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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.: 24-027

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Notice of Proposed Creation of Position

RE: Environmental Technician Aide

Buenas yan Hafa Adai! This is to request your approval to prepare the proposed creation of the Environmental Technician Aide at the request of the Director, Department of Public Health and Social Services (DPHSS). The proposed position is intended to replace the abolished Environmental Aide position which is still referenced in the current Environmental Technician I job standard. The proposition for re-creating this entry-level position is to maintain an expanded Environmental Technician series as a resource for attracting much needed talent in the environmental sanitation and protection occupations. The position will provide individuals with a high school diploma an immediate job opportunity in the field of environmental health and to gain valuable knowledge through hands-on work experience.

The recommended job evaluation for the Environmental Technician Aide is as follows:

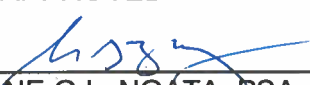
POSITION TITLE	KNOW-HOW	PROBLEM-SOLVING	ACCT	TOTAL POINTS	PAY GRADE
Environmental Technician Aide	B I 1 87	B 2 (16%) 14	A N II 14	115	E (GPP)

Upon approval of this request, the Classification Branch will post the proposed job specification 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.

Should you have any questions or require further information, please do not hesitate to call on me or the Classification and Pay staff. *Si Yu'os Ma'ase!*


RAMON T. LIZAMA

Attachments

<input checked="" type="checkbox"/> APPROVED  SHANE G.L. NGATA, PSA Human Resources Division Date: 02/16/24
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DRAFT as of 02/15/24

NATURE OF WORK IN THIS CLASS:

This is routine support work involved in providing assistance to environmental health sanitation and protection staff.

Employees may be assigned to work in one or more of the following technical areas: Health and Sanitation; Food Safety; Plans and Specifications; Consumer Commodities; Controlled Substances; Mosquito Surveillance and Control; Animal and Vector Surveillance and Control; and Radiological Health.

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 the examination, compilation, organization, and filing of Health Certificates, Sanitary Permits, inspection reports, and other documents to confirm validity.

Participates in inspections and investigations in order to identify general types of public nuisance, noticeable deficiencies, or violations such as mold.

Assists in confirming the maintenance, functionality, and presence of materials and equipment.

Participates in the identification of noticeable label violations during review of commodities along with obtaining, delivering, compiling inspection photos, and photocopying labels of detained commodities.

Participates in recalling, reporting, and disseminating local and federal recall notices of consumer commodities.

Assists in tagging detained commodities at retail establishments that are determined to be in violation including identifying and separating detained commodities by types of commodities.

Observes and assists in search and seizure, issuing administrative search warrants, and/or gathering evidence for drug diversion cases.

Assists in surveillance activities involving the implementation of prevention and control measures, and promoting education and awareness activities such as mosquito surveillance and control.

Participates in conducting surveillance activities relating to animal and vector surveillance and control including the application of general-use pesticides and other laboratory associated tasks.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn the basic principles and practices of biological, physical, and chemical science.

**ENVIRONMENTAL TECHNICIAN AIDE
(Proposed Creation)**

06.105

DRAFT as of 02/15/24

Ability to learn and use field equipment in order to collect environmental samples to measure, monitor, and sample environmental qualities or conditions.

Ability to conduct inspections and investigations to meet the physical requirements of assigned duties.

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

Ability to work effectively with the public and other employees.

Ability to plan and organize effectively.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

Skill in the use of computer and other modern office equipment, and the use of office software applications.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from High School or GED.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current Driver's License. Completion of post-secondary education or training in the use of computers is preferred.

ESTABLISHED:

PAYGRADE: E (GPP)

STATUTE: (If applicable)

HAY EVALUATION:	KNOW-HOW:	B I 1	87
	PROBLEM SOLVING:	B 2 (16%)	14
	ACCOUNTABILITY:	A N II	14
	TOTAL POINTS		115

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam