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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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## OPEN COMPETITIVE EXAMINATION

To establish a list for the position of  
**REGULATORY EXAMINER I**  
Announcement Number: DOA 174-22

Open: July 08, 2022 Continuous

**GENERAL PAY PLAN (GPP)**

OPEN: K-01; \$33,911 P/A – K-10; \$46,553 P/A

PROMOTION: K-01; \$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 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.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

Graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics or banking.

### Nature of work

This is routine professional auditing work involved in the examination of records and transactions of banks, savings and loan associations, security and real estate brokers, investment insurance, and real estate companies to assure compliance with governing laws and regulations. Employees in this class perform routine professional examination duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

### Illustrative Examples of Work

Conducts routine examinations and analysis of records of financial institutions such as banks, trust and mutual savings companies, finance companies, or other financial institutions that are under the jurisdiction of the Government of Guam Banking Laws and Regulations; checks and verifies documents and records of cash, loans, investments with other institutions, or records or resources, loan collateral documents, deposits records, abandoned property (escheat) documentations and other sensitive records. Prepares reports of audit findings stipulating the conditions of resources and liabilities, management practices, policy or standard procedures of transacting business; identifies and provides the specifics of the law when violated. Examines and analyzes applications, including reports and documents for the registration of securities; informs applicants of registration standard and laws; reviews corporation exhibits and inspects records of security dealers and insurers. Conducts routine examinations of insurance companies, fraternal organizations, mutual benefit, hospital and medical associations; and domestic insurance rating organizations to determine soundness of management and policies in compliance with the law; examines and audits insurance agencies to verify compliance with insurance laws; assists in the annual audit of all insurance organization's premium tax, financial and operating statements, collection of all premium taxes, and the preparation of annual reports. Inspects brokerage offices to determine compliance with real estate laws; evaluates real estate closing for correctness; interviews subdividers; audits trust accounts for proper accounting of monies held. Performs related duties as required.

### Knowledge, Abilities & Skills

Knowledge of principles and practices of accounting and auditing, particularly those applicable to banks and other financial institutions, insurance companies or security dealers. Ability to learn, interpret and apply pertinent laws, rules and related guidelines governing the operation of banks and other financial institutions; insurance companies or security dealers, and real estate brokers and companies. Ability to analyze financial statements and reports of business concerns for compliance with requirements. Ability to prepare audit reports and to develop sound criticisms and recommendations. Ability to work effectively with the public and employees. Ability to handle confidential information. Ability to communicate effectively, orally and in writing. Ability to maintain records and 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.

### 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.

## REGULATORY EXAMINER I OPEN COMPETITIVE EXAMINATION

### 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 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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto: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.