



EDWARD M. BIRN  
Director (Direktot)  
ELIZABETH T. FISHER  
Deputy Director (Sigundo Direktot)

# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)  
Telephone (Telifon): (671) 475-1128/1141 • Fax (Faks): (671) 477-3671



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 **PERSONNEL SPECIALIST IV**

Announcement Number: DOA64-24

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

#### GENERAL PAY PLAN (GPP)

OPEN: O-01; \$60,875 P/A –O-10; \$83,568 P/A

PROMOTION: O-01; \$60,875 P/A –O-18; \$107,291 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 inquiries please visit Department of Administration website [www.hr.doa.guam.goy](http://www.hr.doa.guam.goy)

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Four (4) years of specialized experience in public personnel administration work, including one year as a Personnel Specialist III or equivalent work; and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science or related fields; or

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

#### Necessary Special Qualifications

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

#### Nature of work

This is complex supervisory and professional public personnel administration work. Employees in this class supervise and perform the full range of complex professional duties in one or more specialized program areas of the profession.

#### Illustrative Examples of Work:

Supervises the development and improvement of a wide variety of selection methodologies such as job analysis, content validity, criterion-related validity, assessment center and unassembled examination; evaluates and recommends the proper procedure for the formulation of interpretation of such items as cut-off scores, degree of freedom, the significance of correlation coefficients, and the practical significance of written tests; recommends approval in the selection of the proper test methodology to apply to a specific position classification; guides the conduct of the proper documentation of test procedures. Supervises and conducts classification and pay studies involving a large variety of jobs; supervises the review and dispositions of classification and pay appeals; coordinates and participates in the collection and analysis of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay for a large variety of jobs; conducts training and orientation to employees and supervisors on position classification concepts, policies and practices; formulates and recommends improved program procedures and techniques; plans and implements position maintenance reviews; supervises the review and disposition of a variety of requests for pay adjustments. Supervises and conducts a variety of training workshops for government employees; plans and coordinates schedules of training courses; reviews contracts made with instructors and consultants in order to satisfy program guidelines; formulates new training proposals for government programs or training packages; directs training needs assessment surveys and evaluation studies for program effectiveness. Supervises a recruitment program servicing the non-autonomous departments and agencies; answers inquiries of employees and the public concerning employment matters; develops rating schedules, procedures, and guidelines for the evaluation of training and experience in accordance with established class standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates job applications for a variety of job announcements for eligibility determination and certification; performs recruiting assignments which include writing materials publicizing job openings, and planning and developing sources of recruitments; plans and conducts studies and analyses directed toward improving the effectiveness of recruitment programs and methods. Meets with agency heads to evaluate personnel needs and problems; conducts research studies; formulates procedures and technical recommendations of major scope and impact. Maintains records and writes complex technical reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles, methods, and practices of public personnel administration. Knowledge of the principles, theory and practices of test validation and personnel selection procedures, as required. Knowledge of the principles and practices of position classification and salary administration, as required. Knowledge of the principles, practices and techniques of employee training and development, as required. Knowledge of public employment recruitment principles and practices, with particular reference to eligibility determination, rating, and certification, as required. Ability to supervise the work of others. Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines. Ability to gather, analyze, draw valid conclusions and recommend appropriate action from facts and information. Ability to evaluate program effectiveness and recommend changes in techniques, procedures and practices to enhance effectiveness. 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. Skills 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.

## PERSONNEL SPECIALIST IV 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 475-1141/1128.**

### 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 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.**