PERSONNEL SERVICES DIVISION
GUAM DEPARTMENT OF EDUCATION

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0496
Fax: (671) 477-0698

NERISSA BRETANIA UNDERWOOD, Ph.D.
Superintendent of Education

ANTONETTE MUÑA SANTOS
Assistant Administrator

December 4, 2009

An Equal Opportunity Employer

ANNOUNCEMENT
~ TWO-WEEK ANNOUNCEMENT~ PSD-017-2010

The **GUAM DEPARTMENT OF EDUCATION** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL examination** for the following class of position to **ESTABLISH A LIST:**

COMMUNITY PROGRAM AIDE I (03005)

OPENING DATE: DECEMBER 4, 2009 **CLOSING DATE: DECEMBER 18, 2009**

SALARY: **Pay Grade D**
Open: **Step 1-20, $15,840.00 - $23,760.00 Per Annum**
Promotional: **Step 1-20, $15,840.00 - $33,516.00 Per Annum**

DUTY: **Twelve (12) Months**

LOCATION: **HEAD START PROGRAM (FEDERALLY FUNDED)**

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience in public contact work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

PROHIBITION: Pursuant to P.L. 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."

NATURE OF WORK IN THIS CLASS:

This is routine community work involved in assisting professional and technical personnel in providing a wide range of services to clients of various human service programs.

Employees in this class initially work under close supervision, but with continued experience and proven ability, employees assume more responsible and difficult duties and work more independently on assigned tasks.

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.)*

Assists professional and technical staff by providing information to inquiring persons, clients, or other agencies, making appointments and referrals, and preparing written records on inquiries.

Assists community residents in their use of community resources in such areas as human resources development, employment, public assistance, health, or social welfare.

Contacts youths and adults in the assigned community; establishes rapport and assists in identifying reasons individuals have failed to participate in service agency programs and resolves the more routine problems through support and guidance.

Assists in securing specifically designated information used for determining eligibility for available programs or resources.

Canvasses community to locate residents unaware of eligibility for agency service.

Attends community meetings to secure and impart information relating to agency services and to act as a liaison between the community and the agency.

Escorts and transports applicants and clients to various locations.

Arranges appointments and aids clients and applicants in communication and completing required forms.

Performs routine and basic clerical tasks to become acquainted with operations and/ or procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to acquire sufficient knowledge of available agency and community service programs to make appropriate and effective referrals.

Ability to learn the basic skills necessary for public contact and community field work.

Ability to perform simple arithmetic computations.

Ability to work effectively with employees and establish empathetic relationships with persons of ethnic and social backgrounds.

Ability to understand and follow oral and written instructions.

Ability to maintain simple records.

Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All 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 with the GUAM DEPARTMENT OF EDUCATION, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the GUAM DEPARTMENT OF EDUCATION are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the GUAM DEPARTMENT OF EDUCATION must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the GUAM DEPARTMENT OF EDUCATION Personnel Rules and Regulations, all applicants selected for appointment in the GUAM DEPARTMENT OF EDUCATION, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants ***selected*** for employment are required to submit a Police and Court Clearance (Superior Court of Guam) before commencement of employment.

APPLICATION DEADLINE:
Applications shall be submitted to the GDOE Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays, until **FRIDAY, DECEMBER 18, 2009.** Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a **GDOE "Application for Employment"** form to the **GUAM DEPARTMENT OF EDUCATION, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **GUAM DEPARTMENT OF EDUCATION's website at www.gdoe.net**

FOR FURTHER INFORMATION:
Please call 475-0496 or come by and visit our office.

ANTONETTE MUÑA SANTOS,
Assistant Administrator
Personnel Services Division

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