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Governor  
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Government of Guam  
Department of Administration  
Human Resources Division



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Director

## Merit Opportunity Job Announcement

### DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of

### PROGRAM COORDINATOR III

**Area of Consideration:** Guam Energy Office

**Announcement Number:** DOA40-17

**Open:** November 25, 2016

**Closed:** December 12, 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; \$79,338/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](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.doa.guam.gov](http://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

Three (3) years of experience in planning, developing, coordinating or 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 complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects. Employees in this class perform the full range of complex professional program administration 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

Plans, develops, implements and reviews federally funded projects and programs. Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding. Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects. Participates and assist in the promotion and coordination of Federal Grant and Aid Laws. Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities. Assists in the preparation of plans and annual work programs. Assists in reviewing and analyzing budget requests for federal funding. Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects. Collects and analyzes statistical data and performs research. Prepares financial reports for submission to federal agencies as required. Keeps abreast of development and changes in federal laws, regulations, and congressional bills. May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs. Performs related duties as assigned.

#### Knowledge, Abilities & Skills

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs. Ability to plan, develop, implement, and coordinate federally funded projects and programs. Ability to interpret and apply pertinent laws, regulations, and related program guidelines. 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.

#### 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.

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## PROGRAM COORDINATOR III (DEPARTMENTAL)

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### 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 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 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](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@doa.guam.gov](mailto: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.**