

ASSISTANT PERSONNEL SERVICES ADMINISTRATOR (DOA)

NATURE OF WORK IN THIS CLASS:

This is administrative public personnel work involved in assisting and coordinating all personnel systems and programs of the Department of Administration, providing services to all semi-and non-autonomous departments/agencies of the government of Guam with a large variety of occupational classification and employees.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Assists in administering a central personnel systems and programs for semi-and non-autonomous departments/agencies including recruitment, testing, position classification and pay, training, employee-management relations, employee grievance, performance appraisal, group life and health and hospital insurance, personnel records and other related personnel services in accordance with Title V of the Government Code, personnel rules and regulations and other appropriate guidelines.

Coordinates and confers with department heads and employees regarding general and specific personnel needs and problems; coordinates the implementation of approved personnel programs and procedures.

Coordinates and arranges for the conduct of training courses; reviews requests for in-service training and recommends appropriate actions.

Evaluates operations, develops and modifies plans and procedures; works with administrators and supervisors to determine needs, plan programs, interpret or recommend policies and procedures; recommends action to resolve problem.

Assists in promoting understanding of the objectives and methods of the merit system among the various department/agency heads, supervisors, employees and the general public.

Prepares or coordinates the preparation of comprehensive personnel reports and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public personnel administration and technical personnel work.

Knowledge of the principles and practices of public administration.

Page 2

ASSISTANT PERSONNEL SERVICES ADMINISTRATOR (DOA)

Ability to assist in administering or coordinating the functions of a large public personnel services program.

Ability to interpret and apply personnel laws, rules and regulations, policies and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend or implement changes in personnel laws, rules and regulations, policies and procedures to improve program effectiveness.

Ability to analyze and interpret personnel management data and devise solutions to public personnel problems.

Ability to work effectively with the public and employees.

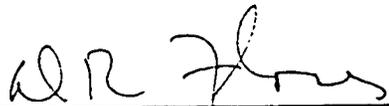
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Five years of professional public personnel experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social science or related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission