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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
HUMAN RESOURCES DIVISION

*(Dibision Inadilanto yan Guinaha Para Taotao)*

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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO

Lt. Governor (Sigundo Maga'låhi)

February 15, 2024

HRD No.: 24-027A

**MEMORANDUM**

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Notice of Proposed Amendment of Job Standards  
RE: Environmental Technician I and II

*Buenas yan Hafa Adai!* This is to request your approval to proceed with the proposed amendment of the Environmental Technician I and II job standards. The Department of Public Health and Social Services is recommending the changes to address the shortage of environmental health practitioners by establishing alternative pathways for employment at the technician level. The proposed changes primarily involve amendments to the minimum experience and training requirements for both positions to allow education to be a viable alternative to experience in attracting applicants, in addition to minor clarifying cosmetic changes.

The primary amendments for both positions are as follows, with no change to the pay grades and the Necessary Special Qualifications:

**Environmental Technician I**

<b>Current Minimum Requirements</b>	<b>Recommended Amendments</b>
A. One year of experience as an Environmental Aide or equivalent work and graduation from high school; or	A. One (1) year of experience as an Environmental Technician Aide or equivalent work and graduation from High School or GED; or
B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.	B. Minimum of 18 semester credits in biological, chemical, and/or physical science from an accredited or recognized college or university; or
	C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Environmental Technician II**

Current Minimum Requirements	Recommended Amendments
A. Two years of experience as an Environmental Technician I or equivalent work; or	A. Two (2) years of experience as an Environmental Technician I or equivalent work and graduation from High School or GED; or
B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.	B. Certificate in Environmental Health or Environmental Technician work from an accredited or recognized college or university and one (1) year of experience as Environmental Technician I or equivalent work; or
	C. Associate Degree in Environmental Health or closely related fields of study from an accredited or recognized college or university; or
	D. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

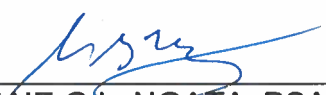
Upon approval of this request, the Classification Branch will post the proposed job specifications on the Department of Administration’s website for a period of ten (10) work days pursuant to 4 GCA §6303(c)(2) for comments. Additionally, electronic copies will be provided to the various local media outlets.

If you have any questions, please do not hesitate to call on us. A copy of the current and proposed amended job standards for the Environmental Technician I and II positions are attached. *Si Yu’os Ma’ase!*

  
RAMON T. LIZAMA

**Attachments**

APPROVED

  
SHANE G.L. NGATA, PSA  
Human Resources Division

Date: 02/14/24

**ENVIRONMENTAL TECHNICIAN I  
(Proposed Amendment)**

**06.130**

**DRAFT as of 02/15/24**

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**NATURE OF WORK IN THIS CLASS:**

This is a routine technical work in the environmental health and protection fields.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Participates in performing routine field test by assisting in the preparation and installation of testing apparatus and mixing of stock solutions for testing; assists in performing testing activities in proper sequence and conducting basic measurements and calculations; logs observations, calculations and test readings; records specific conditions that influence field tests; and assists in making limited interpretations regarding environmental health implications of completed test results.

Assists in the location and identification of designated sampling sites geographically by interpretation of maps, codes, graphs, and other geographical information; participates in the collection procedures for samples or specimens from streams, lagoons, waste treatment facilities and systems, potable water treatment and distribution of systems, potable water sources, swimming pools, food manufacturers, food retail and wholesale establishments, food service establishments and concessions, industrial plants or other sources of air pollution; assists in identification of samples of specimens collected; assists in calibrating and utilizing necessary sampling equipment in conducting sampling procedures; collects and transfers samples or specimens to containers; labels all specimens and samples collected with name and location; assists in observing unique or unusual conditions regarding sampling site or collected items; assists in making limited interpretations regarding the environmental health implications of observed sampling situations; and transports samples and specimens to laboratory.

Assists in conducting preliminary environmental evaluations of health regulated establishments, industrial plants, public institutions, commercial establishments, public buildings and private residences in response to public complaints or in an effort to gather environmental survey data.

Participates in the maintenance and servicing of facilities and equipment utilized in collection of environmental samples and specimens; makes routine inventories of equipment and supplies necessary in the operation of environmental monitoring programs; participates in training designed to develop rudimentary proficiency in either air pollution, water pollution, industrial hygiene environmental health, and safety.

Communicates environmental health information by distributing educational pamphlets, brochures, and booklets to the public; assists in interviews of persons to obtain information about environmental health concerns.

Prepares preliminary technical reports concerning field assignments.

