



FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ
Lieutenant Governor

PORT AUTHORITY OF GUAM
ATURIDAT I PUEYTON GUAHAN
Jose D. Leon Guerrero Commercial Port
GOVERNMENT OF GUAM

1026 Cabras Highway, Suite 201
Piti, Guam 96925



Telephone: (671) 477-5931/35

(671) 477-2683/85

Facsimile: (671) 477-2689/4445

Webpage: www.portofguam.com

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

AUTHORITY-WIDE COMPETITIVE EXAMINATION
FOR THE FOLLOWING CLASS TO
ESTABLISH A LIST

<p>Position Title: CARGO CHECKER LEADER</p> <p>Grade: H <u>MINIMUM</u> <u>MAXIMUM</u> Step 4/Sub-Step B Step 8/Sub-Step A \$31,326.00 \$36,368.00</p> <p>Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.</p>	<p>Job Announcement No: 10-10</p> <p>Opening Date: March 3, 2010</p> <p>Closing Date: March 9, 2010</p>
---	--

JOB LOCATION: The position is located in the Terminal Division of the Port Authority of Guam, Cabras Island.

AREA OF CONSIDERATION: Open to all interested and qualified permanent status employees occupying classified positions within the Port Authority of Guam. All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age, and religion or disability factors.

NATURE OF WORK: Leads and participates in receiving, issuing, checking, recording, reporting and inspecting break bulk or containerized cargoes from vessels and/or the terminal facilities.

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

Leads and participates in checking quantity, condition and description of cargoes; ensures that cargoes are properly sorted and stored; records container seal numbers. Prepares over stowed cargoes list; verifies and acknowledges special cargo receipts from ship's agents; checks invoices, packing documents and other related documents to ensure accurate amount of cargoes received and issued. Prepares operational log sheet for recording time and work activities during vessel operations or special services request. Maintains records and prepares reports. Operates forklift. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the:

- methods, techniques and equipment used in seaport cargo handling operations.

Ability to:

- lead the work of others.
- work effectively with the public and employees.
- communicate effectively, orally and in writing.
- maintain and to prepare reports.

Skills in the:

- operation of a forklift.

QUALIFICATION REQUIREMENTS:

- A. Three years of clerical experience, which includes one year in seaport cargo handling work and six months experience in the operation of a forklift; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT: The following documents must be submitted with the employment application to qualify for the position:

- Police clearance and Court clearance. Such clearances must be no more than 3 months old.

Public Law 28-98, Sex Offenders, stipulates that no person convicted of a sex offense shall be employed with Government of Guam.

Public Law 24-239, Family Violence, stipulates that after August 14, 1998, no person who is convicted of a felony concerning family violence (not a misdemeanor) is eligible to hold the following positions:

1. *General Manager;*
2. *Deputy General Manager;*
3. *Managerial or supervisory position*

DRUG SCREENING: The Port Authority of Guam has implemented a drug testing as part of the Drug Free Workplace Program. This position is a **Testing Designated Position**. An applicant tentatively selected for this position will be required to submit a urinalysis for illegal use of drugs prior to a final selection, or if the applicant is currently occupying a Testing Designated Position, no applicant is authorized. The selection is contingent upon a negative drug test result, and thereafter, the selected will be subject to drug testing under certain circumstances, such as, reasonable suspicion and after an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. A verified positive drug test result will be provided to the General Manager. Refusal to furnish a urine specimen or failure to report for testing as directed is grounds for discipline.

PROBATIONARY PERIOD: The applicant must satisfactorily serve at least six (6) months and not more than 12 months probationary period to gain permanent status with the Authority.

EVALUATION METHODS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100.000 percent on the basis of their training, education and experience in relation to the minimum requirements of the position. Applicants will be credited for their experience and training shown on their applications. Therefore, entries

Should be described accurately and concisely and each job described separately. List awards or outstanding ratings and any other information which will be helpful in the job-element-examining process. **DO NOT ATTACH ORIGINALS OF ANY VALUABLE DOCUMENTS.** Applicants who do not file in accordance with these procedures will be rated **INELIGIBLE**.

INTERVIEW TECHNIQUES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews. Techniques to be used in the interview may consist of one of the following:

- (1) Work sample and performance evaluation examinations,
- (2) Practical and/or written tests,
- (3) Individual oral examinations.

EDUCATION: Applicants claiming educational accomplishments degrees or credit hours are required to submit official or verified copies of transcripts of diplomas.

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.

FOR MORE INFORMATION: Please contact the Human Resources Office at 477-5931 -4, extensions 306, 307, 368, 341, or 564.


FRANCINE T. ROCIO
Personnel Services Administrator

CARGO CHECKER LEADER

AN EQUAL OPPORTUNITY EMPLOYER