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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taatao)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **FEDERAL PROGRAMS ADMINISTRATOR** Announcement Number: DOA 79-21

Open: May 06, 2021 Close: May 26, 2021

GENERAL PAY PLAN (GPP)
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

Application Submission

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. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of experience in planning, developing and coordinating the administration of federal grants and aids, one (1) year of supervisory work, and graduation from a recognized college or university with a Master's degree in business or public administration, or related fields; or

Four (4) years of experience in planning, developing, and coordinating the administration of federal grants and aids, two (2) years of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, social science or related fields; or

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

Nature of work

This is complex professional administrative work involved in planning, administering and coordinating all federal grants and aids programs for or related to a department / agency.

Illustrative Examples of Work:

Develops and oversees the monitoring and maintenance of federally funded proposals, state plans, policies, budget and administrative practices to insure compliance with federal regulations, policies and guidelines. Maintains close liaison with federal department officials, regional offices, and officials of the Government of Guam. Insures that all projects under grants directed by this position are properly monitored and that evaluation and fiscal audits are conducted in accordance with federal laws, rules and regulations. Researches and identifies potential sources of federal funds; reviews and recommends the approval of grant applications and proposals submitted by staff. Prepares various reports required by federal rules and regulations with respect to the financial state of funded programs. Prepares local program budget and required reports. Assists in the preparation of annual performance and financial reports required by federal rules and regulations for federally funded programs. Maintains consultative relationships and assists the local agencies, departments, and community leaders with respect to the status of federal grant programs, policies, and activities. Participates in the development of programs and practices in order to insure harmonious relationships with department / agency staff and other governmental agencies and the Guam State Clearinghouse. Performs other related duties as required.

Knowledge, Abilities & Skills

Knowledge of federal and local laws, policies, regulations and procedures affecting federal grants and aid. Knowledge of the principles and practices of public administration. Ability to plan and administer federal grants and aids programs and activities. Ability to interpret, apply and make decisions in accordance with federal and local laws, policies, regulations and other program guidelines. Ability to evaluate program effectiveness and initiate / recommend changes in organization, procedures and guidelines to enhance improvements. Ability to establish monitoring procedures to insure compliance of federal grants and aids administration with pertinent federal and local laws, regulations, and other program guidelines. Ability to prepare proposals / state plans for federal funding. Ability to work effectively with employees and the public. 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.

FEDERAL PROGRAMS ADMINISTRATOR OPEN 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 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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: 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. For further information, you may email 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.