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ANNOUNCEMENT

June 19, 2019

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

Announcement No. 073-19

Code No. Position Title
9.456 BIOLOGICAL AIDE

Salary Range:

Open: G-01 \$24,729.00 – G-07 \$30,911.00 Per Annum

Prom: G-01 \$24,729.00 – G-18 \$43,585.00 Per Annum

Opening Date: June 19, 2019

Closing Date: July 02, 2019

MINIMUM EXPERIENCE AND TRAINING:

- a) One (1) year of practical experience in filed or laboratory work raising livestock, poultry, or other animals; gardening or farming; construction or carpentry; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be 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:

Assist professional employees in carrying out aquaculture and wildlife laboratory and field work.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn to care and feed fish, shrimps and other living organisms. Ability to maintain fish tanks, diesel air compressor, water pump and other similar equipment used in aquaculture. Ability to collect samples of shrimps and fish. Ability to take measurements and record findings. Ability to assist in preserving biological specimens. Ability to assist in the construction of animal traps, bird feed plots, and to install experimental tanks and apparatus. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain work records. Skill in the safe operation of a motor vehicle may be required.

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.) Cares and feeds fish, shrimps and other living organisms being raised in laboratory fish tanks. Maintains fish tanks, diesel air compressors, water pumps and other similar equipment used in aquaculture. Collects samples of shrimps and fish; measures and records their physical dimensions. Assists in preserving biological skeletal specimens; measures and weighs specimens of deer and pig fetus; measures and records morphometric measurements of feed animals. Assists in the construction of animal traps and game bird feed plots; assists in installing experiment tanks and apparatus. Applies safe work practices on the job. Maintains work records. Performs related duties as required.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

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.

9.456 BIOLOGICAL AIDE #073-19

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 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 (e.g., 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 <http://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 the application 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

9.456 Biological Aide 06/19/19
Approved by Acting CHRO 06/19/19