



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE ANNOUNCEMENT

To establish a list for the position of
COMPUTER OPERATOR II (0.515)

ANNOUNCEMENT NO. HRD-112-2026

Open: October 30, 2025 **Close:** November 12, 2025

2023 GENERAL PAY PLAN (GPP)

OPEN: I-1; \$34,886.00 per annum – I-10; \$47,891.00 per annum
PROMOTION: I-1; \$34,886.00 per annum – I-18; \$61,487.00 per annum

Employment: Probationary/Permanent Full-Time Appointment
Location: **ANY SCHOOL**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience as a computer operator; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

MINIMUM 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, "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 high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in the operation of electronic data processing machines and peripheral equipment.

Employees in this class perform moderately complex electronic data processing machine operations independently on an ongoing basis and participate in the full range of complex technical duties under close supervision.

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 and reviews schedules of moderately complex job assignments involving several phases of computer operations.

Reviews flow charts and codes to determine correct machine application.

Manipulates control switches on control panels, storage devices, printers, readers, and prepares machine operations in accordance with detailed instructions.

Loads jobs to computer; reviews initial machine output for desired result and continues machine operation if there are no discrepancies.

May alter priority of job by changing class through the console.

Provides information labels to files in the disk, tapes or diskette.

Catalogs and stores physical volume of files in designated areas.

Maintains sets of job control statement according to job requirement.

May train lower level computer operators.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the operation of electronic data processing machine and peripheral equipment.

Knowledge of the practices, procedures and techniques of electronic data processing.

Knowledge of moderately complex flow charts involving computer operations or procedures.

Ability to think in terms of computer logic.

Ability to identify various switches, devices of the computer, and uses of the peripheral equipment.

Ability to make assignments to symbolic and physical devices.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications can be obtained online www.gdoe.net - HR Forms or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Wednesday, November 12, 2025** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or email humanresources@gdoe.net.



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