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Governor  
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Government of Guam  
Department of Administration  
Human Resources Division  
**Job Announcement**



Edward M. Birn  
Director  
Vincent P. Arriola  
Deputy Director

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**TAX ENFORCEMENT PROGRAM ADMINISTRATOR**

**Announcement Number:** DOA 108-18

**Open:** October 12, 2018

**Close:** November 01, 2018

**Pay Grade:**

OPEN: P -01; \$55,488 P/A –P-10; \$76,174 P/A

PROMOTION: P -01; \$55,488 P/A –P-18; \$97,798 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**

Four (4) years of experience in tax examination or investigation work, including two (2) years of experience as a Revenue Agent IV, Tax appeals Officer, Tax Investigator II or equivalent work; two (2) years of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in accounting, business administration or related fields, including or supplemented by 18 semester hours of intermediate/advance accounting, auditing and/or income tax subjects; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**Nature of work**

Plans and directs the administration of the tax collection, examination, and investigation programs and activities of the Department of Revenue and Tax.

**Illustrative Examples of Work**

Directs the administration of the programs and activities of the Delinquent Accounts and Returns Branch, Tax Examination Branch, and Criminal Investigation Branch involving the collection of taxes and enforcement of income and business privilege tax laws under the jurisdiction of the Department of Revenue and Tax. Formulates program policies and procedures and resolves major policy and administrative questions; explains tax laws, rules, regulations, and interpretation and applications of tax laws to employees and the public. Consults with taxpayers, lawyers, certified public accountants and other professionals on the interpretation and determination of the application of laws and regulations on unusual and complicated tax issues. Directs the investigation of cases suspected of fraud and other investigation functions of the Tax Audit Branch and Criminal Investigation Branch. Assists the Deputy Tax Commissioner in formulating rulings and decisions involving unusual and complicated tax issues. Supervises the preparation of revenue projections and other reports. Assists the Attorney General's office in the preparation of tax cases to be litigated in court; testifies in court as an expert witness for the government. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the principles and practices of management. Knowledge of the income and business privilege tax laws. Knowledge of the techniques and practices of tax investigation. Knowledge of criminal and/or civil rules of evidence. Knowledge of the principles and practices of accounting. Ability to administer the criminal tax investigation functions of the Department. Ability to administer the tax collection and enforcement programs under the jurisdiction of the Department. Ability to interpret and apply pertinent tax laws, regulations, court decisions and other program guidelines. Ability to make work decisions in accordance with program guidelines. Ability to evaluate program effectiveness and initiate and implement changes in policies and procedures to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally, and in writing.

**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.

**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 you 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.

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# TAX ENFORCEMENT PROGRAM ADMINISTRATOR

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## **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 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.

## **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](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or email to [doajobs@doa.guam.gov](mailto: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.**