



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÂT ESPETÂT MIMURIÂT GUÂHÂN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913  
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



July 26, 2024

OPEN COMPETITIVE EXAMINATION FOR THE FOLLOWING  
POSITION(S) TO ESTABLISH A LIST

**THIS ANNOUNCEMENT IS AMENDED TO READ AS FOLLOWS:**

POSITION:	SPECIAL SERVICES TECHNICIAN II	
ANN. NO.:	24-122	<b>AMENDED CLOSE DATE TO READ AS: CONTINUOUS</b>
OPEN DATE:	07/11/2024	
CLOSE DATE:	07/25/2024	

FOR FURTHER INFORMATION, PLEASE CONTACT THE HUMAN RESOURCES  
DEPARTMENT AT (671) 647-2171 OR (671) 647-2409.

**LILLIAN Q. PEREZ-POSADAS, MN, RN**  
**Hospital Administrator/CEO**



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## AREA OF CONSIDERATION – OPEN COMPETITIVE

### TO ESTABLISH A LIST FOR THE POSITION OF SPECIAL SERVICES TECHNICIAN II

**OPEN: July 11, 2024**

**CLOSING DATE: July 25, 2024**

**ANN. NO.: 24-122**

#### GENERAL PAY PLAN

**OPEN: I-01 \$34,886.00 P/A to I-10 \$47,891.00 P/A**  
**PROMOTION: I-01 \$34,886.00 P/A to I-18 \$61,487.00 P/A**

#### MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from college or university with an Associate's degree in area pertaining to human anatomy and physiology biological sciences or related healthcare field, with one (1) year experience in a clinical area of an acute hospital or related healthcare setting providing direct patient care; or
- B) Graduation from high school or successful completion of a General Equivalent (GED) Test; or any equivalent completion of a certification program from a recognized accredited or certified vocational institution in a specialized field required for the job with two (2) years experience working as a Special Services Technician I or equivalent positions in an acute hospital or related healthcare setting; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

#### NECESSARY SPECIAL QUALIFICATION:

Possession of a current certification in Basic Life Support (BLS) from the American Heart Association (AHA).

#### NATURE OF WORK:

This is moderately complex sub-professional work provided under the direct supervision of a Registered Nurse and/or Physician; technicians of higher level and technologists of Special Services Department at Guam Memorial Hospital Authority.

Employees in this class perform moderately complex technical duties in the operation of electroencephalographic and electrocardiographic equipment and monitoring of records of the electrical activity of the brain or impulses from the heart muscle or heart sounds producing tracings of diagnostic quality. This employee will also be involved in assisting the registered nurse and/or the physician in noninvasive orthopedic; neurological and cardiology procedures.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Prepare and position patients in a comfortable and relaxed position for EEG/EKG and other noninvasive procedures pertaining to the heart; brain and bones. Perform EKG; EEG and other noninvasive procedures for outpatients and inpatients. Attach electrodes to the correct areas of the head, extremities and chest, makes proper connections so that the prescribed and necessary numbers, series, and combinations of recording are made. Observe patient and the recording apparatus during examination to prevent the occurrence of artifacts caused by movement, interference or malfunctioning of equipment. Participate in the direct provision of quality patient care with the overall objective of improving the patient's health condition. Assist physicians in cast applications, cast removal and other noninvasive procedures. Assist registered nurses or physicians in dressing changes; suture/staple removal according to the department's policies and procedures. Perform clerical, supportive, technical and administrative tasks pertinent to the overall clinical objectives of the patient. Maintain proper care of equipment and materials to maintain safe provision of patient care. Maintain operation of equipment and reports any breakdown immediately. Observe safety precautions in the use of equipment and in the entire department.

#### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the basic Orthopedic; Cardiac and Neurology anatomy and physiology as it relates to the different diagnosis of all age group.

- Knowledge of the general principles, methods, practices and materials employed in the operation of EKG/EEG and stress testing and other equipment used in the Special Services Department.
- Knowledge in the operation of the different equipment used at the Special Services Department at the same time providing safety to the patient while equipment are being used.
- Ability to learn and apply principles, methods, materials and practices employed in the operation of the EKG/EEG apparatus; orthopedic and other equipment that are used in the department.
- Ability to work with a variety of medical diagnosis as it relates to the heart; brain and orthopedic cases of different age groups.
- Ability to lead the work of lower level technicians.
- Ability to offer assistance to conduct informal on the job training in accordance with appropriate program guidelines.
- Ability to be taught and acquire new skills pertinent to changes in technological advances and treatment interventions.
- Ability to understand, follow and provide moderate level of oral and written instructions.
- Ability to work effectively, with patients, employees, and the public.
- Ability to maintain patient records and prepare reports.
- Ability to apply safe work practices on the job.

**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 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

**CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT:** Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

**DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:** 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. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

**PRIMARY SOURCE VERIFICATION:** Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

**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 Superior 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.

**AREA OF CONSIDERATION AND INTERVIEW PROCESS:** A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

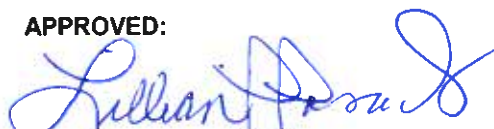
**Important Note:** Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

**IMPORTANT INFORMATION:** Public Law 99-603 (8USC, Section 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 "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to [human.resources@gmha.org](mailto:human.resources@gmha.org). To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:



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