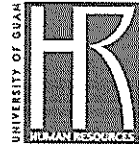




The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.



# 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):

<b><u>Position Title</u></b>	Announcement No.:097-10
<b>JUNIOR PROGRAMMER/ANALYST</b>	
<b><u>Salary Range</u></b>	
OPEN: CCS -1, \$40,334 – CCS – 10, \$46,590 Per Annum	<b>Open Date: April 15, 2010</b>
	<b>Closing Date: April 28, 2010</b>
<b>(100% ARRA Funding through September 30, 2011 only and funded up to the amount authorized)</b>	

**\* PURSUANT TO TITLE 4 OF GUAM CODE ANNOTATED §4103(a):** "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:** Bachelor's degree in information science, electronics, computer science or related fields.

**EXPERIENCE:** One (1) year in programming development, and minimum one (1) year in system and applications developments for systems similar to the UOG systems.

**PREFERRED EXPERIENCE:** In HP UNIX, UNIX, Windows and Mc OS. Experience in SQL and UNIDATA DBMS. Experience in programming for web page, web-based applications, Intranet and Internet applications, statistical packages and MIS applications.

**OTHER:** Capable of supporting mixed software and hardware platforms. Capable of supporting administrative and academic users. Capable of supporting operating systems and applications of micro computers.

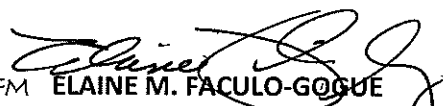
**FUNCTIONAL NARRATIVE:**

This positions will support the increases an 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.

Performs various tasks in systems and applications developments, conversions and implementations. Responsible for the completion of assigned development components including program coding. Provides advice to users in initial system implementation and performs system maintenance as required.

**DUTIES AND RESPONSIBILITIES:**

Reviews evaluates and documents existing programs and systems for possible improvement and develops new or revised systems and programs as necessary. Organizes and directs systems analysis, and functional and systems design. Assumes responsibility for systems implementation including the monitoring of programming, systems testing, and conversion. Reviews and corrects production programs in accordance with approved user recommendations. Writes formal program descriptions, functions, and interfaces including flowcharts, data descriptions, and recovery procedures. Performs program coding, collect tests data, performs unit testing and system integration in preparation for production. Completes required documentation. Develops and carries out systems and users training. Maintains current knowledge level of programming languages, coding methods, data base management system, and communications hardware and software. Performs other related duties as required.

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

## **JUNIOR PROGRAMMER/ANALYST #097-10**

### **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).