

EDWARD J. B. CALVO  
Governor of Guam

RAYMOND S. TENORIO  
Lieutenant Governor

BENITA A. MANGLONA  
Acting Director

GEORGE A. SANTOS  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM


## JOB ANNOUNCEMENT AMENDMENT

MARCH 30, 2011

The following job announcement below is to be amended on the announcement to read Competitive Limited Term Appointment. Employment is unclassified and appointment will only be for the duration of the funding source or project.

<u>ANN#</u>	<u>POSITION</u>	<u>DATE ANNOUNCED</u>	<u>CLOSING DATE</u>
DOA70-11	Nurse Aide I (CLTA)	MARCH 29, 2011	April 12, 2011

For further information, please call (671)475-1141/1128 or  
Text Telephone: (671)477-5016.

  
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.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
NURSE AIDE I  
(Position Code No. 8.105)**

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ANNOUNCEMENT NO:

DOA70-11

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

MARCH 29, 20011 - APRIL 12, 2011

PAY GRADE:

OPEN: E-1; \$16,656 P/A - E-10; \$24,984 P/A  
PROM: E-1; \$16,656 P/A - E-10; \$35,242 P/A

**WHO CAN APPLY**

Open to government of Guam employees and to the public.

**QUALIFICATION  
REQUIREMENTS**

Graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL  
QUALIFICATION**

Current certificate to practice Nurse Assistant as approved by the Guam Board of Nurses Examiners.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/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 Resources Manager.

**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 a para-professional nursing work involved in performing specific patient care tasks, as assigned by a registered professional nurse in clinics, hospital and/or other Public Health settings. Employees in this class work in accordance with established policies, procedures and standard practices and techniques. Work is closely supervised and reviewed for compliance with oral or written instructions.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

**Hospital:** Assists the nursing staff in performing variety of tasks such as washing, sterilizing equipment and instruments, simple dressing, maintaining patient rooms and nursing units neat and orderly. Serves and feeds patients and fills water pitchers. Bathes, shaves, dresses patients and attends to any personal needs. Passes and empties bedpans and collects urine and fecal specimens. Assists in taking blood pressures, temperatures, pulse and respiration rate. Assists in walking and transporting patients, by means of wheelchair or stretcher; passes out nourishments.

# NURSE AIDE I

Assists with care of patients in skeletal traction. Does bed making of open, occupied, anesthetic and closed beds. Records intake and output of patients. Performs urine testing of patients for clintest and acetone; prepping and catheterization. Performs related work as required. **Public Health:** Provides safe and healthful environment for patients. Assists in personal care of patients in the home and clinic setting. Assists physician or nurse in patient examination and treatment. Weighs, measures, and takes temperature, pulse and respiratory of patients in clinics and other Public Health setting. Retrieves and files clinic records. Prepares supplies and equipment for clinic use. Collects and prepares specimen for routine urine and stool tests. Assists in the preparation and collection of information for the clinic reports. Cleans and sterilizes clinic equipment. Performs other related work as required.

## ***KNOWLEDGE, ABILITIES & SKILLS***

Ability to do simple procedures and techniques involved in performing auxiliary nursing services. Ability to do routine cleaning and maintain patient care units and to attend to personal needs of patients. Ability to understand and follow simple oral and written instructions. Ability to keep and maintain simple records. Ability to communicate effectively orally and in writing. Ability to develop and maintain patient working relationship with other employees and the public.

## ***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***

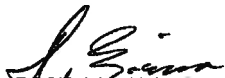
This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. (Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.) The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

## ***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 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) 475-1141/1128 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](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
ROSE A.N. CRUZ, Acting Manager  
Human Resources Division

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