



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'hága)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'láhi)

### OPEN COMPETITIVE EXAMINATION

## To establish a list for the position of PROCUREMENT COUNSEL (GSA)

Announcement Number: DOA65-24

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

### ATTORNEY PAY PLAN (ATTY)

OPEN: ATTY-4-1; \$75,780 P/A -ATTY-4-1-05; \$89,057 P/A

PROMOTION: ATTY-4-1; \$75,780 P/A - ATTY-4-1-10; \$117,880 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.gov](http://www.hr.doa.guam.gov)

### Who Can Apply

Open to all government of Guam employees and the public.

### Qualification Requirements

Eight (8) or more years of progressively responsible experience as a licensed attorney including two (2) years of substantive experience in procurement/government contracts law and some experience in environment law, and graduation from a law school accredited by the American Bar Association.

### Necessary Qualification Requirements

1. Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing, and
2. Authorization from the Guam Board of Law Examiners to practice temporarily ( without admission to the Bar of Guam) pursuant to the special provisions for Government Attorneys (7GCA, Chapter 9, SS 9A114 and 9A114A).

### Nature of work

This position assists and advises the Chief Procurement Officer on all civil matters affecting the operations of the General Services Agency (GSA), except that the Office of the Attorney General is the representative of record in litigations.

The employee in this class is responsible for providing technical assistance to the Guam Procurement Advisory council and shall assist with the preparation of any legislation, rules or regulations.

### Illustrative Examples of Work

Counsels on government contracts and disputes, including bid protests, contract claims, investigations and disclosures, litigation and appeals. Conducts legal research and prepares written analysis on relevant topics; briefs the Chief Procurement Officer on legal conclusion derived from comprehensive legal research. Formulates and/or administers contracts; works on modifying existing contracts and takes corrective actions; handle contract claims and appeals. Assists in GSA's response to bid protests; serves as counsel of record and leads in the development of strategy in bid protests. Prepares legislation, rules or regulations governing procurement and government contracts. Performs other related duties as assigned.

### Knowledge, Abilities of Work

Knowledge of procurement, government contracts, and environmental law. Governance and legal jurisprudence. Analytical mindset and problem-solving ability. Ability to interpret and apply pertinent laws, regulations, and policies; and make decisions in accordance with appropriate program guidelines. Ability to communicate clearly and concisely, orally and in writing. Ability to work effectively with employees and the public. Ability to maintain records and prepare reports. Research, organizational, and leadership skills.

### 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

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.

## PROCUREMENT COUNSEL OPEN COMPETITIVE EXAMINATION

### **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.**