



OPEN JOB ANNOUNCEMENT

**COMPETITIVE EXAMINATION
TO ESTABLISH A LIST FOR THE POSITION OF**

CHIEF OF AIRPORT POLICE

**PAY GRADE: OL-04
(OPEN: \$47,335.40 - \$71,003.80 Per Annum)
(PROMOTIONAL: \$47,335.40 - \$100,157.40 Per Annum)**

ANNOUNCEMENT NO. 04-19

**APPLICATIONS WILL BE ACCEPTED
November 26, 2018 – December 10, 2018**

MINIMUM EXPERIENCE AND TRAINING: (A) Six years of experience as an Airport Police Supervisor or its equivalent, including two years as an Assistant Chief of Airport Police or its equivalent, and graduation from high school or possession of certification of high school equivalency (GED).

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must be a United States citizen, or a citizen of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia;
- B. Age – eighteen (18) years of age at time of filing;
- C. Possession of a valid Guam driver's and Firearms license at time of certification;
- D. Police and Court Clearance at the time submission of employment application (must be within 30 days from the date of issue);
- E. Criminal History Records check;
- F. An official transcript from an accredited college or university (i.e. University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement tests. Documentation must be submitted with the employment application.
- G. Successful completion of 120 hours of law enforcement training at the Guam Community College Pro-Tech Institute's Criminal Justice Academy pursuant to P.L. 17-73; or Successful completion of the Guam Community College Pro-Tech Institute's Criminal Justice Academy, or an equivalent Peace Officer Standard Training (POST) certified program from an accredited institution such as the following:
 - Guam Police Department Police Academy
 - Law Enforcement Training Academy
 - Police Reserve Officer Academy
 - Basic Law Enforcement Academy (BLEA)Documentation must be submitted with the employment application.
- H. Successful completion and passage of the POST Physical Fitness Qualification Test (PFQT).
- I. Any and all other POST requirements contained in 17 GCA § 51101, et seq. and 27 GAR § 3101, et seq. or established by the POST Commission.

NATURE OF WORK IN THIS CLASS: This position administers complex airport police enforcement functions engaged in the enforcement of Federal Aviation and Guam International Airport Authority regulations, Guam Criminal and Motor Vehicle Codes, and other applicable laws, rules and regulations of the Guam Airport Authority. This position is ultimately accountable for the overall direction and instructions to all Airport Police personnel.

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.) Administers the activities of the police functions for several shifts; assigns airport police personnel to each shift. Monitors the level of police personnel assigned to the airport and its adjoining facilities. Conducts inspections periodically to gain information on police performance in the enforcement of laws, ordinances, rules and regulations. Coordinates a contingency plan for hijacking with the FBI and Civil Defense. Prepares division budget to include analysis on funding and staffing levels. Coordinates training of new guards and officers with the Guam Community College and other training resources. Provides for the orderly and efficient protection of persons and property, and for the enforcement of the laws of Guam and GIAA Rules and Regulations. Plans and implements divisional directives and standard operating procedures. Investigates complaints against any member of the division and submits recommendation to Executive Manager, GIAA. Ensures the update of airport police program and submits any changes in accordance with the regulations. Maintains a twenty-four (24) emergency response and continuous two (2) way radio communications. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of modern principles, practices and methods of airport police administration, organization and operation. Knowledge of applicable Federal Aviation and GIAA Regulations, Guam Criminal and Motor Vehicle Codes, laws, statutes, and procedures relating to the protection of life and property at the Guam International Airport Authority and the surroundings of the terminal. Knowledge of Guam International Airport Authority operating procedures, administrative rules and regulations. Knowledge of the technical phases of crime prevention, law enforcement, rules of evidence and related functions such as investigation, patrol, traffic control and safety, record keeping, care and custody of persons, police training. Ability to prepare a departmental budget. Ability to administer the police function. Ability to plan and implement a

work schedule for each shift. Ability to make decision in accordance with appropriate guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain records and prepare technical reports. Skill in the use and care of firearms and operation of a motor vehicle.

EDUCATION: Pursuant to 4 GCA § 4101(c)(1), applicants must possess a high school diploma or show successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job.

To ensure full consideration, applicants claiming degrees or credit hours are required to submit official or verified copies of their university or college transcript with their original application.

PROHIBITION: Pursuant to 4 GCA § 4203.3, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense defined in Article 2 of Chapter 28, Title 9 GCA in Guam or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed in the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".

PRE-EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment with the A. B. Won Pat Guam International Airport Authority (GIAA) must undergo and pass a physical examination and be declared as capable to perform the duties of the position the applicant is being hired for as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK: As a condition of employment, applicants selected for this position will be required to undergo and pass a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) in order to access secured areas of the airport in accordance with Title 49, Code of Federal Regulations, Part 1542. In the event an applicant is unable to obtain proper security clearance for the position, or GIAA determines that the applicant's pending criminal case or criminal history disqualifies the applicant for the position, GIAA shall rescind its conditional offer of employment to the applicant in accordance with Guam's Fair Chances Hiring Process Act, 22 GCA §§ 6101, et seq.

DRUG SCREENING: GIAA complies with the Department of Administration's Drug Free Workplace Program Operating Procedures. All applicants selected and conditionally offered employment will be required to undergo and pass a mandatory drug test prior to being employed. Failure to submit to or pass such drug test shall result in rescinding the offer of employment.

WORK ELIGIBILITY: Public Law 99-603 (8 USC § 1324A) requires GIAA 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. GIAA is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position at GIAA, you will be required to present valid documents that will establish your identity and work eligibility.

VETERANS PREFERENCE: Applicants claiming veterans preference are required to attach a copy of their DD-214 (Military Discharge Form) to their original application. Those claiming Veteran's Compensable Disability, please provide a copy of a letter from the Department of Veteran's Affairs, which specifically states your entitlement to civil service preference for a service connected disability.

EVALUATION METHOD: A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

INTERVIEW METHODS: A personal interview will be held by the appointing authority or his designee.

DOCUMENTATION REQUIRED: If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on a pre-entry medical physical examination. You will have ten (10) calendar days to submit the mandatory police and court clearances that are no older than 30 calendar days from the date of your notification of selection. The costs to obtain the clearances are at the applicant's expense.

WHO SHOULD APPLY: Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applications must be submitted to the Personnel Office at the GIAA Administration Office. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

For additional information and/or inquiries, please call the GIAA Personnel Office at 646-0300/1/2/3.

APPROVED:


CHARLES H. ADA, II
Executive Manager

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, CREED, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, EXCEPT FOR BONAFIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.