



OPEN JOB ANNOUNCEMENT

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

AIRPORT POLICE OFFICER I

**PAY GRADE: HL04
(OPEN : \$27,963.60 - \$41,946.80 Per Annum)
(PROMOTIONAL: \$27,963.60 - \$59,169.60 Per Annum)**

ANNOUNCEMENT NO. 09-19

**APPLICATIONS WILL BE ACCEPTED:
February 27, 2019 – March 13, 2019**

MINIMUM EXPERIENCE AND TRAINING: (a) One year of experience as a Security Guard or its equivalent, and graduation from high school or possession of certification of high school equivalency (GED) diploma.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must be a U.S. 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 the 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.
- 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)
- 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 is entry level airport police work involving the protection of life and property through the enforcement of Federal Aviation and GIAA regulation, Guam Criminal and Motor Vehicles Codes and other applicable laws, rules and regulations. Employees in this class undergo advanced/specialized training in law enforcement work. Work is performed under the guidance and/or immediate supervision of the Airport Police Supervisor or above. Performance is closely reviewed for compliance with established policies and procedures. Work review is accomplished by on-the-scene observation, frequent inspections, discussions and submission of reports. On-the-job training commences upon employment combined with formal classroom and practical training.

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.) Patrols the perimeters of the Guam International Airport Authority on foot or in vehicle; checks physical plant and airport property; investigates any suspicious conditions; notes and reports any damaged or deteriorated (GIAA) property. Patrol duties may be fixed or roving. Provides for the orderly and efficient protection of persons and property and for the enforcement of laws of Guam and GIAA Rules and Regulations. Coordinates and directs traffic movement in GIAA as assigned; enforces the Motor Vehicle Code of Guam. Makes arrests for violations of laws and ordinances. Receives complaints and reports; provides the public with information and directions upon request. Assists airline personnel, customs and investigating officers from other agencies, in the investigation of various criminal activities. Prevents air piracy and coordinates actions with other agencies as appropriate. Takes appropriate action upon discovery of unauthorized firearms, explosives, incendiary devices or other dangerous weapons. Controls entry of unauthorized persons into restricted areas. Conducts complete investigation of traffic accidents and other investigations, as assigned. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: 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, and police training. Ability to learn, interpret and apply Federal Aviation and GIAA regulations and Guam Criminal and Motor Vehicle Codes, laws, statutes, and procedures relating to the protection of life and property at the Guam International Airport Authority. Ability to enforce laws with tact, firmness and impartially. Ability to observe, collect and analyze information relating to criminal activities. Ability to locate, collect and preserve evidence. Ability to exercise sound judgement in the performance of duties. Ability to make arrests and testify in court. Ability to work effectively in a quasi-military type

organization. Ability to learn the safe and proper use of firearms. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain records and prepare reports. Ability to perform prolonged and hazardous work under adverse and dangerous conditions. 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.

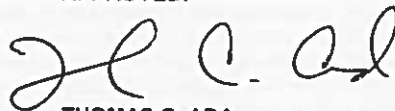
INTERVIEW METHODS: A personal interview will be held by the appointing authority or his designee.

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:



THOMAS C. ADA
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.

