



Government of Guam
Department of Administration
Human Resources Division



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

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Director

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
INCOME TAX PROCESSING SUPERVISOR

Area of Consideration: Revenue and Taxation

Announcement Number: DOA 09-17

Open: October 10, 2016

Close: October 24, 2016

Pay Grade: OPEN: M-01; \$40,762.00 P/A – M-07; \$50,953.00 P/A
PROMOTION: M-01; \$40,762.00 P/A – M-18; \$71,844.00 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

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

Six (6) years of experience in tax audit, tax returns processing or tax collection and enforcement 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 supervisory and technical work in the processing and examination of income and withholding tax returns. The employee in this class plans and administers the programs and activities of the Income Tax Assistance and Processing Branch of the Department of Revenue and taxation.

Illustrative Examples of Work

Plans and directs the receipt, processing and examination of all income tax and withholding tax returns. Develops and implements policies, procedures and other program guidelines. Interprets and explains pertinent tax laws, regulations, procedures and requirements to the public and employees. Keeps informed of changes in program laws and regulations. Participates in reviewing proposed revisions to tax laws, regulations and policies and submits comments and suggestions. Evaluates operating procedures and program effectiveness and recommends/initiates changes to enhance program and operation. Devices forms, reports formats and other means to facilitate the work of the branch. Resolves minor personnel problems and grievances. Participates in establishment of performance standards. Evaluates work performance of subordinates. Recommends personnel actions. Participates in and recommends appropriate selection of candidates for vacancies. Interprets and enforces operating rules, regulations and policies governing personnel. Counsels subordinate employees. Determines and implements training and development programs for branch employees. Participates in serving as training instructor. Recommends instructional help from other sources. Administers the examination and licensure program for tax preparers. Appears before a group, organization or the media in providing tax information to the public. Responds to taxpayer inquiries not resolved by employees regarding the processing and examination of tax returns. Maintains records and prepares statistical and other reports. Performs related duties as required.

Knowledge, Abilities & Skills

knowledge of management principles and practices. Knowledge of tax laws and regulations governing the processing of all income tax and withholding tax returns. Knowledge of tax forms, schedules and documents required in the processing of tax returns. Knowledge of standard business practices. Knowledge of arithmetic. Ability to develop and supervise program activities and employees. Ability to interpret and apply pertinent tax laws, regulations, policies and other program guidelines. Ability to make decisions in accordance with appropriate program guidelines. Ability to analyze problems and recommend solutions. Ability to evaluate operational effectiveness and recommend and implement appropriate changes to enhance program. 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.

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 475-1141/1128/1120.

INCOME TAX PROCESSING 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 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

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 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. 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.