



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUAM
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
(Dibision Inadilanto Yan Guinaha Para Taotao)
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Edward M. Birn
Acting Director
Vincent P. Arriola
Deputy Director

February 19, 2018

NOTICE OF INTENT

Buenas yan Háfa Adai! The Office of the Attorney General of Guam is announcing their intent to employ Mr. Leonardo M. Rapadas for the position of an Attorney Level 4 at the salary of \$99,627.00 per annum at step 7 of pay grade ATTY-4. This announcement is in compliance with Public Law 28-112, Recruitment Above-Step, Section 5, Transparency and Disclosure, Section 10 (6303.1). The Office of the Attorney General of Guam announced their intent to hire above step on their website, media and radio press release.

Should you require additional information, please contact the Human Resources Division, Recruitment Branch at 475-1128/1141 or you can email the HR manager at shane.ngata@doa.guam.gov . *Dângkolo na Agradesimiento!*

SHANE G.L. NGATA,
Personnel Services Administrator
Department of Administration



Office of the Attorney General of Guam

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February 9, 2018

Memorandum

To: Director, Department of Administration
From: Attorney General of Guam
Subject: **Petition for Above-Step Recruitment**
RE: Leonardo Rapadas for the Position of Attorney Level 4



Hafa adai. This petition for recruitment above-step is made pursuant to 4 GCA, §6205, and §6208 (d), Exhibit 4, Attorney Pay Plan (ATTY), to allow our agency to hire Mr. Leonardo Rapadas above-step into the position of Attorney Level 4, Step 7 (\$99,627 per annum). This petition is based on Mr. Rapadas' Exceptional Qualifications. Mr. Rapadas has nineteen (19) years of prosecution experience at both the local level and at the federal level. In addition, Mr. Rapadas served as Guam's elected Attorney General from January 2011 to January 2015.

I must also indicate that since the implementation of the Competitive Wage Act of 2014, attorney pay within the government of Guam has been highly non-competitive with salaries that are offered both stateside and locally, hence the purpose for this petition.

Given the aforementioned, Mr. Rapadas will be a valuable asset to this Office, considering our difficulty to recruit and retain applicants of this caliber and who possess prosecution experience.

Therefore, we request that you approve our petition to hire Mr. Rapadas for the position of Attorney Level 4, Step 7 (\$99,627 per annum). In support of our petition, attached are the following:

1. Job Announcement
2. Job Application
3. 6208 (d) Exhibit 4. Attorney Pay Plan
4. Eligibility List
5. Notice of Rating

If you have any questions, please feel free to call me or Tony C. Aguon, Personnel Specialist IV at 475-3324 ext. 5015 and 5105, respectively.

ELIZABETH BARRETT-ANDERSON
Attorney General of Guam

Attachments



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Elizabeth Barrett-Anderson
Attorney General of Guam

Jacquellae Z. Cruz
Chief of Staff

JOB ANNOUNCEMENT

ATTORNEY II, III and IV PROSECUTION PAY GRADE/SALARY Salary will be commensurate with the Government of Guam Competitive Wage Act of 2014 (Attorney Pay Plan).		ANNOUNCEMENT NO. AG17-JA14 AREA OF CONSIDERATION: OPEN APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD: OPENS: May 24, 2017 CLOSES: Continuous
QUALIFICATION REQUIREMENTS	Applicants will be evaluated based on their total Attorney experience. Upon determination of the appropriate Attorney level, all applicants will be notified in writing and placed on an eligibility list.	
NECESSARY SPECIAL QUALIFICATIONS	Graduation from an American Bar Association accredited law school, possession of a current license to practice law in a state or territory of the United States and a current Certificate of Good Standing, which should not be older than 30 days from the date of application.	
SELECTIVE FACTOR	Experience employed as a full-time prosecutor or full-time public defender or engaged in full-time criminal defense practice; as a criminal appellate attorney for the Territory, State or Federal government, or for a public defender's or criminal defense law firm, or for teaching criminal law or criminal procedure, experience as a civil litigator for the Territory, State, or Federal government, or private practice.	
GUAM RULES GOVERNING TEMPORARY ADMISSION TO THE PRACTICE OF LAW, IF APPLICABLE: Pursuant to the Guam Code Annotated, Title 7, Chapter 9 and the Guam Supreme Court, Guam Rules Governing Admission to the Practice of Law, all Attorney's admitted to practice law on Guam, on a temporary basis, shall take and pass the Attorney Examination administered by the Guam Bar of Law Examiners, within (5) years of admittance. Please see the Guam Rules Governing Admission to the Practice of Law, Rule 3.01, Application for Admission by Examination.		
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 education 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 Administration Division at 475-3324 extension 5110/5115/5120.	
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provisions 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 training, education and experience in relation to the minimum requirements of the position.	
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.	
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a 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 a condition of employment.	

DRUG SCREENING	Applicants selected for an 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 Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
WHERE TO APPLY	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 9 th floor, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at www.guamag.org . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org , or visit us at 590 S. Marine Corps Drive, ITC Building, 9th floor, Tamuning, Guam 96913



JACQUELINE Z. CRUZ
 Chief of Staff

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.