazards. Conducts safety training and provides safety manuals, posters and related materials for continuing safety education of employees. Maintains records and prepares reports. 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.

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

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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 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

Maintenance Custodian 01/30/20
Approved by Acting CHRO 01/30/20