Performs other related duties as assigned.

**ENVIRONMENTAL TECHNICIAN I  
(Proposed Amendment)**

**06.130**

**DRAFT as of 02/15/24**

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**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to learn the basic principles and practices of basic science.

Ability to learn how to collect and conduct air and water sample analysis.

Ability to make arithmetic computations.

Ability to conduct investigations with tact and impartiality.

Ability to understand and follow routine procedures and instructions.

Ability to learn to maintain service facilities and equipment.

Ability to communicate clearly and concisely, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Ability to meet the physical requirements of assigned duties.

Skill in the safe operation of a motor vehicle

**MINIMUM EXPERIENCE AND TRAINING:**

- A. One (1) year of experience as an Environmental Technician Aide or equivalent work and graduation from High School or GED; or
- B. Minimum of 18 semester credits in biological, chemical, and/or physical science from an accredited or recognized college or university; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license.

**ESTABLISHED:**                      **July 1980**  
**AMENDED:**

**PAYGRADE:**                      **G (GPP)**

**STATUTE:**                        **(If applicable)**

**ENVIRONMENTAL TECHNICIAN I  
(Proposed Amendment)**

**06.130**

**DRAFT as of 02/15/24**

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<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>C I 1</b>	<b>100</b>
	<b>PROBLEM SOLVING:</b>	<b>B 2 (19%)</b>	<b>19</b>
	<b>ACCOUNTABILITY:</b>	<b>B N III</b>	<b><u>25</u></b>
	<b>TOTAL POINTS</b>		<b>144</b>

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**EDWARD M. BIRN, Director**  
Department of Administration

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**LOURDES A. LEON GUERRERO**  
Governor of Guam

DRAFT as of 02/15/24

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**NATURE OF WORK IN THIS CLASS:**

This is a moderately complex technical work in the collection and analysis of environmental samples as to its physical make-up, chemical composition, and bacteriological content as it relates to environmental health.

Employees in this class perform the full range of technical duties independently and may participate in routine professional duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Prepares and installs testing apparatus and mixes stock solutions for testing; participates in performing testing activities in proper sequence and conducting basic measurements and calculations; logs observations, calculations and test readings; records specific conditions that influence field tests; and assists in making limited interpretations pertaining to environmental health implications of finalized test results.

Locates and identifies designated sampling sites geographically by interpretation of maps, codes, graphs and other geographical information; carries out collection procedures of samples or specimens from streams, lagoon, waste treatment facilities and systems, potable water treatment and distribution systems, potable water sources, swimming pools, food manufacturers, food retail and wholesale establishments, food service establishments and concessions, industrial plants or other sources of air pollution; assists in identification of samples or specimens collected; assists in collecting and utilizing necessary sampling equipment conducting sampling procedures; collects and transfer samples or specimens to containers; labels all specimens and samples collected with name and location; assists in observing unique or unusual conditions regarding sampling site or collected items; assists in making limited interpretations regarding the environmental health implication of observed sampling situations and transports samples and specimens.

Participates in conducting preliminary evaluation of health establishments, industrial plants, public institutions, commercial establishments, public buildings, and private residences in response to public complaints or cooperative efforts to gather environmental survey data.

Maintains and services facilities and equipment utilized in collection of environmental samples and specimens; makes routine inventories of equipment and supplies.

Disseminates health information by distributing educational pamphlets, brochures, and booklets to the public; interviews persons to obtain information about environmental matters.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of general science.

Ability to collect and conduct an analysis of air and water samples.

**ENVIRONMENTAL TECHNICIAN II  
(Proposed Amendment)**

**06.131**

**DRAFT as of 02/15/24**

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Ability to make arithmetic computations.

Ability to follow routine procedures and apply instructions.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Skill in the use and maintenance of mechanical and simple electronic equipment.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Two (2) years of experience as an Environmental Technician I or equivalent work and graduation from High School or GED; or
- B. Certificate in Environmental Health or Environment Technician work from an accredited or recognized college or university and one (1) year of experience as an Environmental Technician I or equivalent work; or
- C. Associate Degree in Environmental Health or closely related fields of study from an accredited or recognized college or university; or
- D. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license.

