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ANNOUNCEMENT

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR LIMITED TERM APPOINTMENT, FULL-TIME FEDERALLY FUNDED POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

<u>Position Title</u>	Announcement No.: 098-10
DATA QUALITY CONTROL	
<u>Salary Range</u>	
OPEN: CCS 1, \$27,574 – CCS 10, \$31,202 Per Annum	Open Date: April 15, 2010
	Closing Date: April 28, 2010
(100% ARRA Funding through September 30, 2011 only and funded up to the amount authorized)	

* **PURSUANT TO TITLE 4 OF GUAM CODE ANNOTATED §4103(g):** "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

MINIMUM QUALIFICATIONS:

EDUCATION: Associate in Computer Science or Associate in Arts degree in Information Science or related field; or preferred a Bachelor degree in Computer Science or in Arts degree or in Information Science or related field.

EXPERIENCE: the following is required MS. Windows and XP environment, Intensive MS office Applications, Internet/Intranet, Micro Computer Hardware (MAC and PC).

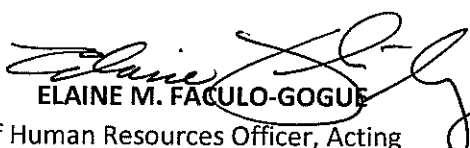
OTHER: Desired qualifications include NT and MAC Operating Systems, Networking, UNIX and Mainframe Operations.

FUNCTIONAL NARRATIVE:

These position will support the increase in Academic Strategic Enterprise Management (ASEM) development and support for software and technology programs, Information Technology Resources Center administration, general IT operations and computer lab support, upgrades of software and hardware, and 24/7 operation capability. Over \$1.9M of ARRA funding is targeted to implement a significant portion of the Information Technology Master Plan. Work from detailed instructions for specific system configurations and lab setups. Work will include networking of workstations, servers, printer, maintaining a current inventory and necessary updates for all supported application programs. Ensure a continuous flow of work from data control and data entry to the computer. Ensure that jobs run on time and in proper sequence. Prevents erroneous computer runs caused by incorrect tape files, control cards, or operator instructions.

DUTIES AND RESPONSIBILITIES:

Works with operations and other ITRC personnel to schedule and complete projects. Keeps a detailed log of all jobs, requests and computer problems. Make daily check of regular duties and pending projects. Informs operator/supervisor of any computer related problems. Initiate corrective action where required (with scope of knowledge and authority). Perform supply and equipment inventory for Computer Center. Maintenance a neat and orderly office environment. Maintains a log of all source documents received in the operations area; keep a constant check on data that is completed and ready to process. Work closely with user department to investigate problems; take corrective action when necessary. Recommends changes for more effective operation, and maintain documents forms, procedures, and operating techniques. Serves as the first level supporter for Help Desk operation and as the coordinator for the customer service window at the Center. Support office automations at UOG, for instance, provides training and supports to office software products (WP, etc), work stations and computer operations, e-mail and Internet's first level of operation and set up for faculty and staff. Provides the first level of supports to students in e-mail and Internet/Intranet account implementation and maintenance. Receives, coordinates and processes request from most of the users (Student, faculty, departments and others) in timely basis. Applied "process quality control" from input stage to output stage to make sure the processing error-free. Serves as a back-up person for operators and lab technicians/assistants. Provides the Center with supports for administrative tasks, such as communications, billing, bid/RFP preparation, PO processing payments, time recording, especially those critical to ARRA related activities. Perform related work as required.


 JFM ELAINE M. FACULO-GOGUE
 Chief Human Resources Officer, Acting

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

Human Resources Office • University of Guam, UOG Station • Mangilao, GU 96923 • Tel: 735-2350 • Fax: (671) 734-6005
 The University of Guam is an Equal Opportunity Employer and Provider

DATA QUALITY CONTROL #098-10

Education:

Applicants claiming degrees or credit hours are required to provide a copy of their transcripts, high school diploma or GED certification.

Veterans/ Disability Preference:

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

If applicable, the applicant is subject to **E-Verify** Rules.

Police and Court Clearance:

If selected for the position, you must submit a recent police and court (Superior Court of Guam) clearance of no more than three (3) months old from the notification of selection as a condition of employment. Off-island applicants must obtain clearances from their last place of residence. The cost of the clearance is the applicant's responsibility.

How to Apply:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located in the Administration Building, between 8:00a.m. to 5:00p.m., Monday through Friday except weekends and holidays. Applications may be obtained from this office, or the HR website: <http://www.uoghro.com>. Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1/2 or 735-2355.

The University of Guam is an Equal Opportunity Employer and Provider:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, Ms. Elaine M. Faculo-Gogue, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).