



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

(In-House)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Computer Operator III	Announcement Number: EOE 006-2019
Salary: MINIMUM: I5-A \$20.76/hour; \$43,174.00 PER ANNUM MAXIMUM: I6-A \$21.60/hour; \$44,927.00 PER ANNUM	Open Date: November 26, 2018 Closing Date: December 10, 2018

MINIMUM QUALIFICATIONS:

- A. Three years of experience in computer and peripheral data processing machine operation; 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 involved in the operation of electronic data processing machines and peripheral equipment in processing varied and complex accounting and statistical data.

Employees in this class perform the full range of computer operation and serve as shift or team leaders over less experienced personnel or may supervise lower level computer operators and other clerical employees. Work involves monitoring and controlling the computer on established routines.

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.)

- Participates and leads the work of subordinates in operation of electronic data processing machine and peripheral equipment.
- Performs highly technical work in the processing of varied and complex accounting and statistical data; alters priority of jobs by changing class through the console.
- Establishes and maintains work schedules and determines priority of report productions.
- Manipulates control switches on console panel in accordance with established routines.
- Observes control panel, magnetic tape units, etc. and reports any deviation from standards to the supervisor.
- Reviews completed product for adherence to designed specifications.
- Assists or recommends the establishment and revisions of procedures, methods techniques and forms to improve operating efficiency.
- Assists less experienced computer operators in accomplishing their assignments.
- Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the operation of electronic data processing machines and peripheral equipment.
- Knowledge of the practices, procedures and techniques of electronic data processing.
- Knowledge of computer operation capabilities.
- Knowledge of basic computer programming.
- Knowledge of modern office procedures, practices and methods.
- Ability to lead the work of others.
- Ability to evaluate operational efficiencies and recommend changes to improve effectiveness.
- Ability to think in terms of computer logic.
- Ability to identify the various switches, devices and uses of the peripheral equipment.
- Ability to make assignments to symbolic and physical devices.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively orally and in writing.
- Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

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.

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"