



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

May 6, 2024

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-050-2024

COMPUTER OPERATOR I (0.512)*

OPENING DATE: May 6, 2024

CLOSING DATE: May 17, 2024

SALARY: Pay Grade **H – General Pay Plan (GPP)**
Open: Step 1-10, \$32,355.00 - \$44,417.00 Per Annum
Promotional: Step 1-18, \$32,355.00 - \$57,026.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Any School or Division

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Six months of experience in the calculation of numerical data, tabulating machine operation, electronic machine operation and complex office machine operation; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

MINIMUM 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 29-113, "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 of a general 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."

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is entry level technical work in the operation of electronic data processing machine and other peripheral equipment.

Employees in this class perform routine duties independently after initial training and work under closer supervision on more complex 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.)*

Receives and reviews schedule of job assignments.

Performs initial program loader procedure which involves setting up time, date and less difficult assignments of the system.

Loads job to computer as scheduled; checks initial machine output for desired result in accordance with designed specification and continues machine operation if there are no discrepancies.

Records completed job and provides work output to supervisor for review and distribution.

Provides information labels to file in the disk, tapes or diskettes; catalogs and stores physical volume of files in designated areas.

Maintains sets of job control statement according to job requirement.

Assists higher level employees in moderately complex computer operation to acquire the techniques and skills.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITES, AND SKILLS:

Knowledge of the practices, procedures and techniques of electronic data processing.

Knowledge of peripheral equipment operation.

Knowledge of modern office practices and procedures.

Ability to think in terms of computer logic.

Ability to follow oral and written procedures of a technical nature.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to develop skill involving difficult computer operations.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for any school. New hires serve a probationary period of at least six (6) months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government’s Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of forty (40) hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **Friday May 17, 2024** at the Human Resources Division Office between the hours of 8:00 a.m. to 5:00 p.m., Monday Thursday, through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Changes Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.


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