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ANNOUNCEMENT

July 26, 2022

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. 103-22

Position Title
EXTENSION ASSOCIATE III

Salary Range:

UGPP/N-01 \$45,014.00 – UGPP/N-07 \$56,268.00 per annum

Opening Date:

July 26, 2022

Closing Date:

August 8, 2022

Location:

College of Natural & Applied Sciences/Western Pacific Tropical Research Center/Cooperative Extension Services

MINIMUM QUALIFICATION:

Graduation from a recognized college or university with a Master’s degree in public or business administration, behavioral, social science, or related fields with three (3) years relevant and related work experience in human resource management.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver’s license.
Knowledgeable in Microsoft Office applications, Adobe Sign, WebAdvisor, and Ellucian Colleague (formerly Datatel Colleague).

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:

This is complex professional human resource management work. The Extension Associate III will perform the full range of complex professional duties in one or more specialized program areas of the profession at the direction of the WPTRC Interim Associate Director and CES Interim Associate Director. Confer with department heads, and supervisors to assess the human resources needs for the different departments within the College of Natural and Applied Sciences (CNAS). Assists in the development of position job standards for the CNAS, WPTRC/CES according to department staffing needs. Assists in updating policies, procedures, and employee handbook for CNAS. Answers inquiries from employees and the public concerning job announcements, job requirements, or any other inquiries. Participates in presenting training workshops, assists in preparing and developing training materials and teaching aids. Assists in the update and audit of the CNAS employee master listing to keep abreast of employees, in relation to new hires, performance evaluations, promotions, resignations, terminations, leave balances, and maintains records of such files using human resources management software, as required. Works with department heads, supervisors on timely submission of work performance reviews for staff. Responds to inquiries regarding the application of personnel laws, rules, regulations, and other guidelines, as required. Prepares technical reports and memoranda, as required. Perform related duties as required.

KNOWLEDGE, ABILITIES AND/OR SKILLS

Knowledge of the principles, methods, techniques of employee training and development, as required. Knowledge of government of Guam employment laws, labor laws, federal employment and labor laws, mandates, and guidelines. Knowledge of public employment recruitment principles and practices, with reference to eligibility determination, rating, and certifications, as required. Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies, or other appropriate guidelines. Ability to gather, analyze, draw valid conclusions, and recommend appropriate action from facts and information. Ability to evaluate program effectiveness and recommend changes in techniques, procedures, and practices to enhance the effectiveness of such, as required. 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.

EXTENSION ASSOCIATE III # 103-22

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 Thursday, and 8:00 a.m. to 1:00 p.m. on 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/life-at-uog/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 (Jul 26, 2022 10:12 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

*Extension Associate III 07/26/22
Approved by CHRO 07/26/22*