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ANNOUNCEMENT

September 30, 2020

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):

<i>Announcement No. 083-20</i>	
<i>Position Title</i> MICROCOMPUTER SPECIALIST	
<i>Salary Range:</i> UGPP/L-01 \$ 37,100.00 – UGPP/L-18 \$ 65,389.00 Per Annum	<i>Opening Date:</i> September 30, 2020 <i>Closing Date:</i> October 15, 2020

MINIMUM QUALIFICATIONS:

Education: A.A. in Computer Engineering, Computer Science, Electronics, B.S. degree is preferable.

Experience: Three years experience in application developments (data communication, database, spreadsheet, word processing, graphics and multimedia), maintenance and support for both microcomputer platforms; Apple and IBM compatible. Experience in microcomputer networkings (Ethernet, Appletalk, Novell and Windows NT) is also required.

Others: Capable of mixed software and hardware platforms. Capable of supporting administrative and academic users.

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.

FUNCTIONAL NARRATIVE:

Responsible for the development , installation, support and maintenance of microcomputer systems and associated components Provides users with orientation and training.

MAIN DUTIES AND RESPONSIBILITIES:

Develops, implements and maintains microcomputer related programs. Coordinates with programmers, analysts and other personnel to provide users with training related to microcomputers. Provides technical supports and services to users. Provides students and classes with microcomputer orientation and training. Coordinates with System Programmer and Data Communication Specialist to implement and maintain microcomputer networks. Coordinates with the vendors to provide maintenance support to microcomputer systems. Supervises and participates in the installation, testing, calibration, and maintenance of computers and related equipment and components. Provides consulting evaluations to microcomputers acquisitions. Implements Authority's policies for personnel, training and safety of subordinates. Maintains records and prepares reports. Performs other related work as required.

SPECIAL WORKING CONDITION:

Normal work schedule may include on-call, late evening or early morning work on a periodic or frequent need basis.

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 transcript to the University of Guam Human Resources Office.

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.

MICROCOMPUTER SPECIALIST #083-20

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 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 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).



Joseph Gumataotao (Sep 29, 2020 22:36 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

MICROCOMPUTER SPECIALIST 09/30/20
Approved by Acting CHRO 09/30/20