



**JOB ANNOUNCEMENT  
(IN-HOUSE)**

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
NETWORK ANALYST				25-013	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	K2-A	\$34.01	PER HOUR	DATE OPEN:	APRIL 04, 2025
	\$70,738.00		PER ANNUM		
MAXIMUM:	K3-A	\$73610	PER HOUR	DATE CLOSED:	APRIL 18, 2025
	\$73,610.00		PER ANNUM		

**WHO CAN APPLY:**

Only permanent government of Guam employees from the **Guam Waterworks Authority (GWA)** can apply. The General Manager has identified this position as a career development opportunity for **GWA** employees pursuant to rule 4.A.1.1.(a) of Public Law 28-159.

**HOW AND WHERE TO APPLY:**

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2<sup>nd</sup> Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to [hrjobs@guamwaterworks.org](mailto:hrjobs@guamwaterworks.org). ***All applications received via electronic mail or fax, must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement.*** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at [www.guamwaterworks.org](http://www.guamwaterworks.org).

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Bachelor's degree in computer science, computer information systems, computer engineering, cybersecurity/information security or related degree and two (2) years of progressive experience in technology infrastructure, telecommunication network management, or network design; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of valid driver's license

**LICENSURE OR CERTIFICATE:**

Possession of or the ability to obtain a Cisco Certified Network Associate (CCNA) or Network+, and Security+ certification within 3 years of hire may be required

**NATURE OF WORK IN THIS CLASS:**

Under general direction, employees in this class perform advanced analysis, design, configuration, installation, maintenance, and support of network systems and components. Responsibilities include monitoring network performance, diagnosing issues, and optimizing the organization's Local Area Network (LAN), Wide Area Network (WAN), and wireless networks. Network Analysts work closely with Network Administrators and Information Security teams to ensure reliable and secure network operations across physical, virtual, and cloud environments, while also contributing to network improvements and scalability.

**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.)*

**Network Monitoring & Performance:** Monitor and analyze network performance across the organization's LANs, WANs, and wireless deployments, assessing system capacity to identify performance impacts and recommend enhancements for evolving network demands. Ensure efficient, secure, and stable operation of network systems and infrastructure, identifying and remedying performance bottlenecks. Plan, implement, and document improvements or modifications to network components to meet compliance and performance requirements.

**Network Installation, Configuration, & Maintenance:** Perform technical activities in support of network equipment installation, configuration, and operation, including routers, switches, hubs, firewalls, wireless access points, and cabling. Install, configure, and maintain system hardware and software, including operating systems, network printers, workstations, application servers, and data communication lines. Assist in developing and implementing policies for network asset management, inventory maintenance, and system documentation.

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**Troubleshooting & Problem Resolution:** Diagnose and resolve network-related issues, including server connectivity, user access problems, security vulnerabilities, and software or hardware malfunctions. Respond to system functionality complaints from users, providing helpdesk support and addressing network performance issues both onsite and remotely. Maintain and troubleshoot user accounts and access for Windows networks, email servers, Structured Query Language (SQL) databases, Oracle systems, and related applications.

**Network Security & Disaster Recovery:** Assist in developing and implementing security procedures to protect the network, including anti-virus updates, backup protocols, and disaster recovery plans. Conduct research and assessment of new technologies, hardware, and software for improved network security and performance. Participate in creating and maintaining Intranet content, user manuals, and technical documentation to support network operations and security.

**System Administration & User Support:** Install, configure, and maintain Windows servers, including routine updates, backup verification, and security protocols for Transmission Control Protocol (TCP)/Internet Protocol (IP) networks. Provide technical support for workstations, ensuring proper installation of applications, software updates, and network connectivity. Coordinate with vendors for technical support and troubleshooting of network issues at remote workstation sites.

**Network Policy Development & Training:** Assist with developing policies, procedures, and training for appropriate network resource utilization, disaster recovery, and secure network practices. Participate in developing and implementing network resource administration policies and establish service-level agreements for network uptime and reliability.

**Research & Development:** Conduct research on emerging network technologies, tools, and protocols to support procurement and network development efforts. Evaluate and recommend network enhancements and system upgrades based on industry standards and organizational needs.

