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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



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Director
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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
FIRE FIGHTER RECRUIT

Announcement Number: DOA65-19

Open: JUNE 12, 2019

Close: CONTINUOUS

Pay Grade:

OPEN: FL04 -01; \$24,689.00 P/A - FL04 -10; \$37,034.20 P/A

PROMOTION: FL04 - 01; \$24,689.00 P/A - FL04 - 20; \$52,241.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement plan, health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov.

Who Can Apply

Open to government of Guam Employees and the public.

Qualification Requirements

Graduation from high school or certification of high school equivalency (GED). Progression beyond the Fire Fighter Recruit position shall require that an employee occupying this position attain permanent status and satisfactorily complete all requirements of the Fire Academy. The Fire Fighter Recruit shall then be automatically promoted to the Fire Fighter I position.

Necessary Special Qualifications

Must be a U.S. citizen or permanent resident of the Territory of Guam. (This requirement does not apply to the Republic of the Marshall Islands, the Republic of Palau, and the Federated States of Micronesia.) Must be in good health and physical condition.

Must possess a valid Guam driver's license at the time of certification.

Nature of work

This position involves attending the Fire Academy required for entry into the firefighting profession. Recruits are required to attend an approved college and satisfactorily earn the minimum number of semester credit hours and successfully complete the other training requirements necessary to graduate from the Fire Academy. Courses taken must be credited towards a degree in Fire Science. Upon successful completion of the Fire Academy a Fire Fighter Recruit shall be automatically converted to Fire Fighter I.

Emergency Medical Technicians

For informational purposes, upon being promoted to the Fire Fighter I position, every Guam Fire Department firefighter shall obtain and maintain Emergency Medical Technician Basic (EMT-B) certification, after which he may undergo advanced training to earn either an Emergency Medical Technician-Intermediate (EMT-I) or Emergency Medical Technician Paramedic (EMT-P) certification subject to the written authorization of the Fire Chief of the Guam Fire Department. [Reference: 10 GCA §72105.4].

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Testing Branch at 475-1120/1271.**

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

FIRE FIGHTER RECRUIT DOA65-19

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

The Exam for the Firefighter Recruit position consists of two events: a Written Test and the Fire Fighter Recruit Physical Ability Test (FRPAT). Your Final Earned Rating will be based upon the qualification requirements and your examination results. The Written Test is worth 100% of your Final Earned Rating and the PAT is rated as a Pass/Fail. You must pass all parts in order to be eligible for this position. This means that you must pass the Written Test in order to go on to the Fire Fighter Recruit Physical Ability Test (FRPAT), and you must pass the FRPAT in order to be eligible for any vacancies (in addition to satisfying the documentation requirements). *Please visit www.hr.doa.guam.gov to view and download the Written Test Study Guide and the Guam Fire Department Fire Fighter Recruit Physical Ability Test Candidate Preparation Guide. Applicants who are qualified for the exam will be notified of the exam, date, time, and location by mail, phone or in-office and/or website posting.

Physical Fitness Qualification Test (PFQT)

For informational purposes, Each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T Commission.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1120/1271. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION