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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
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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

**BUDGET ANALYST  
(SELECTIVE FACTOR)**

Announcement Number: DOA 204-21

Open: December 13, 2021 Close: January 4, 2022

**GENERAL PAY PLAN (GPP)**

OPEN: M-01; \$40,762 P/A –M-10; \$55,958 P/A  
PROMOTION: M-01; \$40,762 P/A –M-18; \$71,844 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)

**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](http://WWW.HR.DOA.GUAM.GOV). PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@DOA.GUAM.GOV).

**Who Can Apply**

Open to all government of Guam employees and the public.

**SELECTIVE FACTOR**

To qualify for this position, you must have, "Knowledge of 29 Code of Federal Regulations (CFR) Part 93 through 99 and the knowledge of the U.S. Department of Labor, Workforce Innovation and Opportunity Act specific federal requirements," in addition to meeting the minimum qualification requirements below.

**Qualification Requirements**

One (1) year of technical experience in budget preparation and administration and graduation from a recognized college or university with a Bachelor's degree in business or public administration, economics, or related field; or

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

**Nature of work**

This is complex technical work involved in budget formulation and administration. Employees in this class perform the full range of complex budgetary activities, including independent work in specialized areas of the profession.

**Illustrative Examples of Work**

Compiles and analyzes statistical, fiscal, and program information for budget formulation and administration. Examines budget estimates for completeness, accuracy and conformance with policies, procedures, federal and other program requirements. Provides technical advice and assistance to agency officials in the preparation of their program budget estimates. Prepares and assembles fiscal and statistical data, charts, graphs and reports for use in budgetary evaluations and budget hearings; maintains files of budgetary information. Writes periodic budget variance narratives and departmental trends analyses; performs research in general economic trends affecting the agency's spending patterns; recommends new formats of spending levels; advises on management and budgetary problems. Analyzes appropriation bills and evaluates the possible effects on departmental programs and fiscal operations. Develops instructions and guidelines for the preparation, analysis and control of departmental budgets. Analyzes accounting reports for the purpose of maintaining expenditure controls; prepares periodic budgetary reports. May prepare and maintain accounting records and reports. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the principles, practices and techniques of budget administration. Knowledge of the basic principles, practices and techniques of accounting. Knowledge of the principles and practices of public administration. Ability to comprehend program goals, objectives and operations and to relate these to budgetary analysis. Ability to apply and promote the use of management techniques in departmental operations to obtain budgetary savings. Ability to evaluate and advice on management and budgetary problems. Ability to interpret and apply pertinent laws, regulations and other program guidelines. Ability to prepare and interpret financial reports and statements. Ability to learn and apply automatic data processing capabilities. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical and management 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.

**BUDGET ANALYST (S.F.)  
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 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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. 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).

  
**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.