



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terleje
Deputy Director

GOVERNMENT-WIDE COMPETITIVE EXAMINATION

To establish a list for the position of

CLAIMS PROCESSING & UTILIZATION REVIEW OFFICER

Announcement Number: DOA 32-16

Open: January 27, 2016

Close: February 17, 2016

Pay Grade: OPEN: M-1; \$40,762 P/A - M-7; \$50,953 P/A
PROMOTION: M-1; \$40,762 P/A - M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four years of experience in the field of hospital or medical care administration or closely related field, and graduation from a recognized college or university which a Bachelor's degree in public health or related field; or

Any equivalent combination of experience and training, beyond the Bachelor's degree, which provides the minimum knowledge, abilities, and skills.

Nature of work

This is responsible professional work involved in the planning, developing and implementing the utilization control of medical services claims under the health care financing programs of the Department of Public Health and Social Services. Employees in this class supervise and perform the full range of complex professional duties in the specialized functional program areas of profession.

Illustrative Examples of Work

Judges appropriateness and necessity of services provided by medical service providers based on acceptable medical practices and federal/local guidelines. Supervises claims processing/utilization review section, guiding subordinates in review and processing of claims. Conducts on-site utilization reviews of all clients of the department's health care financing programs to ensure that quality care is provided and that services are not unnecessarily overutilized. Plans, develops and maintain utilization control review procedures consistent with federal and local regulations. Establishes parameters, criteria and standards of utilization review reports designed to monitor recipient and provider utilization of services and to detect fraud and abuse by both recipients and providers. Performs pre-payment and post-payment utilization review of claims. Conducts medical chart review against claims to verify accuracy, quality, necessity and appropriateness of services rendered. Analyzes utilization review reports and compares them with data gathered from on-site reviews, claims history files, and other sources to establish recipient and provider utilization profiles. Counsels and warns recipients found to be overutilizing services; refers and coordinates fraud and abuse cases with investigation and legal agencies. Reviews requests for prior authorizations for selected services; determines appropriateness and amount of services to be provided and make final decisions on requests. Orientates providers of policies and procedures of the health care financing programs; conducts provider workshops on an annual basis. Researches questions and complaints from both recipients and providers regarding payment of claims and procedures of the programs. Coordinates off-island medical care referrals for eligible recipients. Plans computer system developments with appropriate personnel in order to achieve accurate claims processing results, detect fraud and abuse, and ensures compliance with federal and local regulations. Monitors the activities of the Guam Memorial Hospital's Utilization Review Committee pertinent to health care financing programs; recommends changes in policies and procedures on the basis of utilization review findings. Coordinates the Medical Review Team survey of appropriate level of care and length of stay for all potential Skilled Nurses Facility patients. Prepares statistical and other reports on the activities of the claims processing and utilization review section. Performs related duties required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices, methodologies and theories of professional medical practices and applicable techniques thereof which will assure quality patient care. Knowledge of the principles of medical care and practices. Knowledge of medical technology and record keeping. Ability to plan and coordinate utilization control programs and activities for medical assistance clients. Ability to interpret and apply federal and local laws, regulations and program guidelines in providing public medical assistance to clients. Ability to analyze and evaluate medical service records and billings. Ability to supervise the work of others. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

CLAIMS PROCESSING & UTILIZATION REVIEW OFFICER

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. LINGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anísia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
COMPLIANCE INSPECTOR I

Announcement Number: DOA 26-16

Open: January 8, 2016

Close: February 1, 2016

Pay Grade: OPEN: GL-1; \$26,212.20 P/A - GL-10; \$39,319.00 P/A
PROMOTION: GL-1; \$26,212.20 P/A - GL-20; \$55,463.80 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience in inspection or enforcement work and graduation from high school or;

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

Necessary Special Qualification

Possession of a valid driver's license

Nature of work

This is technical inspection work involving the compliance enforcement of business regulatory laws and regulation under the jurisdiction of the Department of Revenue and Taxation. Employees in this class receive training on the regulatory laws and regulations and the inspection and investigative procedures and techniques. Employees perform routine duties independently after initial training and work with higher level officers on a variety of developmental assignments. Work is performed under close supervision.

Illustrative Examples of Work

Receives training in such matters as the program laws and regulations, the use of inspection and investigation techniques and procedures, the rules of evidence, preparation of reports. Works with higher level inspector primarily as an observer in the beginning stages of employment. As the inspector develops experience, selected inspection duties designed to progressively equip the officer to handle the full range of inspection assignments at the higher level is performed. Reviews and processes applications of liquor licenses and all pertinent documents. Conducts routine inspections of amusement devices. Performs service of documents; suspensions, subpoenas, notices of noncompliance. Maintains records and prepares reports. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of common business practices. Ability to learn and apply inspection and investigative techniques and procedures. Ability to learn and apply program laws, regulations and other guidelines. Ability to enforce laws and regulations with firmness, tact, and impartiality. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to handle confidential information. Ability to maintain records and prepare reports. Ability to learn and develops skill in the safe use and care of firearms. Skill in the safe operation of a motor vehicle.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

COMPLIANCE INSPECTOR I

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of you letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director

Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION	
To establish a list for the position of ENGINEERING TECHNICIAN II	
Announcement Number: DOA48-16	Open: January 27, 2016 Close: February 17, 2016
Pay Grade:	OPEN: J-1; \$31,076 P/A - J-7; \$38,845/A PROMOTION: J-1; \$31,076 P/A - J-18; \$54,771/A
<p>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.sgrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov</p>	

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Three (3) years of experience in sub-professional engineering and/or drafting work and graduation from high school supplemented by courses in drafting or surveying and mathematics; or

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

Nature of work

This is complex technical engineering or surveying work. Employees in this class perform the full range of complex technical engineering or surveying duties including independent work on specialized areas. Employees often serve as team or group leaders over less experienced technical staff.

Illustrative Examples of Work

Leads and performs complex drafting, computational and design duties in the preparation of plans and specifications for street paving, sewer and water construction and other engineering projects; performs technical work in the design of drainage systems, water distribution systems and similarly related engineering projects. Inspects installation of water and sewer mains or other construction projects to insure compliance with plans and specifications. Checks, analyzes, reduces and uses survey and other field data, adapting and transferring such material to maps, profiles, cross-sections, drafts or other compilation forms. Applies analytical processes and mathematical techniques to photographs and imagery obtained by aerial or ground surveys to make topographic maps and to measure and interpret the natural and manmade features of an area. Computes, prepares, reviews, and checks costs estimates, contracts, plans, specifications, bids, vouchers, drawings and similar forms of data for accuracy and compliance with well-defined standard or procedures. Runs lines of level or traverse with level or transit and sketches topography along such lines. Coordinates with contractor's personnel for completion of projects. Solves practical problem encountered in fields of specialization such as those concerned with development of electrical, telephone, mechanical land, sea, or space, taking into account the earth's curvature and its geophysical characteristic. Determines the elevations, depressions, and contours of an area; indicates the location of distinguishing surface features. Designs and draws sub-professional plans for the construction, repair or correction of island-wide power system on telephone systems, transmission and distribution lines and other electrical or telephone work facilities. Locates boundaries of a particular tract of land, prepares map, records plots of the land prepares legal descriptions of it for deeds, leases and other documents. Conducts field inspection for the purpose of obtaining measurements and other essential data to complete engineering drawing and projects specification. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the basic principles and practices of engineering as applied to drafting and design work. Knowledge of the principles and practices of land surveying. Knowledge of the policies, procedures and practices of departmental standards concerning inspection and material testing. Ability to lead the work of others. Ability to perform complex drafting, computational and design work. Ability to perform inspections of construction projects. Ability to keep survey notes and write reports. Ability to translate survey notes into maps, plans, profiles, cross-sections and legal descriptions. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Skill in the use and care of surveying and drafting equipment and instruments.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

ENGINEERING TECHNICIAN II

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director

Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION	
To establish a list for the position of CRIMINALIST I	
Announcement Number: DOA 27-16	Open: January 8, 2016 Close: February 1, 2016
Pay Grade:	OPEN: K-1; \$33,911 P/A - K-7; \$42,389 P/A PROMOTION: K-1; \$33,911 P/A - K-18; \$59,768 P/A
<p>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan #01 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement please visit www.gcrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov</p>	

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation from a recognized college or university with a bachelor's degree in chemistry, biology, police forensic sciences, or criminalistics.

Nature of work

This is routine professional laboratory work in the chemical, physical and biological analysis and comparison of criminal evidence.

Employees in this class perform a variety of routine criminal laboratory work independently after initial training and work under close supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Searches for, collects and safeguards evidence at scenes of crimes or other places requiring police investigation. Collects blood stains, narcotics, powder, glass and other possible evidence for microscopic examinations and laboratory tests. Assists in the conducts of chemical and physical analysis and microscopic examinations in the identification and comparison of evidence. Prepares reports and maintains accurate laboratory records. Performs related duties as required.

Knowledge, Abilities & Skills

knowledge of laboratory techniques in performing chemical microscopic, spectrographic, x-ray, diffraction and photographic examinations. Ability to learn and apply the methods used in collecting and preserving physical evidence and presentation of such evidence in court. Ability to testify effectively in court as an expert witness. Ability to perceive normal color and to perform extended microscopic work. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

CRIMINALIST I

Scoring Requirements

Candidates will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interview Procedures

Initial interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all candidates referred via certification.

Pre-employment Medical Examination

Candidates accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Residency Requirements

Candidates for an offered position, you will be required to provide proof of identity and eligibility for employment in the United States upon acceptance of employment.

Drug Testing

Candidates selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test upon being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass a drug test shall be grounds for rescinding the offer of appointment.

Court Clearances Requirements

Candidates selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to candidates outlining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is the candidate's responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

How to Apply

Submit applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, Guam, the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

Where to Get Information

For more information, contact us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Administration Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible on the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from guamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. I. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION	
To establish a list for the position of	
INCOME TAX SERVICE SPECIALIST II	
Area of Consideration: Revenue and Taxation	
Announcement Number: DOA 51-16	Open: January 27, 2016 Close: February 10, 2016
Pay Grade:	OPEN: I-01; \$28,595 P/A – I-07; \$35,744 P/A PROMOTION: I-01; \$28,595 P/A – I-18; \$50,399 P/A
<small>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov</small>	

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Two (2) years of experience in the technical processing and examination of income tax returns and graduation from high school; or

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

Nature of work

This is technical and clerical work involving the processing and preliminary examination of income and withholding tax returns. Employees in this class perform the full range of processing functions of the moderately complex types of tax returns, forms and schedules of individuals. Employees work under minimum supervision and have delegated responsibility for actions or decisions made within the limits of their authority and in accordance with program guidelines.

Illustrative Examples of Work

Processes individuals income tax returns with business income and schedules covering capital gains and losses, special tax computation and other similar forms and schedules requiring detailed processing procedures. Reviews and verifies all entries and arithmetical computations on the return for completeness and accuracy. Makes necessary adjustments in tax liability based on the entries made on the return by the taxpayer, and initiates form notices to taxpayer advising of the additional tax to be assessed or the overpayment to be refunded, or to request for additional information or document. Initiates referred reports to Tax Audit Branch, Intelligence Branch or Collection Branch for further examination or action on the returns that appear to have invalid claims, with potential fraud issues or are delinquent. Prepares supplemental refund, abatement, offset debit and credit on appropriate forms based on additional information provided by the taxpayer and in accordance with established procedures. Assists taxpayers who come to the office in the preparation of standard individual income tax forms; explains tax laws and regulations with respect to reporting and the processing procedures; gives out tax forms, schedules, instructions and related materials; responds to taxpayer inquiries regarding form notices issued by the Department and other tax processing and reporting matters. Participates in taxpayer education programs and may be called upon to speak before a group, organization or media concerning the dissemination of tax information. Maintains records and prepares reports. Operates adding/calculating machine. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of tax laws and regulations governing the types of returns processed. Knowledge of income tax forms, schedules and documents pertinent in the processing of income tax returns. Knowledge of standard office practice. Knowledge of arithmetic. Ability to interpret and apply pertinent tax laws, regulations, procedures and other program guidelines. Ability to verify entries and arithmetical computations on detailed tax forms and schedules for completeness and accuracy. Ability to make decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to operate adding/calculating machine. Ability to maintain confidential information. Ability to maintain records and prepare reports.

INCOME TAX SERVICE SPECIALIST II (DEPARTMENTAL)

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. For more information, please contact the Department of Administration, Recruitment Branch at 671-475-1141/1120.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
LEGAL SECRETARY III

Announcement Number: DOA 28-16

Open: January 22, 2016

Close: February 12, 2016

Pay Grade: OPEN: J-1; \$31,076 P/A - J-7; \$38,845P/A
PROMOTION: J-1; \$31,076 P/A - J-18; \$54,771 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

One (1) year of experience as a Legal Secretary II and graduation from a recognized college with an Associate's degree in office technology or secretarial studies; or

One (1) year and six (6) months of experience as a Legal Secretary II and completion of a certificate program in office systems or clerical studies from a recognized college; or

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

Nature of work

This is complex legal secretarial work. Employees in this class provide the full range of legal secretarial services to more than one attorney and may lead the work of lower level secretaries. Supervision is received through personal conferences, general observation of work in progress, and review of completed work.

