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# ANNOUNCEMENT

January 22, 2021

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

<b>Announcement No. 028-21</b>	
<b><u>Code No. Position Title</u></b> <b>7.232 CHEMIST III</b>	
<b><u>Salary Range:</u></b> Open: N-01 \$45,014.00 - N-07 \$56,268.00 Per Annum Prom: N-01 \$45,014.00 - N-18 \$79,338.00 Per Annum	<b><u>Opening Date:</u></b> January 22, 2021 <b><u>Closing Date:</u></b> February 05, 2021

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Two (2) years of professional chemical analysis experience and graduation from a recognized college or university with a Bachelor's degree in chemistry; or
- b) Any equivalent combination of experience and training beyond a Bachelor's degree 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:**

This is complex professional laboratory work performing analyses and examinations of chemical substances and materials. Employees in this class perform the full range of complex professional chemical and physical analyses duties, including independent work in specialize areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of analytical, physical and organic chemistry. Knowledge of chemical laboratory methods, equipment and materials. Knowledge of biochemistry as related to work involved. Ability to apply complex technical chemistry methods and techniques to difficult testing and analytic laboratory problems and arrive at adequate solutions. Ability to lead the work of professional staff. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the use and care of laboratory equipment.

**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.) Conducts chemical laboratory tests of chemically constructed and bonded materials utilizing a variety of equipment, instruments and techniques to determine adherence to specifications or suitability for consumption, use or exposure. Conducts highly technical and complex chemical analyses requiring change in methods, new procedures, or unusual techniques to determine content of variety of items. Conducts investigations and studies of new materials and new and more efficient methods; assists in designing new testing equipment. Plans, organizes and leads laboratory work to ensure accuracy of testing and achieve optimum use of instruments, equipment and techniques. Conducts research projects, adequacy and prepares technical reports of results and makes recommendations; monitors laboratory operations and activities making recommendations for improvements, economy and efficiency; maintains quality control; assists in establishing and implementing laboratory policy. Assists in determining needs, preparing budget recommendations, and preparing purchasing requests. 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.

## 7.232 CHEMEST III #028-21

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

  
Joseph Gumataotao (Jan 21, 2021 14:51 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Chemest.III.01/22/21*  
*Approved by Acting CHRO 01/22/21*






# 028-21 CHEMIST III (PeopleAdmin)

Final Audit Report

2021-01-21

Created:	2021-01-21
By:	Elizabeth Flores (eflores@uguam.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXO53dVKLSeIvc1bkmXP4ZsT9R8R62YaO

## "028-21 CHEMIST III (PeopleAdmin)" History

-  Document created by Elizabeth Flores (eflores@uguam.uog.edu)  
2021-01-21 - 4:44:55 AM GMT- IP address: 168.123.242.17
-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature  
2021-01-21 - 4:45:28 AM GMT
-  Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
2021-01-21 - 4:50:39 AM GMT- IP address: 104.47.74.126
-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
Signature Date: 2021-01-21 - 4:51:01 AM GMT - Time Source: server- IP address: 182.173.233.150
-  Agreement completed.  
2021-01-21 - 4:51:01 AM GMT