

# DEPARTMENT OF ADMINISTRATION

## POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

### WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

### I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

### II. JOB DESCRIPTION:

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

### III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

Official Position Title: <u>Health Professional Licensing (HPL) Board Investigator</u>	Official Position No.: _____
Job Location: <u>DPHSS/Health Professional Licensing Office</u>	
(Department/Agency)	(Division)
Name: <u>Vacant</u>	
Last	First
Middle Initial _____	
Pay Grade: _____ [ ] Classified	[ ] Unclassified
[ X ] Position Vacant	
Supervisor: <u>Breanna Sablan</u>	<u>Acting HPL Administrator</u>
(Name of Direct Supervisor)	Title of Supervisor

### II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (√ or X) one format only: [ ] (1), [ ] (2), [ ] (3)</p>
73%	<p>Conducts routine investigations relating to civil/criminal cases or complaints of alleged violations of laws, rules and Regulations filed with the Boards within the Health Professional Licensing Office.</p> <p>Interviews victims, witnesses and suspects; collects and preserves evidence; examines records and documents; Serves warrants for arrests, searches and seizures as necessary.</p> <p>Maintains records and prepares reports of investigations. May testify in court as a government witness.</p> <p><b>Case Management and Documentation</b></p> <p>Work closely with the Board's legal counsel or the Attorney General's office to prepare cases for administrative hearings</p> <p>Investigates consumer complaints submitted to the various boards within the DPHSS/Health Professional Licensing Office; gathers, analyzes, evaluates, and determines facts from information obtained in each complaint Lodged and prepares case file for the boards/commission legal counsel to act upon;</p> <p>Conducts investigations in cosmetology establishments, pharmacies, medical clinics, chiropractor clinics, acupuncture clinics and other establishments to be determined.</p> <p>Ability to communicate effectively, orally and in writing. Ability to interpret, apply and make decisions in Accordance with laws, regulations and other board policies.</p>
25%	<p><b>Compliance and Inspections</b></p> <p>Perform routine and unannounced inspections of clinics or facilities to ensure they meet health and safety standards</p> <p>Monitor licensees who are under board orders, probation, or restricted practice to ensure they are complying with all stipulations</p> <p>Prepare and serve subpoenas for records or testimony required for board proceedings</p>
2%	<p><b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.</p> <p>Maintains records and prepares reports of investigations.</p> <p>May testify in court as a government witness.</p>



General: Has knowledge of the principles, practices and techniques of civil/criminal Investigations. Knowledge of the rules of legal evidence. Ability to gather facts and Information through interviews, research, observation and examinations and maintain	2 years
	1 year
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	

**2. FORMAL EDUCATION OR TRAINING:**  
 Mark (✓ or X) the **most** applicable education level required.

a.  Below High School – Show Number of Years  
 b.  High School Graduation / GED  
 c.  Vocational / Technical School

Show specific training that is required by this position.

Two years of civil or criminal investigative work and graduation from a recognized college or university or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

d.  Some College

Show number of  Semester Hours \_\_\_\_\_ or  Quarter Hours \_\_\_\_\_.

Show specific courses required by the essential functions of this job.

NA

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e. College Degree (Show major area of study required.)

Associate's : \_\_\_\_\_

Bachelor's: BA/BS in Criminal Justice, Business or Public Administration, political science, behavioral or social science.

Master's: \_\_\_\_\_

Beyond Masters: \_\_\_\_\_

**3. CRITICAL SKILLS / EXPERTISE:** List specialized skills or specialization needed to perform essential functions.

Ability to gather facts and information through interviews, research, observation and examinations and maintain Confidentiality.

Ability to interpret, apply and make decisions in accordance with laws, regulations and other board guidelines.

Ability to maintain records and prepare investigative reports.

**4. LICENSE, REGISTRATION OR CERTIFICATION:**  
 List possession of required license, professional registration/certification needed to perform essential functions.

Guam Driver's License

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**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

**1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.**

- Sitting** The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting** Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking** The employee is required to sit, stand, walk most of the time.
- Climbing** Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting** Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing** The job requires exerting force up to \_\_\_\_\_ pounds on a regular basis to move the object to or away from the employee.
- Carrying** The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching** The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching** The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling** Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking** The job requires expressing ideas by the spoken word.
- Listening** The job requires the perception of speech or the nature of sounds in the air.
- Other** Describe the requirement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.**

- General Intelligence** (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills** (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet** (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence** (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence** (typical for an accounting clerk, cargo checker, etc.)
- Other:**

\_\_\_\_\_  
\_\_\_\_\_

**3. The job's most appropriate work environment and the weather exposure.**

Show what percent of a typical workday is spent.  
(Select one response only)

- 50%** Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- \_\_\_\_\_% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

50 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

\_\_\_ % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions**

[ ] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

\_\_\_ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

\_\_\_ % Vibration (i.e., operating jackhammer, impact wrench).

\_\_\_ % Noise (Exposure at a level enough to cause hearing loss or fatigue).

\_\_\_ % An improperly illuminated or awkward and confining work space.

\_\_\_ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

\_\_\_ % Lifting or carrying items or objects. Describe item/object and weight:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ % Heat. Describe source and degree of high temperature.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ % Cold. Describe source and degree of cold temperature:

\_\_\_\_\_  
\_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

[ ] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

**C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.**

[ ] Regular – Standard Eight (8) hours daily, Monday – Friday

[ ] Irregular – Shift work – A 24-hour work operation.

[ ] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

\_\_\_\_\_  
\_\_\_\_\_

[ X ] Regular / Irregular – Overtime hours without overtime pay entitlement

[Empty rectangular box]

The information given on this position is complete and correct.

\_\_\_\_\_  
VACANT  
Signature of Employee

\_\_\_\_\_  
Date

**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a.	<p>(1) Has the employee correctly stated his or her official payroll position title?  <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>(2) If not, what is the correct title? _____</p>						
b.	<p>(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?  <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)          _____          _____</p>						
c.	<p>What positions under your supervision perform the same essential functions Give name and title:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	<p>Does this position require (mark one)</p> <p><input type="checkbox"/> Immediate supervision on a regular basis,  <input type="checkbox"/> Immediate supervision only for new/complex tasks, or  <input checked="" type="checkbox"/> Little immediate supervision.</p>						
e.	<p>Does the employee participate in (mark those appropriate) the</p> <p><input checked="" type="checkbox"/> Formulation, <input checked="" type="checkbox"/> Interpretation, and/or <input checked="" type="checkbox"/> Application of Agency/Department policy. Give examples:</p> <p>Develop standard operating procedures, interpret Federal and local regulations, and apply agency/department policies as provided.</p>						
f.	<p>The employee (mark one)</p> <p><input type="checkbox"/> Performs routine, well-defined tasks,  <input checked="" type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or  <input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.</p>						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

  
BREANNA B.F. SABLAN, Acting HPL Administrator  
 Signature of Immediate Supervisor

04/09/2026  
 Date

  
THERESA C. ARRIOLA, MBA, DPHSS DIRECTOR  
 Signature of Department/Agency Head

04/09/23  
 Date