Illustrative Examples of Work

Types and prepares complete case packages; transcribes from a recording machine or attorney's notes, letters, memoranda, telephone conversations, and legal documents such as petitions, answers, pleadings or other types of abstracts, and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar. Types and prepares briefs for the Superior Court and District Court of Guam and have document served on appropriate counsel and then filed with the respective court; compiles and assembles exhibits, affidavits, and other pertinent documents. Prepares information or explanatory materials for the attorney's use in preparation for case trials; researches legal reference files and other sources for information and data required to complete case packages. Composes and prepares correspondence as per attorney's instructions for his/her final approval, Reviews all incoming legal documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, ensures services of notice and other matters on opposing parties; does follow up as required on other documents; obtains necessary information from respective files or the public to prepare and submit documents to the attorney for approval. Receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgement in determining what information may be released or needed for a particular case; coordinates required actions with attorneys, clients investigators, process servers, and other staff concerned, directs delivery of summons and subpoenas to witness and parties to action. Maintains calendar and scheduled appointments for attorney; coordinates and sets calendar hearing with the court, meetings with clients, adverse parties and opposing counsels. Establishes and maintains the attorney's and/or client's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and retrieves case files for hearings and appointments; implements case file retention and releases. Trains and oversees the work of lower level secretaries as to the proper legal format and processing of court documents. Performs related duties as required.

Knowledge, Abilities & Skills

Skill in using word processing applications on a micro-computer and typing at a prescribe rate of speed. Knowledge of legal terminology, case management techniques and procedures, formats and forms. Knowledge of business English, spelling, punctuation, and grammar. Knowledge of legal office practices and procedures. Ability to train and lead the work of others. Ability to communicate effectively, orally and in writing. Ability to interpret and apply program guidelines and requirements. Ability to exercise good judgement, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems. Ability to work effectively with clients, employees, and the public. Ability to transcribe from an audio recording device. Ability to maintain records and prepare reports.

LEGAL SECRETARY III

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com/doa/index_doa.htm or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION	
To establish a list for the position of LICENSE OFFICER II	
Area of Consideration: Revenue and Taxation	
Announcement Number: DOA 50-16	Open: January 27, 2016 Close: February 10, 2016
Pay Grade:	OPEN: H-01; \$26,520 P/A – H-07; \$33,150 P/A PROMOTION: H-01; \$26,520 P/A – H-18; \$46,742 P/A
<small>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov</small>	

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Two (2) years of experience as a License Officer or closely related work and graduation from high school; or

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

Nature of work

This is complex technical work involved in the licensing and registration of business establishments, professionals and other organizations or associations and the administration of marriage licenses. Employees in this class perform the full range of complex licensing and registration work under the purview of the Business License Branch and often lead less experienced technical staff.

Illustrative Examples of Work

Processes license and registration applicants for domestic corporations, foreign corporations, off-island corporations, partnerships, associations, and joint venture agreements; reviews applications and all required documents, such as constitution and by-law, partnership agreements, articles of incorporation, and other related documents for completeness, accuracy and compliance with applicable laws and regulations. Reviews applications and documents for the registration of off-island corporations, insuring that all applicable requirements are met, such as the filing of certified copies to the article, managing agent of the corporate documents and related requirements according to the laws of applicable state and other documents related to the corporate structure. Reviews Trademarks, Copyright and Patents and other applicable documents for sufficiency in meeting requirements of local laws and regulations. Refers documents to the director of Revenue and Tax or to the Attorney General's Office for subsequent review and approval. Prepares license certificates for the Director's approval. Processes marriage license applications. Insures that all required documents are accurately completed and filed in accordance with applicable laws and regulations, accepts/waives application for marriage license and administers oath and authorized. Explains and interprets laws, regulations, procedures and other guidelines governing the licensing and registration of business establishments, professionals, non-profit organisations or association, marriage license and other functions of the License Branch to the public. Reviews and processes licenses for notary publics. Professional licensees such as for physicians, dentists, surgeons, boxers, for the Director's approval. Processes applications for Special Event Permits, insuring compliance with applicable laws and regulations. Prepares Service of Process relating to corporations to substantiate applicability under current laws and regulations. Compiles delinquent lists of all business establishments that failed to renew their licenses for further investigations. Recommends improvements to expedite or enhance processing and other work procedures. Maintains records and prepares statistical reports. Operates computer terminal adding machine and related office machines. Performs incidental typing work. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the business licensing and registration program. Knowledge of office practices and procedures. Knowledge of the various legal documents and forms required under the licensing purview of the License Branch of the Department of Revenue and Tax. Ability to interpret and apply license and registrations, procedures and other program requirements and guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Ability to operate standard office machines, including typewriter, adding machine.

LICENSE OFFICER II (DEPARTMENTAL)

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. For more information, please contact the Department of Administration, Recruitment Branch at 671-475-1141/1120.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division

Merit Opportunity Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION	
To establish a list for the position of	
LICENSE SUPERVISOR	
Area of Consideration: DEPARTMENT OF REVENUE AND TAXATION	
Announcement Number: DOA25-16	
Open: January 8, 2016 Closed: January 25, 2016	
Pay Grade:	OPEN: K-1; \$33,911 P/A - K-7; \$42,389 P/A PROMOTION: K-1; \$33,911 P/A - K-18; \$59,768 P/A
<small>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.gerrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov</small>	

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

Qualification Requirements

Three (3) years of experience as a license officer or equivalent work and graduation from high school; or

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

Nature of work

Plans, develops and supervises the programs and activities of the General Licensing Branch of the Department of Revenue and Taxation

Illustrative Examples of Work

Provides day-to-day supervision over the work of the General Licensing Branch, which involves the issuance of business licenses and the registration of such documents, the registration and licensing of foreign and domestic corporation pursuant to the General Corporation Law, the licensing of physicians and dentists in accordance with the requirements of the Medical Practice Act, the licensing of canines and notary publics; issuance of marriage licenses; registration of patents copyrights and trademarks. Carries out the mandates of all laws assigned thereto for administration, to include all registration requirements of various excise tax and admission tax laws. Implements work plans in accordance with objective set by the Chief of Regulatory Division; establishes deadlines for completion of assignments; makes periodic checks to insure assignments are being carried out. Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; advises the Chief of Regulatory Division of findings and recommendations. Recommends revisions to internal operating procedures, initiates improvements to expedite review of applications for licenses and permits; devises forms, report formats, and other means to facilitate the work of the section. Resolves complaints concerning licensing, registration and issuance of permits. If necessary, refers complaints to subordinates for follow-up investigation and report; provides information relative to licensing and registration work. Studies and reports upon effectiveness of laws, rules and regulations as related as goals, objectives, and functions to laws to laws, rules, regulations, and policies and submits comments and suggestions. Resolves minor personnel problems and grievances; participates in establishment of performance standards; recommends personnel actions; conducts staff meetings; evaluates work performance of subordinates; interviews candidates for vacancies and recommends appropriate selection to the Chief. Interprets operating rules, regulations and policies governing personnel; counsels subordinates. Participates in ascertaining training needs. Maintains training records. Conducts orientation of new personnel. Participates in serving as training instructor and recommends instructional help from other jurisdictions. Conducts field investigations. Conducts independent or supplemental investigation to resolve differences between applicants and staff. Prepares periodic reports of work activities and special reports as may be required. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of administration and supervision. Ability to supervise the program and activities of the general Licensing Branch. Ability to interpret and apply pertinent statutes, rules, regulations and other program guidelines. Ability to analyze and interpret data from varied sources. Ability to evaluate operational effectiveness and recommend and implement changes to improve operations. Ability to work effectively with employees and the public. Ability to communicate, orally and in writing. Ability to maintain records and prepare reports.

LICENSE SUPERVISOR (DEPARTMENTAL)

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. For more information, please contact the Department of Administration, Recruitment Branch at 671-475-1141/1120.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director

Ansia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION	
To establish a list for the position of PROGRAM COORDINATOR I (CLTA) (Competitive Limited Term Appointment)	
Announcement Number: DOA 24-16	Open: January 8, 2016 Close: February 1, 2016
Pay Grade:	OPEN: K-1; \$33,911 P/A - K-7; \$42,389 P/A PROMOTION: K-1; \$33,911 P/A - K-18; \$59,768 P/A
The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.eerf.com . For other	

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation from a recognized college or university with a Bachelor's degree; or

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

Nature of work

This is a routine technical work involved in planning, developing, implementing, and coordinating federally funded or local programs and projects. Employees in this class perform routine technical duties independently after initial training and work under close supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Participates and assists in reviewing and making studies of provisions of various Federal Grants and Aids Programs; compiles and reviews basic provisions and matching financial requirements. Participates in the development, implementation and coordination of federally funded programs and projects; reviews and checks federal registers, manuals, and reports. Participates in the development and implementation of comprehensive plans and annual work programs. Collects and analyzes statistical data and performs research. Prepares and submits monthly statistical reports; plans, prepares, and distributes to the media and to the public materials relative to federal and local programs. Participates in the preparation of the fiscal year program budget. Performs related duties as assigned.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply pertinent program policies, rules and regulations. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement and coordinate federally funded or local projects and programs. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

PROGRAM COORDINATOR I

(Competitive Limited Term)

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
PROGRAM COORDINATOR II (CLTA)
COMPETITIVE LIMITED TERM APPOINTMENT
APPOINTMENT WILL ONLY LAST FOR DURATION OF FEDERAL FUNDS

Announcement Number: DOA 29-16

Open: January 22, 2016

Close: February 12, 2016

Pay Grade: OPEN: M-1; \$40,762 P/A - M-7; \$50,953 P/A
PROMOTION: M1; \$40,762 P/A - M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

One year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; or

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

Nature of work

This is moderately complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects. Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under closer supervision.

Illustrative Examples of Work

Participates, studies and assists in the planning, development, implementation, and coordination of Federal Grants and Aids or local programs and projects applicable to Guam; prepares digest of basic provisions and matching financial requirements, and checks federal registers pamphlets, manuals, reports, regional conferences, congressional bills, hearings, etc., relating to grants and aids. Participates in the development and implementation of comprehensive plans and annual work programs; assists in analyzing and appraising program performance toward obtaining objectives; provides assistance in the technical development of programs, and reviews the proposed projects for completeness in detail, content, methodology, justification and eligibility. Participates in the presentation of the fiscal year program budget requirements under federal and local programs. Maintains liaison with federal, territorial, and private agencies to insure maximum benefit to programs involved. Ensures that each assigned project has a functional evaluation design; evaluates completed project for cost effectiveness. Collects and analyzes statistical data, prepares program studies and performs research. Performs related duties assigned.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply pertinent program policies, rules and regulations. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement and coordinate federally funded or local projects and programs. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

PROGRAM COORDINATOR II (CLTA)

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174**

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
PROPERTY TAX APPRAISER I

Announcement Number: DOA 38-16

Open: January 25, 2016

Close: February 15, 2016

Pay Grade: OPEN: I-1; \$28,595 P/A - I-7; \$35,744 P/A
PROMOTION: I-1; \$28,595 P/A - I-18; \$50,399 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience in property tax assessment or related technical work involving real estates and graduation from high school; or

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

Necessary Special Qualification

Possession of a valid driver's license

Nature of work

This is routine to moderately complex technical work involved in real estate appraisals for tax purposes. Employees in this class independently conduct field inspections and appraisals of simple to moderately complex residential and commercial buildings and structures for tax assessment, and work under close supervision on more complex developmental assignments.

Illustrative Examples of Work

Conducts simple to moderately complex appraisals of buildings and structures involving primarily residential homes and small commercial buildings; inspects and verifies demolished buildings, real estate improvements, new constructions, and conditions of pre-existing buildings. Measures exterior dimensions; makes sketches of building perimeter or ground floor; observes construction quality and building components such as number of plumbing fixtures, floor covering, walls, roof, interior designs; classifies buildings according to established categories or equivalents; provides vicinity sketch of building location on property record card. Makes computations to determine assessment values and taxes in accordance with established guidelines. Reviews land documents, building permits and construction blueprints to obtain and verify information needed for tax assessment. Makes an update on the tax rolls in accordance with inspection and appraisal findings. Responds to inquiries relating to building appraisals and tax assessments. Maintains property tax records. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the basic materials used in building construction. Knowledge of mathematics used to determine perimeter, area, volume, and percentages. Knowledge of the various transactions involved in executing titles to real property. Ability to learn and apply pertinent statutory and regulatory requirements in real property taxation. Ability to learn and apply property tax appraisal methods and techniques. Ability to read maps and physically locate real estate properties on the Territory. Ability to make decisions in accordance with program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records. Skill in the use of adding machines and calculators. Skill in the safe operation of motor vehicles.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

PROPERTY TAX APPRISER I

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of you letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisla B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION	
To establish a list for the position of	
PROPERTY TAX APPRAISER II	
Area of Consideration: Revenue and Taxation	
Announcement Number: DOA 47-16	Open: January 27, 2016
	Close: February 10, 2016
Pay Grade:	OPEN: J-01; \$31,076 P/A – J-07; \$38,845 P/A
	PROMOTION: J-01; \$31,076 P/A – J-18; \$54,771 P/A
<small>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov</small>	

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Three (3) years of technical experience in tax appraisal work and graduation from high school; or

Graduation from a recognized college or university with a Bachelor's degree in Real Estate or related field; or

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

Necessary Special Qualification

Possession of a valid driver's license.

Nature of work

This is complex technical work involved in real property tax appraisal work. Employees in this class perform the full range of real estate appraisals of all types of residential and commercial/industrial buildings and structures, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced technical staff.

Illustrative Examples of Work

Responsible for all appraisals on assigned geographical areas; leads lower level appraisers; performs field inspections and assessments of pre-existing buildings, new improvements, new constructions and related real estate transactions for tax purposes. Classifies individual buildings by their structures and components in accordance with established guidelines; updates and/or establishes new property tax appraisal records; computes real property tax assessment. Makes field inspection and verification of building appraisals in response to taxpayer complaints. Prepares and maintains new map sheets based on new parceling and/or new subdivisions of private properties as recorded at the Department of Land Management. Explains real property tax appraisal procedures and tax assessment requirements to the public. Maintains records. Performs related duties as required. .

Knowledge, Abilities & Skills

Knowledge of the principles of Real Property Valuation. Knowledge of the basic materials used in building construction. Knowledge of mathematics used to determine perimeter, area, volume and percentages. Knowledge of the various transactions involved in executing titles to real property. Knowledge of property tax appraisals methods and techniques. Ability to lead the work of others. Ability to interpret and apply pertinent statutory and regulatory requirements in real property taxation. Ability to read maps and physically locate real estate properties on the Territory. Ability to make decisions in accordance with program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records. Skill in the use of adding machines and calculators. Skill in the safe operations of motor vehicles.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. **For more information, please contact the Department of Administration, Recruitment Branch at 671-475-1141/1120.**

PROPERTY TAX APPRAISER II (DEPARTMENTAL)

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.


For: SHANE G. L'NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

QUALITY CONTROL REVIEWER II

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

AMENDMENT TO JOB ANNOUNCEMENT

February 1, 2016

The following announcement is amended to
Read as follows:

POSITION: Regulatory Examiner II
Announcement Number: DOA 42-16

WHO CAN APPLY

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

For further information, please call (671)475-1141/1128

For: SHANE G.L. NGATA,
Personnel Services Administrator
Human Resources Division

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
REGULATORY EXAMINER II

Area of Consideration: Revenue & Taxation

Announcement Number: DOA 42-16 **Open: January 27, 2016**
Close: February 10, 2016

Pay Grade: OPEN: M-1; \$40,762 P/A - M-7; \$50,593 P/A
 PROMOTION: M-1; \$40,762 P/A - M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Three (3) years of specialized experience in either banking, insurance, securities, or real estate regulatory examining work as appropriate for the position to be filled and graduation from a recognized college or university with a Bachelor's degree in accounting or related field with successful completion of 24 semester credit hours in accounting/audition courses or;

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

Nature of work

This is complex professional auditing work in the examination of records of banks, saving and loan, insurance companies, or security brokers, other financial institutions and real estate companies and other regulations. Employees in this class perform the full range of complex professional auditing duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

Illustrative Examples of Work

Conducts examinations of books and records of financial institutions for compliance with the uniform consumer credit code and other regulations governing the administration of consumer credit transactions. Conducts examinations of savings and loan associations for compliance with the Savings and Loan Association Act and other governing regulations. Conducts examinations of banks for compliance with the Banking Law of Guam and other governing regulations; may conduct examinations jointly with the federal examiners. Administers regulation of insurance rates and tariffs; analyzes and evaluates request for rate and tariff changes; consults with insurer representatives to clarify and mediate conflicting views; monitors compliance with insurance laws and regulations; schedules formal and informal hearings and recommends disciplinary action for infractions; reviews insurance policy contracts and associated forms and makes recommendations for approval or disapproval; investigates insurance complaints; works with insurance companies in expediting claim payments. Examines petitions for the licensing of corporate insurers and individual insurance applicants and recommends action; formulates standards and guides for insurance qualifying examinations; reviews content of examinations to assure their competitive nature and validity, and prepares revision as warranted; reviews insurance advertisements for compliance with regulations. Serves as advisory member of Government of Guam insurance committee. Conducts examinations of books and records of all broker-dealers of securities to assure compliance with the Uniform Securities Act. Reviews all applications for registration of securities and for licensing of broker-dealers, investment advisors and agents and recommends for approval or disapproval of such applications; investigates complaints concerning alleged violations of the Uniform Securities Act. Scrutinizes public offerings of stocks that are speculative in nature and that do not require the prior approval of the Securities Exchange Commission; makes certain that such offerings are not intended to defraud the investors and general public. Coordinates with securities regulatory agencies in various states in promulgating current rules and regulations for the implementation of the Uniform Securities Act. Inspects brokerage offices to determine compliance with real estate laws; evaluates real estate closings for correctness; audits trust accounts for proper accounting of monies held; counsels salesmen and brokers concerning established and preferred business methods; investigates complaints concerning real estate matters; prepares reports recommending action on reported violations; gathers evidence for possible legal action against persons accused of illegal real estate practices. Reviews contents of examinations to assure their competitive nature and validity and makes revision where warranted. Discusses findings of an examination with the management of the institution pointing out any discrepancies found and recommending methods of improvements. Prepares reports of examinations; develops conclusions and recommendations with respect to the condition and methods of operation of the institution examined and its compliance with governing laws and regulations. Performs related duties as required.

REGULATORY EXAMINER II (Departmental)

Knowledge, Abilities & Skills

Knowledge of principles and practices of accounting and auditing, particularly those applicable to banks and other financial institutions, insurance companies, security dealers, or real estate companies. Knowledge of pertinent laws, rules and related guidelines governing the operation of banks and other financial institutions, insurance companies, security dealers or real estate companies. Ability to analyze financial and other records for irregularities. Ability to prepare audit reports and to develop sound criticisms and recommendations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisla B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
REGULATORY EXAMINER SUPERVISOR

Announcement Number: DOA 45-16

Open: January 27, 2016

Close: February 17, 2016

Pay Grade: OPEN: N-1; \$45,014 P/A - N-7; \$56,268 P/A
PROMOTION: N-1; \$45,014 P/A - N-18; \$79,388 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of specialized experience in either banking, insurance, securities or real estate regulatory examination and compliance work and graduation from a recognized college or university with a Bachelor's degree in Accounting, Finance, economics or banking.

Nature of work

This is complex professional supervisory and regulatory examining work. Employees in this class supervise enforcement programs of the insurance, Securities and Banking Division of the Department of Revenue and Taxation.

Illustrative Examples of Work

Supervises subordinates engaged in the examination of records of banks, savings and loan and other financial institutions; insurance companies, security and real estate brokers to insure compliance with the Uniform Commercial Code, Savings and Loan Association Act, Insurance Law, Uniform Securities Law and other governing regulations. Coordinates the schedule of examinations with the federal Deposit Insurance Corporation for examinations made concurrently. Conducts highly complex audits of problem institutions. Recommends appropriate action to correct any unsatisfactory conditions or trends disclosed by the examination. Supervises and participates in the budget formulation and other administrative functions of the division. Assists in the formulation of rules, regulations, policies and procedures. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of accounting and auditing. Knowledge of financial audits. Ability to interpret and apply the laws and regulations governing the operation of banks and other financial institutions, insurance, security and real estate companies. Ability to supervise the work of others. Ability to make decisions in accordance with appropriate program guidelines. Ability to analyze and interpret financial reports for irregularities. Ability to evaluate operational effectiveness and recommend and implement changes in examination methods and procedures. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

REGULATORY EXAMINER SUPERVISOR

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

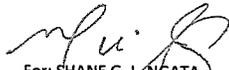
If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
RESEARCH & APPEALS OFFICER

Area of Consideration: Revenue & Taxation

Announcement Number: DOA 41-16

Open: January 27, 2016

Close: February 10, 2016

Pay Grade: OPEN: O-1; \$49,897 P/A - O-7; \$ 62,371 P/A
PROMOTION: O-1; \$49,897 P/A - O-18; \$87,943 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of experience in tax audit work, including one year as a Revenue Agent IV or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in accounting, business administration or related field, including or supplemented by 18 semester hours in intermediate/advance level accounting subjects; or

One (1) year of experience as a Tax Attorney or equivalent work; and graduation from a law school accredited by the American Bar Association; or

Three (3) years of experience in tax audit work, including one (1) year as a Revenue Agent IV or equivalent work, and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Nature of work

This is professional specialized research and appeals work involved in hearing disputed tax cases and providing basic principles and rules for the uniform interpretation and application of the income tax and Guam Tax laws; the Insurance, Securities, Banking and Real Estate Laws; the Alcoholic Beverages Control Law; the Real Property Tax Law and the Guam License Laws under the jurisdiction of the Department of Revenue and Taxation. Employees in this class perform the full range of complex duties independently.

