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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



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Director
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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
REGULATORY PROGRAMS ADMINISTRATOR

Announcement Number: DOA 106-18

Open: October 12, 2018

Close: November 01, 2018

Pay Grade:

OPEN: Q-01; \$60,482 P/A –Q-10; \$83,029 P/A

PROMOTION: Q-01; \$60,482 P/A –Q-18; \$106,599 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 inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of technical experience in regulatory enforcement work, two (2) years of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related field; or

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

Nature of work

Plans and directs the administration of the programs and activities of Regulatory Division, Department of Revenue and Taxation, involved in the enforcement and administration of the Insurance, Securities and Banking Laws; Real Estate Law; Weights and Measure Act; Alcohol Beverage Control Act; Cockfight Law; Business License Law, and similar regulations.

Illustrative Examples of Work

Administers and implements the Insurance Law of Guam, including the licensing of insurers, general agents, sub-agents, brokers and solicitors; the examination of insurance companies and agencies; the review and analysis of policies and insurance and all rate proposals and recommends appropriate action. Implements the Uniform Securities Act, including the licensing of broker-dealers, investment advisors and agents; the examination of petitions for registration of securities; the review of all stock and securities transactions to insure conformity with the law and the protection of investors. Administers, implements and enforces the Savings and Loan Association Act, the Uniform Consumer Credit Code, Guam Banking Code, all laws pertaining to banking, small loan businesses or finance companies and the Uniform Commercial Code; directs the audit of all banking and other financial institutions to insure compliance to established laws and regulations. Administers the Guam Real Estate Law, including the examination and licensing of Real Estate Brokers and Salesmen and other enforcement functions. Directs the issuance of business licenses and the registration of related documents and similar functions under the purview of the Business License and Registration Branch. Directs the enforcement and administration of the Alcoholic Beverage Control Act, Cockfight Law, Cosmetology Law and the Business License and Registration regulations. Directs the inspection of all devices or appliances used for the ascertainment of weight, length or measure in connection with buying or selling, or with transportation or receiving for shipment, or of any commodity offered for sale or to be offered for sale, or for any other commercial purpose for accuracy and compliance to laws, standards and regulations. Plans work objectives; formulates work plans and implements program activities within policies established the department; formulates immediate and long-range plans for meeting work objectives; establishes work criteria and operating procedures and guidelines. Explains the interpretations and applications of pertinent laws, rules, regulations, policies and other requirements to the public and employees. Responds to issues and problems that could not be resolved by the Branch supervisor and employees; reviews reports of unusual incidents or involving highly sensitive issues and initiates or recommends appropriate action. Reviews and comments on proposed laws, rules, regulation and policies to affect the Division; initiates and recommends changes to laws, regulations, and/or operations to enhance programs. Studies the licensing and related fees and penalties and advises Director and Deputy Director on findings and recommendations. Directs and participates in studying the trends and developments in the Banking, Insurance, Real Estate, Savings and Loans, Uniform Consumer Credit and other regulatory related industries; and reports on trends and developments. Resolves personnel problems of the division; resolves grievances, establishes performance standards; reviews performance ratings; recommends selection disciplinary actions, promotions, training and other personnel actions; counsels employees. Recommends budget requests for staffing, operating expenses, supplies and equipment needs of the Division. Prepares technical and periodic reports of division activities. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the laws and regulations governing the operations of the Division. Knowledge of the principles and practices of management. Knowledge of modern business practices. Ability to plan and direct programs and employees. Ability to interpret and apply pertinent laws, regulations, policies and other program guidelines. Ability to make decisions in conformance with established laws, regulations, policies and other program guidelines. Ability to analyze problems and identify solutions. Ability to evaluate program effectiveness, and initiate/implement changes to enhance program and operations. Ability to communicate effectively, orally and in writing. Ability to work effectively with employees and the public. 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.

REGULATORY PROGRAMS ADMINISTRATOR

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

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

Written test 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 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.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email to doajobs@doa.guam.gov


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.