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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **CHIEF OF ADMINISTRATION**

Announcement Number: DOA03-24

Open: November 09, 2023 Close: November 24, 2023

GENERAL PAY PLAN (GPP)

OPEN: N-01; \$54,918 P/A –N-01-10; \$75,392 P/A

PROMOTION: N-01; \$54,918 P/A –N-01-18; \$96,793 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

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four years of progressively responsible experience in management operations and graduation from a recognized college or university with a Bachelor's degree in industrial management, public or business administration, or related fields; or

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

Nature of work

Administers the programs and activities of the overall operations programs in the Department of Public Works and Public Utility Agency of Guam.

Illustrative Examples of Work

Administers the programs, projects, activities and operations of five major public works operations division, including Bus Operations, Transportation Maintenance, Highway Maintenance, Building Maintenance and Solid Waste Management. Administers the programs, projects, activities and operations of five major public utility operations division, including Waste, Wastewater, Laboratory Service, Building and Equipment Maintenance, and Procurement and Supply. Prepares management studies for improved and uniform centralized maintenance and logistic service agreement with other Departments and Agencies within Government of Guam. Reviews, formulates and implements policies and procedures for the safe, efficient and effective operation of the public works operations divisions. Directs and monitors the operations budget development and administration; recommends capital expenditures for acquisition of new equipment which would increase efficiency and services of the Operations Division. Directs the preparation of monthly, quarterly and annual activity and other required reports. Provides technical advice to the Director on matters within the Department and other Departments relating to operational and maintenance services and attends meetings/conferences relating to operations programs. Reports/remains on duty during all emergencies (typhoons, flooding, earthquake, etc.) and coordinates all emergency services or requirements; directs all Operations Division Managers to expedite typhoon protection securing of Government buildings and expedites return of school students to their homes and the dispatching of buses and drivers to each Commissioner's Office to standby for emergency evacuation service. Maintains liaison with and coordinates operational matters among various government, public and private agencies. Prepares correspondence and reports concerning operations' activities and related programs. Represents the director during his absence in meetings with local government officials, public and private agencies and representatives of the federal government, union negotiations, conferences and committees. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices, and techniques of management and the processes of programs administration. Knowledge of the principles and techniques of resource planning and operations control. Ability to administer the programs and activities of public works and public utility operations. Ability to interpret, apply and make work decisions in accordance with pertinent laws, regulations and other program guidelines. Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness. Ability to communicate effectively with the public and employees. 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.

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 475-1141/1128.**

Suitability Determination Form

**CHIEF OF ADMINISTRATION
OPEN COMPETITIVE EXAMINATION**

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. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: www.hr.doa.guam.gov/resources.

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 9:00 a.m. – 4:00 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 APPLICATION(S) 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.