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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Benita A. Mangiona
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Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
COMMUNITY NUTRITIONIST II

Announcement Number: DOA 151-14

Open: August 29, 2014
Continuous

Pay Grade: OPEN: N-1; \$45,014 P/A - N-7; \$ 56,268 P/A
PROMOTION: N-1; \$45,014 P/A - N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two years of professional public health, community, or clinical nutrition work and graduation from a recognized college or university with a Master's degree in Public Health Nutrition, Human Nutrition or other nutrition field; or

Three years of professional public health, community, or clinical nutrition work and graduation from a recognized college or university with a Bachelor's degree in Public Health Nutrition, Human Nutrition or other nutrition field, including current certification as a Registered Dietitian with the Commission on Dietetic Registration.

Necessary Special Qualifications

Must be currently licensed to practice by the Guam Board of Allied Health Examiners pursuant to Public Laws 24-329 and 25-192. Must possess a valid driver's license.

Nature of work

This is complex professional nutritionist and supervisory work at the health clinic level. Employees in this class perform the full range of complex professional nutrition duties in a specialized area of the profession, including supervision of professional nutritionists and clinical support staff.

Illustrative Examples of Work

Plans, assigns, coordinates, and evaluates the work of nutritionists and support staff; implements health clinic and nutrition program care policies and procedures; utilizes health management and client information systems to monitor staff productivity and quality of care. Receives and disseminates current scientific information regarding food, nutrition, diet, and health; participates in the evaluation of educational programs; participates in the evaluation and revision of nutrition education materials; assesses staff training needs and develops and implements a plan for continuing education and career development of staff; speaks on nutrition and health. Provides expert nutrition care consultation; evaluates consultation to determine its effectiveness. Provides counselling, case management, and care coordination to selected medically high-risk clients in accordance with established quality assurance standards. Participates in the operational planning and evaluation of nutrition services delivery; assesses nutrition and diet-related health problems and resources in the health clinic's geographical area; solicits consumer, client and professional recommendations on nutrition services; assesses the productivity and cost effectiveness of nutrition services.

Knowledge, Abilities & Skills

Knowledge of the theories, principles, and practices of dietetics, nutrition and public health including health care ethics, case management, care coordination, and consultation. Knowledge of the principles and practices of effective supervision. Knowledge of the organization of community health and nutrition services. Knowledge of current scientific nutrition information and available community health resources. Knowledge of nutrition policies and procedures, and departmental rules and regulations. Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness. Ability to communicate effectively. Skill in counselling and case consultation. Skill in compiling and utilizing data for nutrition services evaluation and development. Skill in the safe operation of a motor vehicle.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/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 Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points,

COMMUNITY NUTRITIONIST II

Suitability Determination Form

Your employment application will not be deemed completed 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 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 occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision 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.

Examination Requirements

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

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.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

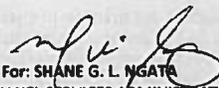
If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have 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 conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation 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 the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com/doa/index_doa.htm or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.