



**GUAM DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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K. ERIK SWANSON, PhD.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
LICENSED PRACTICAL NURSE II (8.128)

ANNOUNCEMENT NO. HRD-091-2025

Open: July 31, 2025 Close: August 13, 2025

2024 NURSES PAY PLAN (NPP)

OPEN: N-I-01; \$41,062.00 per annum – N-I-10; \$56,369.00 per annum

PROMOTION: N-I-01; \$41,062.00 per annum – N-I-18; \$118,651.00 per annum

*A 10% Differential Pay shall apply to base salary while on work status.

Employment Type: Probationary/Permanent Full-Time Appointment

Division: **ANY SCHOOL/ANY DIVISION**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience as a licensed practical nurse and graduation from a recognized school of practical nursing.

NECESSARY SPECIAL QUALIFICATION:

- (A) Possession of a current license as a Practical Nurse on Guam;
- (B) Possession of a valid driver's license may be required.

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 complex practical nursing work.

Employees in this class perform the full range of complex practical nursing duties, including independent work in specialized areas of the profession. Employees may serve as team or group leaders over less experienced nursing and auxiliary personnel.

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.)*

Prepares, administers and records medications and treatments according to physicians' orders and under the supervision of a professional nurse.

Gives and demonstrates nursing care to patients and families as assigned by the professional nurse.

Assists the physician and/or professional nurse in the examination of patients and diagnostic and specialized procedures.

Observes, records and reports to the physician or professional nurse on the general physical, psychological and social assessment of the patient.

Prepares equipment for treatment, including sterilization and observation of aseptic techniques.

Participates in health screening programs, such as vision and hearing testing, under the direction of a physician or professional nurse.

Administers first aid during emergencies and performs CPR when required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of practical nursing theory, current practices and techniques.

Ability to learn and apply public health nursing techniques and practices.

Ability to make work decisions in accordance with nursing standards, rules and regulations and other program guidelines.

Ability to observe and interpret the physical manifestation of the patient's condition and also the social and environmental factors which hasten or delay recovery.

Ability to follow established nursing procedures in the administration of medications.

Ability to adjust to diversified types of personalities and patient conditions, and use tact and judgment in dealing with the situations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare charts.

Skill in the safe operation of a motor vehicle may be required.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position with the Head Start Program. 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, August 13, 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 an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following 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 you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheet. You may contact us at 671-475-0496 or via email humanresources@gdoe.net.



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