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ANNOUNCEMENT

May 31, 2016

OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 077-16

Code No. Position Title

8.190 COMMUNITY HEALTH NURSE SUPERVISOR I

Salary Range:

Open: N-N 01 \$48,112.00 – N-N 07 \$60,140.00 Per Annum
Prom: N-N 01 \$48,112.00 – N-N 18 \$84,196.00 Per Annum

Opening Date: May 31, 2016

Closing Date: Continuous Until Filled

MINIMUM EXPERIENCE AND TRAINING:

- a) Three (3) years of progressively responsible experience in professional community health nursing work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or
- b) Four (4) years of progressively responsible experience in professional community health nursing work, and graduation from a recognized college or university with an Associate's degree or diploma in nursing; or
- c) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Possession of a current license to practice professional nursing on Guam; and
- b) Possession of a valid driver's license.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

- 1. A high school diploma; or
- 2. Successful completion of General Education Development (GED) Test; or
- 3. The equivalent of a general education high school program; or
- 4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK IN THIS CLASS:

This is professional supervisory community health nursing work within an assigned unit.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods and theory of community health nursing, and application of techniques in providing nursing care to individuals and families. Ability to supervise the work of others. Ability to learn and apply community health facilities and services relevant to community health nursing. Ability to make decisions in accordance with program guidelines. Ability to interpret and apply pertinent laws, regulations and other programs guidelines. Ability to evaluate operational effectiveness and recommend changes in nursing service, policies and procedures to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in professional nursing techniques and practices. Skill in the safe operation of a motor vehicle.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) Supervises the community health nursing services and home-care patient services in assigned unit. Reviews and evaluates case records and reports; make continuous studies and evaluation of conditions affecting health and nursing services, and makes recommendations for improvement. Participates in the formulation and maintenance of community health nursing policies and procedures, and interprets the implication of these policies and procedures. Orientates and trains new nursing personnel; explains community health nursing policies, practices, and techniques; explains priorities and program objectives. Plans and implements a schedule of inventory and requisitions of clinical supplies and equipment. Supervises the preparation and maintenance of case records and other reports. Performs related duties as required.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

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VETERANS / DISABILITY PREFERENCE:

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

PREFERENTIAL HIRING STATUS:

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer