



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
COMMUNITY NUTRITIONIST II**
(Position Code No. 8.216)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Acting Director

GEORGE A. SANTOS
Deputy Director

ANNOUNCEMENT NO:

DOA41-11

**APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD**

FEBRUARY 17, 2011 - CONTINUOUS

PAY GRADE:

**OPEN: N-1; \$31,064 P/A - N-10; \$46,596 P/A
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A**

WHO CAN APPLY

Open to government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

Two years of professional public health, community, or clinical nutrition work and graduation from a recognized college or university with a Master's degree in Public Health Nutrition, Human Nutrition or other nutrition field; or

Three years of professional public health, community, or clinical nutrition work and graduation from a recognized college or university with a Bachelor's degree in Public Health Nutrition, Human Nutrition or other nutrition field, including current certification as a Registered Dietitian with the Commission on Dietetic Registration.

**NECESSARY SPECIAL
QUALIFICATION**

Must be currently licensed to practice by the Guam Board of Allied Health Examiners pursuant to Public Laws 24-329 and 25-192. Must possess a valid driver's license. (Any questions on license requirements maybe directed to the Public Health Nutrition Administrator at charles.morrison@dphss.guam.gov)

**PROHIBITION
PURSUANT TO
P.L. 28-98**

No person convicted of a sex offense under the provisions 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.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete 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 has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are 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 convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is complex professional nutritionist and supervisory work at the health clinic level. Employees in this class perform the full range of complex professional nutrition duties in a specialized area of the profession, including supervision of professional nutritionists and clinical support staff.

COMMUNITY NUTRITIONIST II

ILLUSTRATIVE EXAMPLES OF WORK

Plans, assigns, coordinates, and evaluates the work of nutritionists and support staff; implements health clinic and nutrition program care policies and procedures; utilizes health management and client information systems to monitor staff productivity and quality of care. Receives and disseminates current scientific information regarding food, nutrition, diet, and health; participates in the evaluation of educational programs; participates in the evaluation and revision of nutrition education materials; assesses staff training needs and develops and implements a plan for continuing education and career development of staff; speaks on nutrition and health. Provides expert nutrition care consultation; evaluates consultation to determine its effectiveness. Provides counseling, case management, and care coordination to selected medically high-risk clients in accordance with established quality assurance standards. Participates in the operational planning and evaluation of nutrition services delivery; assesses nutrition and diet-related health problems and resources in the health clinic's geographical area; solicits consumer, client and professional recommendations on nutrition services; assesses the productivity and cost effectiveness of nutrition services.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the theories, principles, and practices of dietetics, nutrition and public health including health care ethics, case management, care coordination, and consultation. Knowledge of the principles and practices of effective supervision. Knowledge of the organization of community health and nutrition services. Knowledge of current scientific nutrition information and available community health resources. Knowledge of nutrition policies and procedures, and departmental rules and regulations. Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness. Ability to communicate effectively. Skill in counseling and case consultation. Skill in compiling and utilizing data for nutrition services evaluation and development. Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

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

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., Monday through Friday. A drop box is available between the hours of 4:00 pm - 5:00 p.m.. **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) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm.


For: **Rose A.N. Cruz**, Acting Manager
Human Resources Division

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.