

PERSONNEL SERVICES ADMINISTRATOR
(DEPARTMENT OF ADMINISTRATION)

NATURE OF WORK IN THIS CLASS:

This is administrative public personnel work involved in directing all personnel systems and programs of the Department of Administration, providing services to all semi-and non-autonomous departments/agencies of the Government of Guam with a large variety of occupational classifications and employees.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers a central personnel system and program for semi-and non-autonomous departments/agencies including recruitment, testing, position classification and pay, training, employee/management relations, employee grievance, performance appraisal, group life and health and hospital insurance, personnel records and other related personnel services in accordance with Title V of the Government Code, personnel rules and regulations and other appropriate guidelines.

Promotes understanding of the objectives and methods of the merit systems among the various department/agency heads, supervisors, employees and the general public.

Confers with department heads and employees regarding general and specific personnel needs and problems; plans, develops, and directs the implementation of approved personnel programs and procedures.

Plans and directs the administration of the group health and hospital and group life insurance for Government of Guam; selects and coordinates the activities of the life group insurance committees, participates in the negotiations between insurance providers and submits committee recommendations to the Governor.

Evaluates operations and develops and modifies plans and procedures; participates in management decisions; prepares program budget.

Prepares and directs the preparation of comprehensive personnel reports and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public personnel administration and technical personnel work.

Knowledge of the principles and practices of public administration.

Ability to administer a large public personnel services program.

Ability to develop and install methods and procedures for improving, maintaining and facilitating personnel processes.

Ability to interpret and apply personnel laws, rules and regulations, policies and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend or implement changes in personnel laws, rules and regulations, policies and procedures to improve program effectiveness.

Ability to analyze and interpret personnel management data and devise solutions to public personnel problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of professional public personnel experience, one year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social sciences or related field; or

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

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission