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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

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(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **PERSONNEL SPECIALIST I**

Announcement Number: DOA63-24

Open: January 12, 2024 Close: February 02, 2024

GENERAL PAY PLAN (GPP)

OPEN: L-01; \$45,262 P/A –L-10; \$62,136 P/A

PROMOTION: L-01; \$45,262 P/A –L-18; \$79,775 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 inquiries 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

Graduation from a recognized college or university with a Bachelor's degree in public or business administration, behavioral or social science or related fields; or

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

Necessary Special Qualification

Possession of a valid driver's license may be required.

Nature of work

This is routine professional public personnel administration work. Employee in this class perform routine duties in one or more program functional areas of the profession independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Conducts position classification and pay studies; interviews employees, supervisors and administrative officials regarding positions under study; makes preliminary classification and pay allocations; recommends amendments to established class standards and drafts new class standards. Participates in the conduct of job analysis to assess the job content of positions and the content validity of existing written tests; participates and developing written and performance tests; compiles numerical data and calculates the mean and standard deviation. Participates in instructing and presenting training workshops; assists in preparing and developing training materials and teaching aids; participates in coordinating federal or local training programs; assists in conducting training needs assessment surveys. Reviews job applications and rates candidates' training and experience for a large variety of job announcements; writes materials publicizing job openings and assists in developing sources of recruitment. Reviews complaints regarding alleged unfair employment practices or violations of rules, laws and regulations, and prepares reports of investigation. Responds to inquiries regarding the application of personnel laws, rules, regulations, and other guidelines. Maintains records and prepares technical reports. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, methods and techniques of personnel administration. Ability to learn and apply the principles of assigned specialty area such as test construction and validation, position classification and pay administration, employee training and development, recruitment. Ability to interpret, apply and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate program guidelines. Ability to gather and analyze facts and information and draw valid conclusions. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical reports. Skill in the safe operation of a motor vehicle may be required.

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.**

**PERSONNEL SPECIALIST I
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.

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.**

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. 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.