



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

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of

**BUDGET AND MANAGEMENT ANALYST III**

Announcement Number: DOA 33-16

Open: November 16, 2015  
Continuous

Pay Grade:

OPEN: N-01; \$45,014 P/A – N-07; \$56,268 P/A  
PROMOTION: N-01; \$45,014 P/A – N-18; \$79,338 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.garrf.com](http://www.garrf.com). For other inquires please visit Department of Administration website [www.hr.doa.guam.gov](http://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 as a Budget and Management Analyst, including one year as a Budget and Management Analyst II and graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science, or closely related field; or

Any equivalent combination of experience in the field of Budget and Management work and training which provides the minimum knowledge, abilities and skills.

**Nature of work**

This is a complex professional work involved in the preparation and administration of the budgets of executive departments and agencies. Employees in this class perform the full range of complex budget administration duties.

**Illustrative Examples of Work**

Provides assigned departments/agencies with advice and guidance to facilitate the development of their respective annual budget; interprets budget guidelines and instructions formulated and disseminated by the Bureau, assist in the development of meaningful and realistic program goals, objectives and workload outputs consistent with the department/agency mandated missions; scrutinizes department/agency budget request for accuracy and consistency with established guidelines; prepares analysis and recommends realistic funding levels consistent with executive policies and priorities, attends legislative budget hearings to support the department/agency budget request on the Bureau's behalf. Prepares impact analysis of department/agency budget appropriations approved by the Legislature for the Governor's consideration develops appropriation and control records of authorized funds; interprets executive policy and legislative intent pertaining to the use of appropriations, expenditure funding, transfer of funds to departments/agencies. Reviews federal grant applications for compliance with state clearinghouse regulations; evaluates and makes recommendations on the need for requested program based on territorial state plans and priorities; coordinates with planning agencies in the review of grant applications; monitors grant awards and maintains budgetary control records. Monitors capital improvement project; insures compliance with established policies and requirements governing and processing and expenditure of funds. Reviews, analyzes, and recommends approval or disapproval of department/ agency requests for personnel actions, travel authorizations in accordance with executive policies. Prepares legislative testimony for the Director or Governor as assigned. Prepares budget narratives to reflect supporting analytical presentations. Conducts analysis to determine the most economical method of obtaining services (i.e. lease vs. purchase). Analyzes department's organization, mission or functions and makes appropriate recommendation on methods to achieve effectiveness, efficiency, and economy of operations. Analyzes existing or proposed functional charts to detect and eliminate duplication of functions in organizational units and to clarify organizational relationships. Reviews proposed organizational changes relative to consolidation, addition, deletion of transfer or organizational units to determine budget and/or programmatic impact. Performs management analysis of governmental organization to ensure efficiency in operations and resource allocation. Prepares revenue and expenditure projections. Assist in the development of guidelines for policies established by Executive Order or Legislative mandates. Analyzes and updates BACIS records affecting assigned departments/agencies. Reviews financial statement/reports to ensure expenditures are in consonance with established policies. Reviews and comments on proposed legislation, writes up proposed legislation to address assigned department/agency needs. Coordinates research, management studies and special projects. Represents the Bureau at Legislative Budget Hearing to answer queries by Senators on budget related matters. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the principles, practices and techniques of governmental budget administration and management. Ability to learn the operations of executive departments/agencies and determine financial needs. Ability to evaluate organizational structure and methods of operations and make recommendations. Ability to analyze and interpret fiscal data and make recommendations relative to budgeting and management. Ability to make decisions in accordance with appropriate program guidelines. Ability to analyze and evaluate financial and program reports as well as short and long range plans. Ability to organize and present clearly, oral and written technical reports of analysis and recommendations. Ability to interpret and apply new or revised financial and budgetary guidelines. Ability to learn and apply the principles and techniques of automatic data processing. Ability to coordinate and conduct management studies of existing organization and operations in order to effectuate improvement. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**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.

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## BUDGET AND MANAGEMENT ANALYST III

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### 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.

### 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 eligible 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 Test Designated Positions (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 2<sup>nd</sup> 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) 475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [doajobs@dpa.guam.gov](mailto:doajobs@dpa.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.