

# HUMAN RESOURCES DIVISION (HRD) : Functional Chart & Fiscal Year 2012

## HUMAN RESOURCES MANAGER

### ASST. HUMAN RESOURCES MANAGER

#### RECRUITMENT BRANCH

##### Personnel Specialist IV (VACANT)

The Recruitment Branch is responsible for planning and coordinating recruitment activities consisting of:

- Posting of Job Announcements for non-autonomous departments and agencies.
- Receipt of Job Applications
- Evaluating Employment Applications
- Establishing a List of Eligibles
- Notifying applicants of Employment Application Rating Results
- Scheduling of Selection Interviews
- Processing of Request for Personnel Action (GG-1)
- Certifying the Top Five eligible applicants to departments and agencies for employment selection.
- Recording and maintenance of employment records.
- Updating and reporting of Affirmative Action.

#### TEST DEVELOPMENT AND VALIDATION BRANCH

##### Personnel Specialist IV

The Test Development and Validation Branch is responsible for planning, coordinating test development activities consisting of:

- Scheduling and administering test examinations.
- Establishing a List of Eligibles.
- Grading of Examination Papers
- Conducting test validation studies using content criterion-related and constructive validity methods in conformance to the Uniform Guidelines on Employee Selection Procedures.
- Recording and maintenance of examination records for the government of Guam.

#### EQUAL EMPLOYMENT OPPORTUNITY BRANCH

##### Personnel Management Analyst III

The Equal Employment Opportunity Branch is responsible for planning, coordinating and administering the Equal Employment Opportunity/Affirmative Action Program of the government of Guam as follows:

- To provide equal employment opportunity for all applicants and employees to compete and be considered for jobs on the basis of merit and ability to perform, and to prohibit discrimination in any aspect, term, condition, or privilege of employment on the basis of race, religion, color, sex, including sexual harassment and orientation, national origin, age physical or mental disability, marital status, or political affiliation and retaliation.
- To carry out all government programs and activities in compliance with applicable Federal and Territorial laws and in such a manner that no person shall, on the basis of race, religion, color, sex, including sexual harassment and orientation, national origin, age, physical or mental disability, marital status, or political affiliation and retaliation be excluded from participation in, be denied the benefits of, or be subjected to discrimination with respect to any program or activities.

#### TRAINING AND DEVELOPMENT BRANCH

##### Personnel Specialist IV (VACANT)

The Training and Development Branch is responsible for planning and coordinating training activities consisting of:

- Administering all training activities for departments and agencies of the government of Guam.
- Researching and developing new training programs to meet the needs of government departments and agencies.
- Providing instructional services to departments and agencies.
- Coordinating consulting, and resource networking of management and employee development, safety and health programs.
- Coordinating educational and hands-on training programs, I.e. Apprenticeship Program for employees in the skilled and trade positions within the government of Guam.

#### REGULATORY COMPLIANCE BRANCH

##### Personnel Management Analyst III

The Regulatory and Compliance Branch reviews Personnel Actions for compliance with rules, regulations and laws on employment matters, specifically position audits, administration of the Equal Employment Opportunity Program and other employment concerns.