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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)

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Lt. Governor (Sigundo Maga'låhi)

## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **COMMUNITY HEALTH CENTER CHIEF EXECUTIVE OFFICER**

Announcement Number: DOA78-24

Open: January 26, 2024 **CONTINUOUS**

**GENERAL PAY PLAN (GPP)**

OPEN: R-01; \$80,061 P/A –R-10; \$109,907 P/A

PROMOTION: R-01; \$80,061 P/A –R-18; \$141,108 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

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Five (5) years of experience in public health administration work, two (2) years of supervisory experience and graduation from a recognized college or university with a Master's degree in Public Health or related field; or

Six (6) years of experience in public health administration work, two (2) years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in Public Health, public or business administration or related fields; or

Any equivalent combination of experience and training beyond the Bachelor's degree 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 administrative and professional work in managing the overall operations of the Northern and Southern Community Health Centers of the Department of Public Health and Social Services.

#### Illustrative Examples of Work

Directs and manages the day-to-day community health centers operations to ensure services and program activities are carried out in accordance with Council approved policies, strategic plan, and other operational policies. Establishes, develops and oversees implementation of appropriate and effective personnel policies for the centers. Develops the organizational strategic plan which includes administrative, governance, health and financial plan. Develops standards of care policies and procedures ensuring the maintenance of quality of care and cost efficient operation. Conducts periodic management review of the Community Health Centers quality assurance program and implements key health transformational initiatives. Oversees the facility and maintenance of the centers which includes conformity with building and fire codes and OSHA safety regulations. Reviews and takes or recommends appropriate action concerning the centers' personnel. Advocates for specific health policy issue at the national, regional and state levels. Prepare monthly Board meeting minutes and maintain documentation of all Board policies and procedures. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles, practices and techniques of public health and administration. Knowledge of business and management principles involved in a strategic planning, resource allocation, human resources modeling, leadership technique and coordination of people and resources. Knowledge of economic principles and practices. Ability to administer comprehensive public health program services. Ability to interpret, apply and make decisions in accordance with federal and local laws, regulations, policies and other program guidelines. Ability to analyze and evaluate program services and initiate or recommend changes necessary to enhance community health care. 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.

#### 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.**

**COMMUNITY HEALTH CENTER CHIEF EXECUTIVE OFFICER  
OPEN COMPETITIVE EXAMINATION**

**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. 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](http://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 2<sup>nd</sup> 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](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.**