Illustrative Examples of Work

Resolves disputes on a basis that is fair to the taxpayer and the government; researches and provides rulings on tax issues upon request from taxpayers. Provides hearings on tax disputes within an established time frame; conducts conferences with the taxpayers and/or his representative; explains the propriety or impropriety of the adjustments, citing the legal authority governing the tax issue at hand; approves, modifies or disapproves the adjustments made; effects a settlement based upon the facts and the law; evaluates hazards of litigation and makes a determination based on these hazards. Reviews examining Agent's report and work papers and taxpayer's protest; defines the issues and the positions of the taxpayer and the examining agent; makes the necessary research on the tax laws pertinent to the facts and issues; explains the taxpayer's further appeal rights should the taxpayer disagree with the conferee's decision. Assists the Attorney General's office on tax cases under litigation. Prepares conference/appellate reports. Researches other laws, regulations, court cases and related references applicable to the other Regulatory functions of the Department as requires in the issuance of rulings and advisory statements for public information and employees. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of accounting and auditing. Knowledge of income tax laws relating to individuals, proprietorships, partnerships and corporations and the records needed for preparation of the returns. Knowledge of common business practices and record keeping. Ability to analyze and evaluate disputed tax cases and determine the validity and propriety of issues at hand. Ability to make work decisions in accordance with programs guidelines. Ability to maintain confidential information. Ability communicate effectively, orally and in writing. Ability to maintain records and prepare conference/appellate reports. Skill in tax auditing techniques. Skill in the safe operation of a motor vehicle.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

RESEARCH & APPEALS OFFICER (Departmental)

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. LINGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
REVENUE OFFICER I

Announcement Number: DOA 35-16

Open: January 25, 2016

Close: February 15, 2016

Pay Grade: OPEN: H-1; \$26,520 P/A - H-7; \$33,150 P/A
PROMOTION: H-1; \$26,520 P/A - H-18; \$46,742 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) year of experience in collection work involving delinquent accounts, claims processing, or fiscal clerical, or related work and graduation from high school; or

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

Nature of work

This is entry level technical tax work involving routine collection of delinquent taxes, the securing of delinquent returns and gathering of information pertinent to accounts and returns being pursued under the Internal Revenue Code and the Government Code of Guam. Employees in this class receive on-the-job training on tax laws, regulations, procedures and techniques of collection, enforcement and return compliance. Work assignments are designed to provide experience and exposure in the tax collection and assessment processes. Employees assigned to the office force perform work independently after initial training and employees assigned to the field force work with higher level officers in a trainee capacity on non-routine, complex developmental assignments.

Illustrative Examples of Work

Contacts taxpayers by telephone and correspondence, schedules appointment for interview in office ; explains filing requirements and advices of delinquent status and the penalty provisions or enforcement procedures which may be enforced. Receives payments and delinquent returns; computes taxes, penalties and interest due; demands full payment or recommends part payment agreements depending upon the taxpayers financial condition and ability to pay. Prepares and processes tax liens, notices of levy and warrants and other legal documents needed to protect the interest of the government. Performs routine research to determine taxpayer's sources of funds and location of assets. Handles routine tax inquiries received and assists walk-in taxpayers and tax representatives. Reconciles accounts to be worked on with accounting ledgers; verifies validity of assessments by reference to documents of original entry. Provides assistance to senior Revenue Officer as required. Maintains records and prepares reports. Performs related duties as required

Knowledge, Abilities & Skills

Knowledge of common business and office practices. Ability to learn and apply pertinent tax laws, regulations, procedures and other program guidelines. Ability to compute tax liabilities, interest and penalties. Ability to use judgment in securing delinquent returns and enforcing collection procedures. Ability work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to operate adding and calculation machines. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

REVENUE OFFICER I

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of you letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION	
To establish a list for the position of	
REVENUE OFFICER III	
Area of Consideration: Revenue and Taxation	
Announcement Number: DOA 37-16	Open: January 25, 2016
	Close: February 8, 2016
Pay Grade:	OPEN: K-01; \$33,911 P/A – K-07; \$42,389 P/A
	PROMOTION: K-01; \$33,911 P/A – K-18; \$59,768 P/A
<small>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.hr.doa.guam.gov</small>	

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Five (5) years of experience in tax collection and assessment work and graduation from high school; or

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

Nature of work

This is technical and supervisory work in the collection, organization, summarization and statistical analysis of data.

Illustrative Examples of Work

This is technical tax enforcement work involving the collection of delinquent Guam Territorial Income Taxes and Guam Business Privilege and Excise Taxes assessed and determined due and collectible under the Internal Revenue Code and the Government Code of Guam. Employees in this class are delegated the responsibility to oversee the work of either the office or field collection force and provide technical guidance and assistance to subordinate officers, in addition to performing tax collection and enforcement work involving complex and highly sensitive issues. Work is performed with considerable latitude in the exercise of independent judgment and actions. Employees seeks technical guidance from superior when difficult and unprecedented problems arise.

Knowledge, Abilities & Skills

As office or field manager, makes work assignments and leads and guides the work of either the field or collection; explains work procedures, pertinent provisions of tax laws and other program requirements and guidelines; gives advice on the collection action or other administrative procedures to take when problems are encountered by subordinate officers; approves short periods of leave. Develops training modules, plans and materials; coordinates and conducts training. Conducts informal conference to hear taxpayers' protests against assessments; researches issues raised and determines validity of complaints; obtains and evaluates financial statements; recommends offer in compromise or closing agreement as the case may be where necessary; advises taxpayer of alternative courses of action and recommends the most feasible to liquidate delinquent account at shortest possible time; seeks taxpayer's agreement to decisions made in conference. Acts as cooperating Revenue Officer with Attorney General in cases under litigation, in matters of reorganization, liquidation, bankruptcy and probate; testifies in court as an expert government witness; acts as cooperating Revenue Officer with Criminal Investigation Division in cases under investigation. Reviews and conducts seizure actions; conducts public auctions to convert seized property into cash; attends court proceedings and hearings in matters of bankruptcy, probate and civil suits where the government is party in interest; attends marshal's sales, private, public auctions and bulk sales where the government's interest may be in jeopardy. Prepares periodic activity reports. Performs related duties as required.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. For more information, please contact the Department of Administration, Recruitment Branch at 671-475-1141/1120.

