



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

# ANNOUNCEMENT

May 23, 2025

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING REGULAR APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

*Announcement No. 063-25*

Position Title  
**JUNIOR APPLICATIONS PROGRAMMER**

**Salary Range:**

UGPP/L-01 \$45,262.00 – UGPP/L-18 \$79,775.00 Per Annum

**Opening Date:**

May 23, 2025

**Closing Date:**

June 05, 2025

**MINIMUM QUALIFICATIONS:**

- a) One (1) year of professional experience in computer programming work and graduation from a recognized college or university with a Bachelor's degree in computer science or related field; or
- b) Four (4) years of professional experience in computer programming work and graduation from a recognized college or university with an Associate's degree in computer science or related field.

**QUALIFICATION REQUIRED:** Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

- 1. A high school diploma; or
- 2. Successful completion of General Education Development (GED) Test; or
- 3. The equivalent of a general education high school program; or
- 4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**PREFERRED QUALIFICATION(S):**

Experience with demonstrating a foundational understanding of programming principles and software developmental practices. Proficient in one or more programming languages. Knowledge of database management systems and understanding of software testing methodologies.

**NATURE OF WORK IN THIS CLASS:**

This position designs and tests program logic, codes programs, and prepares them for computer operation; prepares flow-charts and codes routines required to process data; assists the system designer in establishing file requirements and processing specifications for automated portions of the system; and performs programming tasks according to established standards. The position thoroughly tests the operation of completed programs and linkage to other programs.

**SELECTIVE FACTOR:** Experience with Ellucian Colleague ERP application support & security, Softdocs document management software support & security, Unidata query language, and Entrinsik Informer reporting solution.

**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.) Develops accurate and efficient computers. Maintains current knowledge of standard languages, coding methods, and operations requirements. Ensures that programs are tested thoroughly. Assist in the design of automated portions of systems. Analyzes program specifications for completeness and conformance to standards. Designs program logic and code in authorized language. Prepares both unit and system test data to validate programs. Documents programs according to installation standards. Prepares training material for users and operations personnel. Prepares and maintains work schedules and submits progress reports. Performs related duties as required.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the standard languages, coding methods, and operations requirements. Knowledge of the principles and practices of computer programming. Ability to analyze and document work systems and processes for adaptation to electronic data processing techniques. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to think logically and pay close attention to details. Ability to make decisions in accordance with appropriate program guidelines. Ability to maintain records and prepare reports. Ability to work effectively with the public and employees. Ability to communicate effectively.

**SPECIAL WORKING CONDITION:**

Normal work schedules may include on-call, late evening or early morning work on a periodic or frequent need basis.

## JUNIOR APPLICATIONS PROGRAMMER #063-25

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma or GED certification) accompany the application.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (May 23, 2025 16:17 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Junior Applications Programmer 05/23/25*  
*Approved by CHRO 05/23/25*