PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST

Position Title: **TARIFF TECHNICIAN**	**Job Announcement No:** **01-22**
Grade: II **MINIMUM** Step 8/Sub-Step A $47,475.00 **MAXIMUM** Step 9/Sub-Step A $49,403.00 **Promotion:** ***Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.**	**Opening Date:** **October 6, 2021** **Closing Date:** **October 19, 2021**

JOB LOCATION: The position is located in the Finance Division of the Port Authority of Guam.

AREA OF CONSIDERATION: Open to the public, Port Authority of Guam, and Government of Guam Employees.

It is the policy of the Port that there shall be no discrimination against any person on the basis of race, color, sex, including sexual harassment and orientation, religion, national origin, age, marital status, creed, physical or mental disability, or political affiliation or retaliation., except for positions requiring bona fide occupational qualifications.

NATURE OF WORK: Technical work involved in the application of the tariff and relate agreements for billing purposes at the Port Authority of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: (*These examples do not list all the duties and responsibilities, which may be assigned; nor do the examples cover all the duties and responsibilities which may be performed.)*

Compiles and verifies varied documents for all billable services rendered; codifies equipment and labor performance on each vessel operation according to established guidelines. Computes and summarizes the operational reports for billable services, such as labor and equipment utilized, night differential, detention time, overtime and related charges. Computes charges and prepares invoices in accordance with established guidelines. Reviews disputed bills and recommends/makes adjustments as appropriate; prepares credit memos. Explains billing procedure, application of rates and other pertinent billing matters. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of office practices and procedures. Ability to interpret, explain and apply the tariff, contracts and other guidelines. 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 prepares reports. Ability to operate calculating machines.

QUALIFICATION REQUIREMENTS: Two (2) years of experience involving arithmetic computation work and graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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 education 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability, which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to Public Law 28-98. *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."*

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT: Applicants selected for the ***TARIFF TECHNICIAN*** position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

DRUG SCREENING: Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

POLICE & COURT CLEARANCE REQUIREMENTS: ***Pursuant to P.L. 34-22 – FAIR CHANCES HIRING PROCESS ACT (FCHPA):*** This act prohibits employers from asking for criminal history information until a conditional job offer is given. If selected for this position, your selection will be ***conditional*** pending submission of a police and court clearance. The Port will either mail a letter to you or contact you explaining these requirements. You will have five (5) business days from the postmarked date of your letter or from the time of contact with you to submit your clearances. These clearances must not be older than (1) month from the date you were contacted. If you do not have any conviction or conditions that would warrant rescinding this job offer, and pass the drug test, you will be notified of your start date.

EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent based on their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port 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. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931–4, extensions 307 or 368 should you need additional information.

SHAWN B. CEPEDA
Acting Personnel Services Administrator

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