



## EMPLOYEE POSITION TITLES AND WAGE GRADES

POSITION TITLE	*GENERAL PAY PLAN (One-Step Adjustment)		EDUCATION, EXPERIENCE AND REQUIREMENTS <i>General note: initial employment will be at Step 1 of the pay Grade there are circumstances where a step higher than Step 1 may be offered but offers are not to exceed Step 10 of the pay grade.</i>
	Step 1		
<b>Camp Aide</b>	8.25	A	Minimum age 16; high school student.
<b>Data Entry/Clerical Support</b>	8.25	A	High school diploma or equivalent; demonstrated experience with MSWord, Excel, PowerPoint and/or similar software.
<b>Extension Aide</b>	8.25	A	This position is reserved for employing currently enrolled high school students on a part-time basis. This position requires daily supervision.
<b>Extension Assistant I</b>	8.25	A	High school diploma; one year of work experience <u>OR</u> combination of college credits, technical training, and/or substantial professional level work experience. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives. Employees under this category generally carry out routine field and/or office work with supervision.
<b>Office Assistant</b>	8.25	A	High school diploma or equivalent.
<b>Follow-up Parent Mentor</b>	8.32	B	High school diploma or equivalent / possession of valid driver's license.
<b>Assistant Camp Counselor</b>	9.15	D	Bachelor's degree; one year relevant work experience <u>OR</u> combination of college credits and three years of work experience
<b>Extension Assistant II</b>	9.15	D	High school diploma; three years of work experience <u>OR</u> 31-90 college credits; no work experience. Employees under this category generally carryout field and/or office work that requires little supervision; may carryout more detailed work that requires writing, recording, and/or reporting activities.
<b>Head Camp Counselor</b>	10.14	E	Bachelor's degree; three years relevant work experience.
<b>Extension Assistant III</b>	10.14	E	90+ college credits; no work experience. Employees under this category are expected to carry out duties similar to Extension Assistant II but have supervisory responsibilities for Extension Assistant I, II and Extension Aides.
<b>Family Interviewer</b>	10.14	E	High school diploma or equivalent (preferred: completion of a bachelor's degree) / possession of valid driver's license/ any combination of experience & training which provides the minimum knowledge, abilities & skills
<b>Research Assistant I</b>	10.14	E	High school diploma or equivalent; one year of work experience <u>OR</u> 30 or fewer college credits; no work experience.
<b>Grant Assistant I</b>	11.89	G	High school diploma or equivalent/ possession of valid driver's license / 4 years of office related work experience in grant support and & demonstrated work experience in supporting federally funded grants & contracts or any equivalent combination of experience & training which provides the minimum knowledge, abilities, & skills



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<b>Office Technician</b>	11.89	G	High school diploma or equivalent/ 1 year experience working within an organizational structure (preferred: 1 year experience with working with individuals with disabilities & their families & background in an office setting)
<b>Center Specialist</b>	11.89	G	High school diploma or equivalent/ preferred: 3 years of staff work involving personnel & other management operations / desired: any equivalent combination of experience & training which provides the minimum knowledge, abilities, and skills and completion of 3 credits in ID courses on Disabilities.
<b>Grant Budget Specialist I</b>	12.75	H	High school diploma or equivalent (preferred: certificate in a related field) / possession of valid driver's license / 2 years of clerical work or general work experience involving arithmetic calculations; or any equivalent combination of experience & training which provides the minimum knowledge, abilities, & skills.
<b>Data &amp; Developed Product Assistant</b>	12.75	H	High school diploma supplemented with documented training in data or developed products (preferred: Associates degree from recognized college) / 3 years experience in data entry, data collection, & desktop publishing & experience with advanced computer equipment, software & programs and 1 year experience in working with individuals with disabilities.
<b>Extension Associate I</b>	12.75	H	Bachelor's degree in relevant field; no work experience <u>OR</u> Associate Degree; three years of work experience. <u>OR</u> combination of college credits, technical training, and/or substantial professional level work experience. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives. Employees in this category carry out professional level activities such as informal teaching, implementing projects, and data gathering and analysis.
<b>Office Manager</b>	12.75	H	High school diploma or equivalent; five years of experience managing an office and related duties.
<b>Research Assistant II</b>	12.75	H	High school diploma or equivalent; three years of work experience <u>OR</u> 31-90 college credits/technical training; no work experience.
<b>Sea Grant Communicator</b>	12.75	H	High school diploma or equivalent; three years of work experience <u>OR</u> fewer than 30 college credits and limited work experience; valid driver's license. Writing samples required. Experience in writing for media preferred.
<b>Water Quality Technician</b>	12.75	H	High school diploma or equivalent; demonstrated ability to swim, snorkel and free dive. SCUBA certification required. A background in science preferred.
<b>CEDDERS Evaluation Assistant</b>	12.75	H	High school diploma or equivalent; valid Guam's driver's license
<b>Assistive Technology Center Assistant</b>	13.75	I	High school diploma or equivalent/ 1 year full time work experience in working with disabilities and AT; or any equivalent combination of experience and training which provides the minimum knowledge, abilities & skills.



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<b>Assistive Technology Grant Assistant</b>	13.75	I	High school diploma or equivalent (preferred: completion of 2 semester courses in public or business management/ administration from a recognized college/university) / 2 years of experience as an AT Center Assistant or Grant Assistant I; or 1 year experience as a Grant Assistant II; or 3 years of staff work involving grants, personnel, budget, and other management operations work experience; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills; (preferred: experience working with individuals with disabilities)
<b>Grant Assistant III</b>	13.75	I	High school diploma or equivalent (preferred: completion of 2 semester courses in public or business management/ administration from a recognized college/university) / 2 years of experience as a Grant Assistant I; or 1 year experience as a Grant Assistant II; or 3 years of staff work involving grants, personnel, budget, and other management operations work experience; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills; (preferred: experience working with individuals with disabilities) / possession of valid driver's license.
<b>Research Assistant III</b>	13.75	I	Associate degree; at least three years of work experience <u>OR</u> 90+ college credits/significant technical training.
<b>Data Coordinator</b>	14.94	J	Bachelor's degree (preferred: bachelor's degree in a discipline related to data coordination, computer processing, or business systems/ 1 year experience in working with individuals with disabilities and their families and familiarity with computer systems and data processing; or any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.
<b>Disability Media Specialist</b>	14.94	J	Bachelor's degree and experience in developing media/graphic productions (preferred: bachelor's degree and experience in developing media/graphic publications and experience in working with individuals with disabilities) / a minimum of 3 years of experience in developing media/graphic publications (preferred: minimum 3 years of experience in developing media/graphic publications including photography, development of exhibits, design and layout of visual products including posters, graphics and experience in utilizing videography as a medium. experience working with individuals with disabilities.
<b>Disability Research Associate</b>	14.94	J	Bachelor's degree in an area related to the funding source from a University (preferred: Bachelor's degree in area related to disabilities) / 1 year experience in providing direct service to individuals with disabilities and their families; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
<b>Energy Technician</b>	14.94	J	Bachelor's degree; three years related work experience .



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<b>Grant Budget Specialist III</b>	14.94	J	High school diploma or equivalent (preferred: 2 semesters in bookkeeping or accounting from recognized college/university) / 2 years experience as a Grant Budget Specialist II or related work experience; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills / possession of valid driver's license.
<b>Research Associate I</b>	14.94	J	Bachelor's degree in relevant field; 1 year experience relevant to the position <u>OR</u> combination of college credits, technical training, and/or substantial professional level work experience. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives.
<b>Sustainability Coordinator</b>	14.94	J	Bachelor's degree; three years related work experience.
<b>Technical Writer</b>	14.94	J	Bachelor's degree in relevant field; three years of work experience.
<b>Victim Services Coordinator</b>	14.94	J	Bachelor's degree in relevant field; one year experience relevant to the position <u>OR</u> combination of college credits, technical training, and/or substantial professional level work experience. The position may require specific knowledge, skills or abilities to meet project/grant objectives.
<b>Extension Associate II</b>	16.30	K	Master's degree in relevant field <u>OR</u> Bachelor's degree and technical training and/or substantial professional level work experience relevant to the position. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives. Employees in this category perform professional level activities that may include analytical work, project design and supervisory responsibilities.
<b>Hearing Screening Technician</b>	16.30	K	Bachelor's degree in a related area supplemented with a minimum of a Guam Nurse's Aide Certification or equivalent (preferred: Bachelor's degree in area related to developmental disabilities with RN equivalent/ 1 year experience in providing direct service to individuals with disabilities and their families; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
<b>Sea Grant Assistant Instructor</b>	17.84	L	Bachelor's degree in environmental science, biology, or closely related field; two years experience in the development of high impact outreach activities and materials; demonstrated ability to communicate effectively both orally and in writing.
<b>AT &amp; Special Projects Program Coordinator</b>	19.60	M	Master's degree in an area related to assistive technology, accessibility, and/or disability studies; and credentialed Assistive Technology Professional by RESNA (preferred: Master's degree in Education or Rehabilitative Science with Assistive Technology Professional Credential from RESNA) / 3 + years of documented work experience in working with individuals with disabilities and experience in developing procedures and monitoring a budget, supervising staff or supervising an organizational unit, planning and coordinating a program, managing grants/contracts, providing liaison with customer/provider groups and following federal or territorial regulations.



