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# ANNOUNCEMENT

February 11, 2021

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

**Announcement No. 033-21**

**Code No. Position Title**

**7.243 LABORATORY TECHNICIAN SUPERVISOR**

**Salary Range:**

Open: L-01 \$37,100.00 – L-07 \$46,375.00 Per Annum

Prom: L-01 \$37,100.00 – L-18 \$65,389.00 Per Annum

**Opening Date:** February 11, 2021

**Closing Date:** February 24, 2021

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Four years of experience in laboratory work, including three years of varied laboratory testing and analysis work, and successful completion of 22 semester hours in biology, chemistry or closely related sciences; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**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 supervisory and complex technical laboratory work. Employees in this class supervises a unit performing a variety of complex technical laboratory duties.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of standard and complex laboratory instruments, equipment, and techniques. Knowledge of materials, techniques, and procedures of general and specialized laboratory testing and analysis. Technical knowledge of the biological or physical sciences as applied to particular laboratory assignment. Ability to supervise the work of others. Ability to perform complex laboratory tests requiring technical judgment in determining and using proper procedures and interpreting results. Ability to work effectively with the public and employees. Ability to communicate effectively orally and in writing. Skill in the use and care of laboratory equipment.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.) Supervises the maintenance of general laboratory equipment of various complexity including gas chromatographs, electronic equipment spectrophotometers, ultrasonic generators, rotary vacuum evaporators, pH meters, microcoulometer, and combustion furnace; ensures reagent quality of chemicals reprocessed and purified in the laboratory. Supervises the work of lower level technicians performing various laboratory maintenance, preparation of media and specimens, and participates in performing standardized analyses. Supervises and participates in preparing a wide variety of culture media solutions and other items from standardized recipes. Assists professional laboratory personnel in performing examination of spinal fluid, water, dairy products, and other specimens submitted. Supervises the preparation of specimen collection packages including the preparation of containers requiring and addition of preservatives, buffers, and other additions. Instructs lower-level technicians in the use of autoclaves, automatic pipettes, sterilizers, balances, pH meter and related equipment. Assists in planning and developing experimental designs of biological and analytical methods for comprehensive long-range plans. Keeps records and reports of all activities performed. Performs related duties as required.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcripts to the University of Guam Human Resources Office.

## 7.243 LABORATORY TECHNICIAN SUPERVISOR #033-21

### **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 (i.e., 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 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 UOG's online employment portal system at <https://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 applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA 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).

Laboratory Technician Supervisor 02/11/21  
Approved by CHRO 02/11/21

  
Joseph Gumataotao (Feb 8, 2021 10:33 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

# correction

Final Audit Report

2021-02-08

Created:	2021-02-08
By:	Elizabeth Flores (eflores@uguam.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsUGsy08tttXTpofCVYW5I32DPyIP710i

## "correction" History

-  Document created by Elizabeth Flores (eflores@uguam.uog.edu)  
2021-02-08 - 0:31:34 AM GMT- IP address: 202.128.88.220
-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature  
2021-02-08 - 0:31:56 AM GMT
-  Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
2021-02-08 - 0:33:17 AM GMT- IP address: 182.173.237.61
-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)  
Signature Date: 2021-02-08 - 0:33:52 AM GMT - Time Source: server- IP address: 182.173.237.61
-  Agreement completed.  
2021-02-08 - 0:33:52 AM GMT