REVENUE OFFICER III (DEPARTMENTAL)

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **STATISTICAL TECHNICIAN I**

Announcement Number: DOA 34-16

Open: January 25, 2016

Close: February 15, 2016

Pay Grade: OPEN: E-1; \$21,095 P/A - E-7; \$26,369 P/A
PROMOTION: E-1; \$21,095 P/A - E-18; \$37,180 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years experience in clerical work including one year in the operation of microcomputers; and graduation from high school: *OR*

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

Nature of work

This is electronic, data processing, clerical work involving statistical data collection. Employees in this class perform independently, after initial training, compile and tabulate statistics in accordance with established methods, procedures, and techniques. Work requires the operation of a microcomputer.

Illustrative Examples of Work

Assembles and classifies statistical data using prescribed procedures. Operates adding machines, microcomputers(s) and calculators to compute statistical formulae, and develop files and reports. Performs statistical computations in accordance with formulae and other methods and procedures in statistical work. Checks the accuracy of figures being used. Prepares statistical tables, charts, and graphs. Responds to routine statistical inquiries. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of terminologies, codes, nomenclature and classification pertaining to statistical work. Knowledge of clerical methods and procedures in statistical work. Ability to apply algebraic manipulation. Ability to apply office practices and procedures relating to the processing of statistical data. Ability to make computations with accuracy and speed. Ability to detect errors in statistical data. Ability to make moderately difficult computations and to apply and work with formulae and other methods. Ability to follow oral and written instructions. Ability to maintain confidential information. Ability to communicate effectively, orally and in writing. Ability to learn basics of microcomputers and its operations.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

STATISTICAL TECHNICIAN I

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

STATISTICIAN II (DEPARTMENTAL)

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisla B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
TAX ACCOUNTING TECHNICIAN SUPERVISOR

Announcement Number: DOA 44-16

Open: January 27, 2016

Close: February 17, 2016

Pay Grade: OPEN: M-1; \$40,762 P/A - M-7; \$50,953 P/A
PROMOTION: M-1; \$40,762 P/A - M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.egrf.com. For other inquires please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Three (3) years of experience in the processing of income and local tax returns and graduation from a recognized college or university with a Bachelor's degree in accounting, business administration, or related field; or

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

Nature of work

Plans, directs, and implements the tax accounting functions and maintenance of income, withholding, corporate, partnership estates and trusts, local tax return subsidiaries, and property tax records.

Illustrative Examples of Work

Plans, directs and implements the daily accounting functions within the Tax Accounting Branch. Oversees the work of accounting personnel in assessing outstanding liabilities, preparing certificates of assessments and journal vouchers. Recording payroll deductions in accounts receivable for tax liabilities. Recording payments for individuals and corporate income taxes, withholding taxes, gross receipts tax, real property tax, and other tax collections. Exercises judgement relative to accounting regulations and bookkeeping principles on day-to-day transactions performed by others in preparing and interpreting financial reports. Verifies, reviews, and approves the processing of journal vouchers, computation of penalties and interests on field receipts and taxpayers billings, and other tax accounting reports and documents. Ensures cash documents balance to the Treasure's report. Certifies cash receipts system reports by type of source documents and Treasure's report. Assist the Taxpayer Service Administrator in the preparation of the budget for the division. Responsible for generating feasibility projection reports. Coordinates the functions of the Tax Accounting Branch with other divisions of the Department of Revenue and Taxation and the Department of Administration.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of tax accounting. Knowledge of the principles and practices of management. Ability to supervise tax accounting, budget and related functions. Ability to supervise the work of others. Ability to interpret and apply laws, regulations, policies, procedures, and related tax accounting guidelines and requirements. Ability to make decisions in accordance with program guidelines. Ability to make arithmetic computation with speed and accuracy. Ability to work effectively with employees and the public. Ability to communicate effectively. Ability to maintain records and prepare reports. Skill in operation of calculators and similar office equipment.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

TAX ACCOUNTING TECHNICIAN SUPERVISOR

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of you letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director

Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
TAX COLLECTION SUPERVISOR

Announcement Number: DOA 39-16 **Open:** January 25, 2016
Close: February 15, 2016

Pay Grade: **OPEN:** M-1; \$40,762 P/A – M-7; \$50,953 P/A
PROMOTION: M-1; \$40,762 P/A – M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.egrif.com. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Three (3) years of experience in tax collection enforcement, bank/finance operations involving delinquent accounts, or related work and graduation with a Bachelor's degree in business or public administration or related fields; or

Six (6) years of experience in tax collection or related work and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum, abilities and skills.

Nature of work

This is supervisory and technical work involving the collection and assessment of delinquent income tax, gross-receipts, withholding, and other local tax returns under the Internal Revenue Code and the Government Code of Guam. The employee in this class plans and administers the programs and activities of the Delinquent Accounts Branch of Department of Revenue and Taxation.

Illustrative Examples of Work

Plans and directs the assessment of the collection/liquidation of delinquent income tax, gross-receipts and related tax accounts, involving tax liens, servicing of levies, seizure and sale of real and personal property and similar enforcement activities. Develops, recommends and implements policies, procedures and other operational requirements; interprets and pertinent tax laws, regulations, procedures and requirements to employees and the public. Insures accurate and complete accounting of daily cash collections and field receipts. Evaluates program effectiveness and recommends/ initiates changes in laws, regulations, procedures, operations to enhance effectiveness. Plans and supervises the work of subordinate program staff; establishes program priorities and prepares work schedules; reviews and approves or recommends to higher level supervisors collection/liquidation procedure involving highly complex cases. Devices forms, report formats and other means to facilitate the work of the Branch. Resolves minor personnel problems and grievances; effects minor disciplinary measures such as warnings and reprimands, recommending adverse actin in more serious cases. Establishes performance standards; recommends personnel actions evaluates work performance of subordinates; identifies and implements training plans for program staff. Keeps current on trends and developments in collection procedures and requirements involving delinquent tax accounts. Prepares periodic reports of program accomplishments and other technical and administration matters. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of principles and practices of management. Knowledge of tax collection, assessment, and liquidation processes, including tax liens, servicing of levis, seizure and sale of real and personal property and similar collection enforcement actions. Knowledge of general business practices. Knowledge of balance sheets, profit and loss statement and other financial documents used to ascertain the taxpayer's financial condition as required for collection activities. Ability to plan and direct tax collection programs and activities. Knowledge of general business practices. Knowledge of balance sheets, profit and loss statement and other financial documents used to ascertain the taxpayer's financial condition as required for collection activities. Ability to plan and direct tax collection programs and activities. Ability to interpret and apply pertinent tax laws, regulations, policies and other program guidelines. Ability to evaluate program effectiveness and initiate or recommend changes in program guidelines, organization, or operation to enhance programs and activities. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

TAX COLLECTION SUPERVISOR

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question to #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email to doajobs@doa.guam.gov



For: SHANE G. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of

TAXPAYER SERVICE ADMINISTRATOR

Area of Consideration: Revenue and Taxation

Announcement Number: DOA 40-16 **Open: January 25, 2016**
Close: February 8, 2016

Pay Grade: **OPEN: Q-01; \$60,482 P/A – Q-07; \$75,602 P/A**
PROMOTION: Q-01; \$60,482 P/A – Q-18; \$106,599 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.egrf.com. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Five (5) years of experience in tax enforcement work and one (1) year of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related field; or

