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ANNOUNCEMENT

August 29, 2023

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

Announcement No. 093-23

Position Title
EXTENSION ASSOCIATE II

Salary Range:

UGPP/M-01 \$40,762.00 - UGPP/M-18 \$71,844.00

Opening Date:

August 29, 2023

Closing Date:

September 12, 2023

Location:

College of Natural & Applied Sciences (CNAS)/Cooperative Extension Service (CES)/Western Pacific Tropical Research Center (WPTRC)

MINIMUM QUALIFICATION:

Bachelor's Degree with five (5) years relevant and related work experience; or Master's Degree with no related work experience.

NECESSARY SPECIAL QUALIFICATION:

Must have 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.

CHARACTER OF DUTIES:

The Extension Associate II will prepare purchase orders and send copies to suppliers and to the departments originating such requests. Compare suppliers' bills with bids and purchase orders to verify accuracy. Maintain, and review purchasing files, reports, and price lists. Verify shipments when they arrive to ensure orders have been filled correctly and that goods meet specifications. Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers. Review requisition orders to verify accuracy, terminology, and specifications. Calculate costs of orders and charge or forward invoices to appropriate accounts. Maintain knowledge of organizational and governmental rules affecting purchases and provide information about these rules to organization staff members and to vendors. The Extension Associate II will contact suppliers to schedule or expedite deliveries and resolve shortages, missed or late deliveries, and other problems. Will track the status of requisitions, contracts, and orders, and will respond to customer and supplier inquiries about order status, changes, or cancellations. The Extension Associate II will prepare invitation-for-bid forms (IFB) and mail forms to supplier firms or distribute forms for public posting. Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.

Assists in updating policies, procedures, flow charts, and organizational charts using required software for CNAS, as requested. Answers inquiries from employees and the public concerning job announcements, job requirements, or any other inquiries. Assists in the update and audit of the CNAS HR employee master listing to keep abreast of staff and faculty, in relation to new hires, employment renewals, performance evaluations, promotions, resignations, terminations, and maintains records of such files using human resources management software, as required. Sends out notice to staff and their supervisors for timely submission of staff evaluations. Prepares technical reports, compiles data, and spreadsheets, as required. Perform related duties as required.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledgeable in Microsoft Office applications, Adobe Sign, WebAdvisor, and Ellucian Colleague (formerly Datatel Colleague); knowledgeable of the laws, policies and procedures and other regulations pertaining to procurement of supplies, materials, and equipment; knowledge of modern purchasing practices, procedures, and shipping methods; knowledge of the sources for supplies and the market price trends; knowledge of the specialized supply needs for departments; knowledge of government of Guam employment laws, labor laws, federal employment and labor laws, mandates, and guidelines; ability to write specifications and prepare bids; ability to work effectively with employees and the public; ability to communicate effectively, orally, and in writing; ability to supervise the work of others, as required; ability to maintain records and prepare technical reports and flow charts, as necessary.

EXTENSION ASSOCIATE II # 093-23

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.

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:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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).


Joseph Gumataotao (Aug 29, 2023 14:38 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Extension.Associate.II.08/29/23
Approved by CHRO 08/29/23