**Documentation & Reporting:** Document all network activities, configurations, changes, and performance analyses to maintain accurate records. Generate and maintain technical manuals, installation processes, and standard operating procedures for network operations and troubleshooting. Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of Fundamentals, principles, and operational practices of computer networking, including LAN/WAN concepts, network cabling, and equipment. Knowledge of Practices and techniques for installing, configuring, operating, maintaining, and troubleshooting network systems, hardware, and software. Knowledge of Networking protocols and operations, including TCP/IP, Domain Name System (DNS), Windows Internet Naming Service (WINS), and Microsoft Exchange Server. Knowledge of Modern technologies and platforms, including physical, virtual, and cloud-based servers and cybersecurity practices. Knowledge of Business software applications, such as word processing, spreadsheets, anti-virus programs, and backup solutions. Ability to perform technical tasks related to network installation, maintenance, and troubleshooting for secure and efficient network operations. Ability to analyze, diagnose, and resolve complex network issues with equipment and peripherals, maintaining reliable and high-performance systems. Ability to implement network administration activities, including user account management, server operations, and system backups. Ability to assist in project implementation, workflow management, and adherence to schedules and timelines for network activities. Ability to communicate effectively both verbally and in writing, explaining technical information clearly and concisely to various stakeholders. Ability to think critically, evaluate alternatives, and make recommendations to improve network operations and support organizational goals. Skill in network analysis, design, and implementation practices across LAN, WAN, and telecommunications systems. Skill in utilizing network tools and protocols for performance monitoring, troubleshooting, and secure configuration.

**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”.

**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.

**DOCUMENTATION REQUIREMENTS:**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency.

**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 a certification program, from a recognized, accredited or certified vocational-technical institution, in the specialized field required for the job.” Applicants claiming degrees or credit hours are required to provide a copy of their college transcript. All new employees (meaning not a current government of Guam employee, to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position.

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**DRUG SCREENING:**

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

**EMPLOYMENT MEDICAL EXAMINATION:**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the essential duties of the position being hired for.

**PREFERENCE POINTS:**

Applicants claiming veteran’s preference are required to provide a copy of their DD-214, Member 4 Form. Applicant’s claiming a disabled veterans are required to provide a copy of a letter from the U.S. Veterans Administration.

**ELIGIBLE RATING:**

After receiving an eligible rating, your chances for an interview depend on (1) the number of available vacancies; (2) whether your rating score is high enough to be certified (see CERTIFICATION FOR INTERVIEW); (3) whether or not a registered Enhanced Placement Program (EEP) eligible, Priority Placement Program (PPP) eligible, or a Bonafide preferential hire is on the same eligibility list as you. For these reasons we cannot give definite information about how soon you might be contacted for an interview.

**INTERVIEWING PROCEDURES:**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

**EXPIRATION OF ELIGIBLE RATING:**

Your eligible rating score expires after one (1) year your score is established, which is indicated on your Notice of Rating. If you applied under a continuous job announcement and the job announcement has yet to close, you may update your rating score by submitting a new employment application form. For closed job announcements, you may update your rating by reapplying and repeating the application process when the position is re-announced. If your rating score expires under a closed job announcement, you can only be eligible again by reapplying and repeating the application process when the position is re-announced. In general, though, you are encouraged to apply for any and all job announcements that you feel you qualify for, and are eligible to apply for. (Please note, that depending upon the needs of a particular department, positions may be announced with Selective Certifications, aka Selective Factors (SF) requirements which may affect your eligibility for a position, under a particular job announcement).

**CERTIFICATION FOR INTERVIEW:**

For each vacancy, the top eight (8) applicants with the highest scores are scheduled for interviews (ten applicants for the laborer and custodial vacancies.) However, in the event of tie scores with the eighth eligible, all eligibles with the same score as the eighth eligible will be referred. When your name is reached, you will be notified by mail and/or telephone, and/or email to report for an interview. You may or may not be selected as a result of the interview. If you are not selected, your name will be placed back on the eligible list for consideration in filling future vacancies until your score expires.

  
**Miguel C. Bordallo, P.E.**  
GENERAL MANAGER 

**“WE ARE AN EQUAL OPPORTUNITY EMPLOYER”**

