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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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## DEPARTMENTAL COMPETITIVE EXAMINATION

### To establish a list for the position of **DRIVER'S LICENSE EXAMINER SUPERVISOR**

Announcement Number: DOA 132-20

Area of Consideration: DEPARTMENT OF REVENUE & TAXATION

Open: October 7, 2020 Close: October 20, 2020

#### GENERAL PAY PLAN (GPP)

OPEN: J-01; \$31,076 P/A –J-10; \$42,661 P/A

PROMOTION: J-01; \$31,076 P/A –J-18; \$54,771 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)

#### COVID-19 Application Submission

**DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, 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](http://WWW.HR.DOA.GUAM.GOV). PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@DOA.GUAM.GOV).**

#### Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

#### Qualification Requirements

Five (5) years of experience in driver's license examiner work, including (1) year as a Driver's License Examiner III and graduation from high school; or

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

#### Necessary Special Qualification

Possession of a valid Guam Driver's license.

#### Nature of work

This is complex driver's licensing and supervisory work. Employees in this class supervises the activities of the Driver's Examination Branch, including interpretation of the Motor Vehicle Code, Title 16 of the Guam Code Annotated relating to driver's licensing, implementation of policies and procedures, conducting routine as well as the most complex licensing examinations, handling complaints of applicants, and improving efficiency and economy of the branch operation.

#### Illustrative Examples of Work

Supervises the activities of the Driver's Examination Branch. Conducts the preparation of written examinations for operators, chauffeurs, taxi, and motorcycle licenses. Advises applicants on inquiries with respect to the provisions and regulations within the jurisdiction of the branch. Establishes and interprets policies and procedures relating to the daily operation of the driver's examining program. Handles complaints received from the general public. Develops training guidelines to maintain a standardized program; assesses effectiveness of existing program and effects required changes. Participates in all phases of driver's licence examining; administers written, oral, driving and eye tests. Assesses the impact of new or changed legislation in the operation of the driver's examining program. Establishes and revises office procedures to promote effective service to the general public. Perform other related as required.

#### Knowledge, Abilities & Skills

Knowledge of the Vehicle Code of Guam relating to driver's licensing. Knowledge of the Driver's Examining Branch policies and procedures. Knowledge of modern office practices, procedures and equipment. Ability to supervise the activities of the Driver's License Examining Branch. Ability to conduct driving examinations fairly and impartially. Ability to handle complaints received from the public. Ability to interpret, apply and enforce the Guam Vehicle Code relating to driver's licensing examination and policies and procedures of the Driver's Examining Branch. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in operating various types of equipment used in testing applicants for driver's license. Skill in the operation of a variety of standard motor vehicles including vehicle with standard and four-speed transmissions.

#### 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.

**DRIVER'S LICENSE EXAMINER SUPERVISOR  
DEPARTMENTAL 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 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. DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, JOB ANNOUNCEMENT CLOSING DATES MAY BE SUBJECT TO CHANGE, AMENDED CLOSING DATES WILL BE ISSUED SHOULD ANY CHANGES BE MADE. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: [doajobs@doa.guam.gov](mailto: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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).

  
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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.**