



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
220-B Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6073-6 Fax: (671) 300-6896

JOB ANNOUNCEMENT
(Open-Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: Utility Personnel Assistant I	Announcement Number: EOE-020-2018
Salary: MINIMUM: D3-A, \$28,220.00 PER ANNUM MAXIMUM: D4-A, \$29,366.00 PER ANNUM	Open Date: March 12, 2018 Closing Date: March 23, 2018

MINIMUM QUALIFICATIONS:

- A.) Two years of general clerical work involving public contact and graduation from high school; or
 - B.) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills;
- and**

Possession of a certificate from a nationally recognized foundational skills assessment such as a Work Keys Skills Assessment Certificate. This Work Keys certificate can be obtained through the Guam Community College. For more information, please contact GCC at 735-5640 or log into guamgcc.edu, workforce development.

SELECTIVE FACTOR:

Possession of a successful completion of Microsoft Office 2013 computer applications certificate.

NATURE OF WORK IN THIS CLASS:

Performs internal review function for the Guam Waterworks Authority. Conduct special studies, implement and develop compliance procedures/requirement, analyses, audits or internal reviews in all areas of GWA. Provide suggested solutions of conditions that adversely impact on resources, management, mission accomplishment, integrity of the Authority, which affect in any way the efficient use of GWA's resources.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; and one position may not include all the duties listed).

- Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions for the utility; utilizes the JDE Edwards system to track employee information and other related programs implemented by the utility.
- Establishes eligibility lists and prepares certification of eligible; schedules examinations.
- Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance; social security and retirement plan.
- Compiles employment data and prepares periodic and special personnel reports as required utilizing the appropriate HR computer system application used by the utility.
- Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.
- Administers written paper and pencil examinations; corrects test papers and computes raw score.
- Maintains personnel records.
- May perform incidental typing and clerical duties in the performance of assigned tasks.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of office practices.
- Ability to learn and apply personnel rules, regulations, procedures and program requirements.
- Ability to make decisions in accordance with appropriate programs guidelines.
- Ability to make arithmetic computations.
- Ability to work effectively with the public and employees.

- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

HIGH SCHOOL DIPLOMA/Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L.#31-254):

Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

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 original, signed Application for Employment form to the Human Resources Division-Personnel Services Section, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 (2nd Floor) by closing date. For more information call the Personnel Office at 300-6073-6. Our Web site is www.guamwaterworks.org to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER