

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

OPEN: March 02, 2009

CLOSING DATE: March 13, 2009

ANN. NO.: 02-03-09

POSITION TITLE: HOUSEKEEPER I

CLASS CODE: 9.320

SALARY: OPEN: C-01 \$15,133.00 to C-10 \$22,699.00 per annum
PROMOTION: C-01 \$15,133.00 to C-20 \$32,010.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- a) No minimum experience or training is required. Minimum knowledge, abilities and skills are required.

NATURE OF WORK:

- Performs variety of hospital housekeeping work.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to learn and apply the standard methods, practices, tools, and equipment involved in hospital work.
- Ability to learn to operate and care for hospital housekeeping tools and equipment.
- Ability to perform hazardous physical tasks on ladders and in strained and awkward positions.
- Ability to apply safe and sanitary work practices on the job.
- Ability to work effectively with the public and employees.
- Ability to understand and follow instructions.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School diploma; or (2) A successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and court (Superior Court of Guam and U.S. District Court of Guam) clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:

All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

INTERVIEW PROCESS:

Upon receipt of the applicant's Notice of Eligible Rating applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Department in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for eligible referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews.**

DRUG SCREENING:

All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment.

IMPORTANT INFORMATION: Public Law 99-603(9USC 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2171/2409 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96911. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

**"WE ARE COMMITTED TO EXCELLENCE IN HEALING AND CARING
FOR THE PEOPLE OF OUR COMMUNITY"**

APPROVED:


PETER JOHN D. CAMACHO, MPH
Hospital Administrator/CEO

"EQUAL OPPORTUNITY EMPLOYMENT"