

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: Systems and Programming Administrator	Announcement Number: EOE 007-2019
Salary: MINIMUM: L6-D \$35.29/hour; \$73,395.00 PER ANNUM MAXIMUM: L7-D \$36.72/hour; \$76,375.00 PER ANNUM	Open Date: November 26, 2018 Closing Date: December 10, 2018

MINIMUM QUALIFICATIONS:

- A. Six (6) years of progressively responsible professional experience in computer systems programming and analysis work and graduation from a recognized college or university with a Bachelor's degree in computer science, information science, business administration, mathematics or related fields; 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 supervisory and professional computer programming, and systems analysis work in a Management Information System of a department or agency.

Employees in this class supervises and participates in computer programming, system analysis work and computer operations of a department or agency.

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.)

- Supervises the design, development, maintenance and installation of computer programs, systems analysis and computer operations of a management information system.
- Assists technical and professional staff in resolving problems involving program intent, input and output requirements and other procedural or technical matters, including network administration.
- Develops and implements plans for improving system's design and programming, computer operations and data control and scheduling.
- Directs the systems analysis, programming and computer operations of a Data Processing.
- Consults with management to determine information requirements of management, to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
- Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.
- Reviews project feasibility studies and establishes work standards.
- Prepares progress reports to inform management of project status and deviation from goals.
- Revises computer operating schedule to introduce new program testing and operating runs.
- Reviews reports of computer and peripheral equipment production, malfunction and maintenance to ascertain costs and plan operating changes.
- Analyzes divisional work-flow and worker's job duties to recommend reorganization or departmental realignment within agency.
- Assists staff to diagnose and solve computer equipment problems.
- Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.
- Reviews and updates divisional policies and procedures to maintain compliance with local and federal regulations.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the functions and capabilities of electronic data processing.
- Knowledge of the principles, practices and techniques of computer programming and systems analysis.
- Knowledge of the principles and practices of management.
- Ability to administer the overall organization's technical, development and production activities of a technical application and production support.
- Ability to supervise the work of others.

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- Ability to apply sound judgment in analyzing and organizing problems or work processes for computer solutions.
- Ability to evaluate systems and processes and recommends adapting to cost savings electronic data processing techniques to improve program effectiveness principles, practices, functions and capabilities of electronic data processing.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to analyze and interpret technical data systems and processes and make recommendations to adapt to Management Information Systems
- Ability to prepare cost estimate information for computer services.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Skill in the application design, programming and system software.
- 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"