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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)  
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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **MEDICAL STAFF RECRUITER**

Announcement Number: DOA153-24

Open: June 07, 2024 - Continuous

#### GENERAL PAY PLAN (GPP)

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

PROMOTION: N-01; \$54,918 P/A –N-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](http://www.ggrf.com). For other inquires 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

One (1) year of work experience in recruiting physicians or other healthcare professionals and a Master's degree from a recognized or accredited educational institution in healthcare, public or business administration, behavioral or social science or related fields; or

Two (2) years of work experience in recruiting physicians or other healthcare professionals and a Baccalaureate degree from a recognized or accredited educational institution in healthcare, public or business administration, behavioral or social science or related fields; or

Five (5) years of work experience in recruiting physicians or other healthcare professionals and graduation from high school or GED.

#### Necessary special Qualifications

Possession of a valid Driver's License is required.

#### Nature of work

This position is a hiring specialist serving the healthcare departments or agencies and is responsible for screening potential physician and related healthcare professional candidates.

Employees in this class serve as an intermediary between job seekers and a healthcare organization by reviewing resumes, interviewing interested applicants, and negotiating salaries.

#### Illustrative Examples of Work

Assists and coordinates the development of strategic physician and/or other healthcare professional recruitment plans, develops job postings and establishes sources of recruitment reviews applicants' resume curriculum vitae. Performs initial interview and screening processes to determine candidate's eligibility and suitability by evaluating education and work experience, verifying credentials, and performing background checks. Researches and participates in conferences, job fairs, and physician recruitment opportunity events. Visits and observes physician practices to manage and maintain understanding of clinical requirements for recruitment purposes. Coordinates recruitment and hiring activities with management and human resources staff, negotiates salary, problem-solves and provide counsel as appropriate in the hiring of physicians and other healthcare professionals. Monitors and maintains the medical staff recruitment budget, develops and maintains advertisements for recruitment efforts. Serves as the organization's liaison with potential or new physician/healthcare professional hires and maintains and manages communications to meet management/applicant needs and/or assist in addressing issues and concerns. