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ANNOUNCEMENT

December 06, 2024

OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):

Announcement No. 019-25

Code No. Position Title
1.446 BUYER II

Salary Range:

Open: I-01 \$34,886.00 – I-07 \$43,608.00 Per Annum

Prom: I-01 \$34,886.00 – I-18 \$61,487.00 Per Annum

Opening Date: December 06, 2024

Closing Date: December 20, 2024

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in the procurement of supplies, materials, and equipment 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.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

Pursuant to Public Law 32-131 the candidate must successfully complete the appropriate level of the Procurement Program Certification from the Guam Community College, upon candidate selection.

NATURE OF WORK IN THIS CLASS:

This is complex technical purchasing work involving large scale or specialized procurement of supplies, materials, and equipment. Employees in this class perform the full range of complex purchasing duties, including independent work in specialized areas of procurement. Employees often serve as team of group leaders over lower level technical or clerical staff.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices, procedures, and shipping methods. Knowledge of the types and grades of materials purchased. Knowledge of the sources of supply and of market and price trends. Knowledge of standard types, forms, and legal requirements of contracts. Knowledge of the laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment. Ability to analyze bids and specifications and in the making of awards. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of motor vehicle.

DUTIES AND RESPONSIBILITIES:

Support and work with units in processing requisitions and purchase orders for materials and/or services. Prepare and assist invitations for competitive bids. Negotiates contracts and price agreements. Investigate complaints related to the procurement process. Inspect merchandise. Perform related duties as required.

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.) Receives requisitions and drafts specification; prepares invitations for competitive bids; secures written and telephone price quotation; presides at bid openings; analyzes bid tabulations and awards bids. Negotiates contracts and price agreements; inspects merchandise quality and compliance specifications; investigates complaints and secures adjustments. Works with departmental representatives concerning availability of commodities which can be more economically purchased on a contract basis. Confers with vendors or their representatives' concerning availability of commodities, price changes, and cash discounts. Perform related work as required.

1.446 BUYER II #019-25

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcripts to the University of Guam Human Resources Office.

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.

PREFERENTIAL HIRING STATUS:

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., 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.

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.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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 Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).



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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Accountant II 12/06/24
Approved by CHRO 12/06/24