



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 of eligibles for:

Position Title: Employee Development Specialist I	Announcement Number: EOE 009-2019
Salary: MINIMUM: H3-B \$17.29/hour; \$35,955.00 PER ANNUM MAXIMUM: H4-B \$17.99/hour; \$37,415.00 PER ANNUM	Open Date: November 26, 2018 Closing Date: December 10, 2018

MINIMUM QUALIFICATIONS:

- A. Graduation from a recognized or accredited college or university with a Bachelor's degree in personnel, psychology, business or public administration 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 routine professional work in employee training and development and/or coordinating programs that serve to educate government employees to improve their skills at work.

Employees in this class perform routine technical duties after initial training and work under closer supervision on a variety of more complex developmental assignments.

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 in instructing and presenting a component of a routine workshop that consists of a number of separate subunits to employees and management. Selects and assists in developing teaching aids such as training handbook, visual aids and reference books.
- Prepares the necessary materials, equipment and other teaching aids to facilitate improved understanding of the subject matter to employees.
- Researches workshop participants questions that require an expansion of the examples or principles in order to simplify the material for workshop participants.
- Assists in coordinating federal or local training programs.
- Contacts departmental nominees for acceptance or non-acceptance of scheduled workshops.
- Assists in conducting needs assessment survey.
- Prepares reports and memoranda.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, practices and techniques of employee training and development.
- Ability to learn to apply the principles and practices of teaching and learning.
- Ability to coordinate local employee development programs.
- Ability to comprehend training texts and utilize audio-visual aids for use in training.
- Ability to organize and implement a government-wide training program or workshop.
- Ability to participate in needs assessment survey.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain records and prepare reports.

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"