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ANNOUNCEMENT

February 23, 2022

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 048-22

Position Title
CEDDERS DATA SPECIALIST

Salary Range:

UGPP/K-1 \$33,911.00 – UGPP/K-18 \$59,768.00 Per Annum

Opening Date:

February 23, 2022

Closing Date:

Continuous Until Filled

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service
(Guam CEDDERS)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in an area related to the funding source, from a U.S. accredited institution or foreign equivalent; and
- One (1) year of experience in working with individuals with disabilities and their families; and
- Five (5) years of experience with computer systems and data processing and management; or any equivalent combination of experience and training, which provides the minimum knowledge, abilities, and skills.

PREFERRED QUALIFICATION:

- Bachelor's degree in a discipline related to data management, computer processing, or business systems.

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.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of special computer programs used to conduct data entry and analysis. Knowledge of uploading data through a highly protected and guarded system (firewall). Knowledge of computer hardware and software including on-line surveys, MS Word, Excel, SPSS, and PowerPoint. Knowledge of data entry and management. Ability to develop and maintain databases using SPSS and Excel. Ability to develop and maintain on-line surveys, i.e., Qualtrics. Ability to independently organize and complete complex tasks to achieve specific outcomes. Ability to maintain confidentiality. Ability to perform detailed and sequential work with a high degree of accuracy. Ability to perform data entry in a variety of formats: Excel, SPSS, Access. Ability to solve issues related to data entry. Ability to develop reports, charts, graphs, and PowerPoint presentations. Ability to meet deadlines and manage multiple tasks. Ability to assist in planning, developing, implementing, coordinating, and evaluating federally funded projects and programs. Ability to work and communicate effectively with the public, UOG CEDDERS staff, and national data surveillance and research/evaluation contractors.

DUTIES AND RESPONSIBILITIES:

Develops customized data management systems in SPSS and excel for partner agencies. Coordinates data activities with contractors and technical assistance providers, including providing data sets for statistical analyses. Manages National and locally designed data tracking systems. Manages pre/post individual outcome data and project data entry. Supervises timely completion of project data entry. Codes qualitative data for reporting. Maintains project related data. Maintains hardware and software inventory for project use. Conducts data cleaning and runs analyses on local data sets to ensure accuracy of data. Interfaces with partner agencies on data cleaning and trouble-shooting data entry errors. Troubleshoots information technology issues. Troubleshoots electronic linkages to data system and server. Creates survey instruments and translates into electronic versions using Qualtrix software. Creates code books and manual related to data entry and collection. Establishes user log-in and access privileges. Conducts training on data entry and data collection protocols. Develops graphs, charts, and PowerPoint presentations. Generates summary reports from SPSS, Excel, and Qualtrix data. Facilitates quarterly CEDDERS Work Plan updates. Assists in planning and implementing large group project activities. Provides support to individuals with disabilities as needed. Performs other related duties as required to support UOG CEDDERS. The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. Events may be held on evenings and weekends. The work setting may change to off-site locations, i.e., a

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government agency or other facility, which may require the individual to visit off-island sites where CEDDERS provides contractual or grant funded services/activities.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.com>.

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 the date 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.

COVID-19 VACCINATION REQUIREMENT:

All University of Guam employees are required to present evidence of having been fully vaccinated against COVID-19 or obtain an approved accommodation. For more information, please contact the University of Guam Human Resources Office at 671-735-2350, or visit <https://www.uog.edu/covid-19>.

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 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 <https://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 Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


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JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

CEDDERS.Data.Specialist.02/23/22
Approved by ACHRO 02/23/22