



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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JON J.P. FERNANDEZ
Superintendent of Education

LEILANI F. KEONE,
Personnel Services Administrator

November 1, 2021

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

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-007-2022

**COMMUNITY PROGRAM AIDE I (3.005)*
(Limited-Term Full-Time)**

OPENING DATE: November 1, 2021 CLOSING DATE: CONTINUOUS (UNTIL FILLED)

**SALARY: Pay Grade E – General Pay Plan (GPP)
Open: Step 1, \$21,095.00 Per Annum**

DUTY: Twelve (12) Months

LOCATION: Division of Curriculum & Instructional Improvement

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience in public contract work; 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.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

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.

EMPLOYMENT BENEFITS:

This is a temporary appointment (full-time) position which is permanent in nature. 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 40 hours of regular work per week with 26 pay periods per year.

SPECIAL NOTE:

Safety is our PRIORITY. Due to the COVID-19 Pandemic, the Guam Department of Education highly encourages applications to be submitted electronically. In office and in-person services are available by appointment only. We apologize for any inconvenience this may have caused, upon change of status we will resume services in accordance with safety guidelines set forth.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://sites.google.com/a/gdoe.net/personnel/home/forms> 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 **the position is filled** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Monday 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 an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances 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 you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.**

COVID-19 VACCINATION REQUIREMENT:

As required by Executive Order 2021-17, Government of Guam employees are required to be fully vaccinated against COVID-19 or undergo a COVID-19 test once weekly regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.) If selected, you will be required to submit documentation before appointment with the department.

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



**LEILANI F. KEONE,
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