



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6076/5/4/3

JOB ANNOUNCEMENT

(Open-Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: Information Security Administrator	Announcement Number: EOE-018-2018
Pay Grade/Step: MINIMUM: J6-D, \$51,843.00 PER ANNUM MAXIMUM: J7-D, \$53,948.00 PER ANNUM	Open Date: February 12, 2018 Closing Date: Continuous

MINIMUM QUALIFICATIONS:

- A. Four (4) years technical experience in information security and network protection and a Bachelor's degree in Computer Science, Computer Information Systems (CIS), Information Technology or closely related field; 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 supporting the security solutions for the Guam Power Authority and/or the Guam Waterworks Authority.

The employee in this class is responsible for implementing and maintaining solutions that will monitor and secure the organization's internal and external systems and infrastructure. This includes the ongoing management and maintenance of hardware and software systems by monitoring, analyzing, and troubleshooting equipment for potential security breach.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all the duties that may be performed; any one position may not include all the duties listed).

- Work with Administration and support teams to implement security software and monitoring agents on Windows, OS400 and Linux systems, network devices, and databases.
- Monitor all systems for compliance with Information Security policies and procedures.
- Troubleshoot and/or debug issues with security software.
- Assist in the testing and certification of new security technologies or new versions of existing products.
- Write and maintain technical documentation including design documents, test plans, project plans, procedures, incident reports, and troubleshooting guides.
- Monitor status of patching of servers, workstations, and network devices.
- Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of MS Active Directory.
- Knowledge of monitoring protocols such as Syslog and SNMP (Simple Network Management Protocol).
- Knowledge of network communications (TCP/IP, ICMP, Telnet, etc.)
- Knowledge of web technologies (IIS/Apache, HTTP/S, Java, etc.)
- Knowledge of file systems, databases, virtualization technologies, and identity management.
- Knowledge of security techniques and defenses against viruses and other attacks.
- Ability to program scripts and batch files (VB Script, shell, Perl, and others).
- Ability to work both independently and with others.
- Ability to create technical documentation and diagrams.
- Strong understanding of Windows, OS400, and Linux environments.
- Strong organizational, problem-solving, written, and communication skills.

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) All new employment in the service of the government of Guam *shall* have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".

PREFERENCE POINTS:

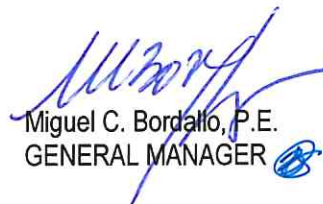
Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

DOCUMENTATION REQUIRED: Your selection will be **conditional** pending the submission of a recent valid police and court clearance, and taking and passing a drug test. The Human Resources department will advise you of these requirements once you have been conditionally selected. You will have five (5) business days from the date of your Notice of Conditional Employment to submit the mandatory police and court clearances that are not older than thirty (30) calendar days from the date of your notice. The cost to obtain the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date above criteria. If you do not have any convictions or conditions that would warrant rescinding the job offer, and you pass the drug test, you may be notified of your start date.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Personnel Services Division – Human Resources Section Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 by 5:00pm on the job vacancy announcement closing date. For more information call the Personnel Office at 671-300-6076/5/4 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"