**ESTABLISHED:** July 1980

**AMENDED:**

**PAYGRADE:** J (GPP)

**STATUTE:** (If applicable)

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>D I 1</b>	<b>152</b>
	<b>PROBLEM SOLVING:</b>	<b>D 3 (29%)</b>	<b>43</b>
	<b>ACCOUNTABILITY:</b>	<b>C N IV</b>	<b><u>57</u></b>
	<b>TOTAL POINTS</b>		<b>252</b>

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EDWARD M. BIRN, Director  
Department of Administration

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LOURDES A. LEON GUERRERO  
Governor of Guam

## ENVIRONMENTAL TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine technical work in the environmental health and protection fields.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: ( These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Participates in performing routine field tests by assisting in the preparation and installation of testing apparatus and mixing of stock solutions for testing; assists in performing testing activities in proper sequence and conducting basic measurements and calculations; logs observations, calculations and test readings; records specific conditions that influence field tests; and assists in making limited interpretations regarding environmental health implications of completed test results.

Assists in the location and identification of designated sampling sites geographically by interpretation of maps, codes, graphs, and other geographical information; participates in the collection procedures for samples or specimens from streams, lagoons, waste treatment facilities and systems, potable water treatment and distribution systems, potable water sources, swimming pools, food manufacturers, food retail and wholesale establishments, food service establishments and concessions, industrial plants or other sources of air pollution; assists in identification of samples of specimens collected; assists in calibrating and utilizing necessary sampling equipment in conducting sampling procedures; collects and transfers samples or specimens to containers; labels all specimens and samples collected with name and location; assists in observing unique or unusual conditions regarding sampling site or collected items; assists in making limited interpretations regarding the environmental health implications of observed sampling situations; and transports samples and specimens to laboratory.

Assists in conducting preliminary environmental evaluations of health regulated establishments, industrial plants, public institutions, commercial establishments, public buildings and private residences in response to public complaints or in an effort to gather environmental survey data.

Participates in the maintenance and servicing of facilities and equipment utilized in collection of environmental samples and specimens; makes routine inventories of equipment and supplies necessary in the operation of environmental monitoring programs; participates in training designed to develop rudimentary proficiency in either air pollution, water pollution, industrial hygiene environmental health, and safety.



Communicates environmental health information by distributing educational pamphlets, brochures and booklets to the public; assists in interviews of persons to obtain information about environmental health concerns.

Prepares preliminary technical reports concerning field assignments.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn the basic principles and practices of general science.

Ability to learn how to collect and conduct air and water sample analysis.

Ability to make arithmetic computations.

Ability to conduct investigations with tact and impartiality.

Ability to understand and follow routine procedures and instructions.

Ability to learn to maintain service facilities and equipment.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Ability to meet the physical requirements of assigned duties.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as an Environmental Aide or equivalent work and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission

## ENVIRONMENTAL TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work in the collection and analysis of samples particularly air and water as to its physical make-up, chemical composition and bacteriological content as it relates to environmental health.

Employees in this class perform the full range of technical duties independently and may participate in routine professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Prepares and installs testing apparatus and mixes stock solutions for testing; participates in performing testing activities in proper sequence and conducting basic measurements and calculations; logs observations, calculations and test readings; records specific conditions that influence field tests; and assists in making limited interpretations pertaining to environmental health implications of finalized test results.

Locates and identifies designated sampling sites geographically by interpretation of maps, codes, graphs and other geographical information; carries out collection procedures of samples or specimens from streams, lagoon, waste treatment facilities and systems, potable water treatment and distribution systems, potable water sources, swimming pools, food manufacturers, food retail and wholesale establishments, food service establishments and concessions, industrial plants or other sources of air pollution; assists in identification of samples or specimens collected; assists in collecting and utilizing necessary sampling equipment in conducting sampling procedures; collects and transfer samples or specimens to containers; labels all specimens and samples collected with name and location; assists in observing unique or unusual conditions regarding sampling site or collected items; assists in making limited interpretations regarding the environmental health implications of observed sampling situations; and transports samples and specimens.

Participates in conducting preliminary evaluations of health establishments, industrial plants, public institutions, commercial establishments, public buildings, and private residences in response to public complaints or cooperative efforts to gather environmental survey data.

Maintains and services facilities and equipment utilized in collection of environmental samples and specimens; makes routine inventories of equipment and supplies.

ENVIRONMENTAL TECHNICIAN II

Disseminates health information by distributing educational pamphlets, brochures, and booklets to the public; interviews persons to obtain information about environmental matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general science.

Ability to collect and conduct an analysis of air and water samples.

Ability to make arithmetic computations.

Ability to follow routine procedures and apply instructions.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Skill in the use and maintenance of mechanical and simple electronic equipment.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience as an Environmental Technician I or equivalent work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July 1980



DAVID R. FLORES, Executive Director  
Civil Service Commission