Seven (7) years of tax enforcement work and two (2) years of supervisory work, and graduation from high school; or

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

Nature of work

Plans, coordinates, and directs the administration of income tax laws and the tax laws under Title XX, Government Code of Guam. The employee in this class performs managerial duties in the administration of the programs of the Income Tax Assistance and Processing Branch, Business privilege Tax Branch, Accounting Branch, Electronic Data Processing Branch, and the Central Files Branch

Illustrative Examples of Work

Formulates plans, coordinates and directs processing of income tax returns, gross receipts, withholding tax and other similar taxes under the Government Code of Guam. Formulates and recommends program policies and procedures; formulates plan of action to address problem areas identified within the division. Chairperson of the Special Accounting Services (SAS) mandates by Public Law 22-74. Assists in the development of revenue forecasts, tax policy, financial management and economic forecasting for the Government of Guam. Prepares and compiles the reports necessary to properly reflect tax revenue, account receivable and reserves for purposes of preparing the government budget which is primarily predicted on the SAS revenue forecast. Evaluates programs and operations and recommends or initiates changes in work procedures, pertinent provisions of laws, regulations, organization setup and related matter to enhance program effectiveness. Responsible for implementing changes that affect tax laws regulations, organization setup and related matter to enhance program effectiveness. Responsible for implementing changes that affect tax laws and ensures that taxpayers conform to the changes accordingly. Meets with taxpayers and or representatives to resolve questions on tax issues that were not resolved by line staff. Explains tax laws, interpretations and rulings to program staff and the public. Makes personal and media appearances before groups, organizations, or the press, when necessary and the accordance with established policies. Provides technical support to legal counsel and Office of the Attorney General in the preparation of tax cases under litigation. Keeps top management informed of activities or matter that may conflict with existing policies, regulations and other program guidelines. Directs and coordinates the design and implementation of training programs for division's personnel. Prepares and administers the annual program budget for the division. Maintains records and submits technical and administrative reports.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of management. Knowledge of the tax laws and regulations relating to the operations of the division. Knowledge of the various tax forms, notices, and related documents and their applications. Knowledge of general business practices. Ability to plan and direct the administration of programs and activities. Ability to plan and direct the administration of programs and activities. Ability to interpret and make decisions in accordance with laws, regulations, policies and other program guidelines. Ability to evaluate program effectiveness and recommend or initiate changes in procedures, regulations and operations to enhance effectiveness. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**TAXPAYER SERVICE ADMINISTRATOR
(DEPARTMENTAL)**

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. **For more information, please contact the Department of Administration, Recruitment Branch at 671-475-1141/1120.**

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.


For: SHANE G. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION	
To establish a list for the position of TRANSPORTATION SUPERVISOR	
Announcement Number: DOA 49-16	Open: January 27, 2016 Close: February 17, 2016
Pay Grade: OPEN: K-1; \$33,911 P/A - K-7; \$42,389 P/A PROMOTION: K-1; \$33,911 P/A - K-18; \$59,768 P/A	
<small>The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov</small>	

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of skilled work in the maintenance and repair of light and heavy transportation equipment and two (2) years of supervisory work; or

Any equivalent combination of experienced and training which provides the minimum knowledge, abilities and skills.

Nature of work

Plans and supervises the maintenance, repair and operation of light and heavy transportation equipment.

Illustrative Examples of Work

Plans and supervises the maintenance, repair and operation of light and heavy transportation equipment in a department agency. Consults with and advises administrative and operating officials regarding transportation and repair services; reviews cost data and makes appropriate recommendations regarding operations and maintenance of equipment. Establishes work schedules and priorities. Makes decisions regarding need for and extent of repairs to be made. Prepares budget estimates and justification, reports on activities, performs other general administrative functions and requirements. Develops and administers work safety programs and practices. Oversees vehicle parking plans and security of parking areas. Plans and conducts safety inspections and annual renewal of vehicle registrations. Formulates program policies and guidelines.

Knowledge, Abilities & Skills

Knowledge of the standard methods, practices, tools and equipment used in the operation and maintenance of transportation equipment. Knowledge of management principles and practices. Knowledge of the occupational hazards and safety precautions in the transportation equipment operator and maintenance and repair work. Ability to direct the light and heavy equipment operations and maintenance programs and activities of a department/agency. Ability to interpret, apply and make decisions in accordance with program guidelines. Ability to formulate and recommend program policies and procedures. Ability to evaluate operational effectiveness and recommend/implement appropriate changes to improve program effectiveness. Ability enforce safe work practices on the job. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the maintenance and operation of transportation equipment.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

TRANSPORTATION SUPERVISOR

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

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

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

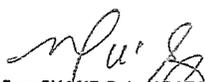
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of you letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resource Management

Job Announcement



Anthony C. Blaz
Director
Anisia B. Terlaje
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **WEIGHTS AND MEASURES INSPECTOR I**

Announcement Number: DOA 43-16

Open: January 27, 2016

Close: February 17, 2016

Pay Grade: OPEN: I-1; \$26,520 P/A - I-7; \$33,150 P/A
PROMOTION: I-1; \$26,520 P/A - I-18; \$46,742 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience in weights and measures enforcement work or other regulatory inspection or investigative type of work, and graduation ; or

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

Necessary Special Qualification

Possession of a valid driver's license

Nature of work

This is moderately complex inspection work involved in weights and measurements standards enforcement. Employees in this class perform moderately complex inspection work independently on an on-going basis and participate in the full range of complex inspection/enforcement duties under closer supervision.

Illustrative Examples of Work

Test weighting and measuring devices such as scales, fuel meters, taxi meters, scales and measures for liquid and solid and other supplies and commodities to determine whether such devices are in compliance with the applicable laws and regulations, reports inaccurate measurements and violations of jurisdictional laws, rules and regulations; affixes seals to approved devices. Explains weights and measures laws, regulations, and standards, and inspection and compliance requirements to vendors, consumer organization, and the general public. Participates in the interviews of suspected violators and acts as custody to senior inspectors on cases involving such violations. Participates in the conduct of investigations of alleged violations of program requirements. Keeps abreast of program laws and regulations, inspection and investigation techniques and procedures, weighting and measuring devices. Prepares reports, evidence and other documentation for use in court hearings or administrative actions; may testify as a government witness. Performs equipment maintenance and record keeping of weighting and measuring devices used commercially within the Territory of Guam. Performs related duties as require.

Knowledge, Abilities & Skills

knowledge of the construction and operation of scales and weights and measures devices. Knowledge of common business practices and records keeping. Knowledge of inspection techniques and practices. Ability to learn, interpret and apply weights and measurements standards, laws, regulations, and other program guidelines. Ability to make accurate mathematical calculations. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare inspection reports. Ability to lift heavy weights. Skill in the safe operation of a motor vehicle.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

WEIGHTS AND MEASURES INSPECTOR I

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking the passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email doajobs@doa.guam.gov



For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION