



PORT OF GUAM
 ATURIDAT I PUETTON GUAHAN
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Lourdes A. Leon Guerrero
 Governor of Guam
 Joshua F. Tenorio
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**AUTHORITY-WIDE COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

Position Title: ADMINISTRATIVE AIDE	Job Announcement No: 23-22
Grade: EE MINIMUM MAXIMUM Step 8/Sub-Step B Step 9/Sub-Step B \$31,891.00 \$33,186.00	Opening Date: June 17, 2022
Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Closing Date: June 23, 2022

NOTE: This is developmental to the position of Marine Traffic Controller. Pay Grade: II-6A \$52,611.00 to II-7A \$54,747.00 per annum.

JOB LOCATION: The position is located in the Harbor Master's Office of the Port Authority of Guam.

AREA OF CONSIDERATION: Open to all interested and qualified employees within the Port Authority of Guam.

All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age and religion or disability factors. Port Authority of Guam complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation

and training. Qualified individuals with disabilities or particular religious beliefs will be reasonably accommodated upon request unless such actions would impose an undue hardship on the Company's operations. The Port Authority of Guam expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of the Company's employees to perform their expected job duties is not tolerated.

NATURE OF WORK: Clerical and administrative work involved in interpreting and applying appropriate laws, rules, regulations, policies and procedures a program or support functions.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not include all the duties and responsibilities, which may be assigned; nor do the examples include all the duties, which may be performed.)*

Organizes and coordinates matters requiring action by division heads; insures compliance of established laws, policies and administrative guidelines. Advises customers and employees on Agency/division policies or work related matters. Establishes and implements office procedures. Expedites administrative requests, such as, purchase requisitions, work orders, personnel actions, etc. Maintains records and prepares reports. Performs related duties as required.

Employee will be trained to perform the following duties:

Controls sea vessel traffic into and out of the harbor entrance and within the harbor with the aid of field glasses and marine multi-ban VHF radio systems; coordinates traffic movements with pilots and tugboat operators; maintains a safe and orderly movement of vessels; ensures that the 'rule of the road', federal and local rules and regulations are applied to sea vessels within the harbor area; coordinates the docking of vessels at the waterfront. Maintains a visual watch of the harbor entrance to guard against unauthorized passage into or out of the harbor; ensures that navigational flags, warning lights and the harbor's visual aid systems are properly displayed. Monitors and maintains radio watch on radio instruments on the VHF single side band to provide information of a wide variety of navigational concerns such as the weather, estimated time of arrival and location of sea vessels. Facilitates communications, dispatches assistance and maintains contacts with parties concerned during incidents or distress or emergency. Documents all incidents and navigational violations observed or received and dispatches information to proper authorities and parties of concern for disposition; maintains journals and logs of vessel arrivals and departures. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of modern office practices and procedures. Ability to apply and interpret established laws, rules, regulations and other program guidelines. Ability make decisions in accordance with appropriate program guidelines. Ability make arithmetic computations. Ability work effectively with the public and employees. Ability communicate effectively, orally and in writing. Ability maintain records and prepare reports.

QUALIFICATION REQUIREMENTS: a. Two years of experience involving public contact work with arithmetic computations; or b. any equivalent combination of training and experience which provides the minimum knowledge, abilities and skills.

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 education 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability, which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the 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.

PROHIBITION: Pursuant to Public Law 28-98, *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated 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."*

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT: Applicants selected for the *Administrative Aide* position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

DRUG SCREENING: Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

POLICE & COURT CLEARANCE REQUIREMENTS: Pursuant to P.L. 34-22 - FAIR CHANCES HIRING PROCESS ACT (FCHPA): This act prohibits employers from asking for criminal history information until a conditional job offer is given. If selected for this position, your selection will be ***conditional*** pending submission of a police and court clearance. The Port will either mail a letter to you or contact you explaining these requirements. You will have five (5) business days from the postmarked date of your letter or from the time of contact with you to submit your clearances. These clearances must not be older than (1) month from the date you were contacted. If you do not have any conviction or conditions that would warrant rescinding this job offer, and pass the drug test, you will be notified of your start date.

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

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent based on their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port 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 Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931-4, extensions 306, 307, 368, 341, or 564 should you need additional information.



SHAWN B. CEPEDA
Acting Personnel Services Administrator

**ADMINISTRATIVE AIDE
(Developmental to the position of MARINE TRAFFIC CONTROLLER)**

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