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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'haga)
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Lt. Governor (Sigundo Maga'Idhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
SENIOR CITIZENS ASSISTANT ADMINISTRATOR
Announcement Number: DOA 167-21

Open: September 3, 2021 Close: September 24, 2021

GENERAL PAY PLAN (GPP)
OPEN: R-01; \$65,623 P/A –R-10; \$90,087 P/A
PROMOTION: R-01; \$65,623 P/A –R-18; \$115,661 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.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Five (5) years of experience involving the development, coordination, or implementation of senior citizens programs and projects and/or other federal programs and projects, including one (1) year in a supervisory capacity, and graduation from a recognized college or university with a Master's degree in social work, gerontology, public administration or related field; or

Six (6) years of experience involving the development, coordination or implementation of senior citizens programs and projects and/or other federal program and projects, including one (1) year in a supervisory capacity and graduation from a recognized college or university with a Bachelor's degree in social work, gerontology, public administration or related field; or

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

Nature of work

Assists the Senior Citizens Administrator in administering a territory-wide program for senior citizens under the purview of the Department of Public Health and Social Services.

Illustrative Examples of Work

Assists the Administrator in the planning, development, implementation and coordination of territory-wide programs for senior citizens such as medical, health, social and housing service in accordance with the provision of the Older Americans Act and applicable federal and local laws. Coordinates and develops program objectives and criteria to measure the effectiveness of the program. Directs and develops planning procedures and methods for program implementation; coordinates the planning functions with federal, local and private organizations. Coordinates the review and monitoring of the program operations and activities in accordance with the Older Americans Act and other applicable federal and local requirements. Evaluates the quality and the scope of programs and recommends changes in policies, procedures and operations to improve effectiveness of the program. Prepares the annual budget and handles fiscal matters of the division. Coordinates the public relation activities of the division. Directs and prepares reports for the Guam Council of Senior Citizens. Represents the Administrator on official functions as required. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of social, emotional and health needs of senior citizens and the techniques for involving senior citizens in gainful activities. Knowledge of federal and local programs, laws, rules and regulations pertaining to senior citizens. Knowledge of the principles and practices of public administration. Ability to assist in administering the activities of a territory-wide senior citizen program. Ability to evaluate operational effectiveness and implement changes for improvements. Ability to coordinate and develop program objectives and the criteria to measure the effectiveness of the program. Ability to direct and develop planning procedures and methods for program implementation and coordinate the planning functions with federal, local and private organizations. Ability to prepare the annual budget and handle fiscal matters of the division. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to prepare reports.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

SENIOR CITIZENS ASSISTANT ADMINISTRATOR OPEN COMPETITIVE EXAMINATION

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

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 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 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 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 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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


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.