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<b>Education and Training Coordinator</b>	19.60	M	Bachelor's degree and technical training and/or substantial professional level work experience relevant to the position <u>OR</u> Master's degree in relevant field. The position may require specific knowledge, skills or abilities to meet project/grant objectives. Employees in this category perform professional level activities that may include analytical work, project design and supervisory responsibilities.
<b>Research Associate II</b>	19.60	M	Master's degree in relevant field <u>OR</u> Bachelor's degree and technical training and/or substantial professional level work experience relevant to the position. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives.
<b>Extension Associate III</b>	19.60	M	Master's degree; five years of professional work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category carry out professional level and specialized field work and analysis, assessments, and supervisory responsibilities.
<b>Project Associate</b>	19.60	M	Bachelor's degree and technical training and/or substantial professional level work experience relevant to the position <u>OR</u> Master's degree in relevant field. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives. Employees in this category perform professional level activities that may include analytical work, project design and supervisory responsibilities.
<b>Accounting Specialist</b>	19.60	M	Bachelor's degree in business, finance, accounting or related discipline; five years of related experience in accounting practices/procedures; two years of supervisory experience <u>OR</u> an equivalent combination of education and experience. The Accounting Specialist provides comprehensive administrative support on all procurement, contractual, and fiscal matters and/or programmatic issues under the general supervision of the Chief Business Officer (CBO) at RCUOG. The Accounting Specialist performs various office duties in support of RCUOG operations relative to financial and personnel reporting activities, procurement, contractual and professional consulting agreements, and accounts payable. Work emphasis is on completion, verification, and processing of paper and/or electronic documentation to the RCUOG Business Office for business transactions.
<b>Camp Director</b>	21.64	N	Master's degree; five years relevant work experience
<b>Research Associate III</b>	21.64	N	Master's degree; five years of professional work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives.
<b>Training Associate</b>	21.64	N	Master's degree in an area related to the funding source, i.e. special education, public health, early intervention, early childhood, rehabilitation, etc. ; 5 years experience in providing direct service to individuals with disabilities and their families with teaching certification when appropriate.



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<b>Program Manager</b>	21.64	N	Master's degree in area related to the funding source/grant objectives. 5 years experience in field related to funding source/grant objectives. The principal investigator may require specific knowledge, skills or abilities to meet project/grant objectives. In general, employees in this category report to a PI, hold supervisory responsibilities, and have oversight of project design and implementation, data gathering, assessment, analysis, budgets, hiring and reporting requirements.
<b>Administrative Manager</b>	23.99	O	Master's degree or higher in an area related to the funding source ; 4 years experience in planning, developing and coordinating or implementing programs or projects involving disability issues, two years of experience in administering federally funded programs related to disability issues.
<b>Initiative Area Coordinator</b>	23.99	O	Master's degree in an area related to disabilities / 7 years of experience in providing direct service to individuals with disabilities and their families.
<b>Project Director</b>	23.99	O	Master's degree; five years of professional work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category write reports, follow through on compliance, manage funds, manage procurement, and personnel matters.
<b>Research Faculty: Scientist/Clinician/Engineer/or Scholar</b>	23.99	O	Master's degree or higher in the respective area of research or clinical focus; less than five years of research experience as a scientist/clinician/engineer/scholar in the relevant field of study.
<b>Associate Director for Program Development, Technical Assistance &amp; Outreach</b>	26.68	P	Required: Master's degree in a discipline related to disabilities (psychology, special education, rehabilitation or a related field). Preferred: Ph.D. or equivalent / minimum of 12 years of demonstrated experience in the field of disabilities.
<b>Associate Director for Interdisciplinary Training, Operations &amp; Data/Dissemination</b>	26.68	P	Required: Master's degree in a discipline related to disabilities (psychology, special education, rehabilitation or a related field). Preferred: Ph.D. or equivalent / minimum of 12 years of demonstrated experience in the field of disabilities.
<b>Associate Director</b>	26.68	P	Ten years of work experience in research, grant writing, and supervisory and management experience. The Director may require specific knowledge, skills or abilities to meet unit objectives. .
<b>Research Fellow</b>	26.68	P	Ph.D. or other terminal degree. Research fellows perform professional level activities which may include analytical work, project design, project implementation, laboratory and field work, data analysis and reporting and supervisory responsibilities.
<b>Senior Research Faculty: Scientist/Clinician/Engineer/or Scholar</b>	26.68	P	Master's degree or higher in the respective area of research or clinical focus; 5+ years of research experience as a scientist/clinician/engineer/scholar in the relevant field of study.
<b>Director</b>		Q	Master's degree or higher in an area related to the funding source; ten years of work experience in research, grant writing, supervisory and management experience.



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<b>Principal Research Faculty: Scientist/Clinician/Engineer/or Scholar</b>	34.07	S	Terminal degree; 10+ years of exceptional expertise and experience in field related to the grant funding source. Individuals hired in these positions will be Principal Investigators for major research and other sponsored programs.
<b>Post-Doctoral Researcher</b>	<i>The pay grade and step of this position are determined by the amount of grant funding available</i>		Ph.D. Perform professional level activities which may include analytical work, project design, project implementation, laboratory and field work, data analysis and reporting and supervisory responsibilities.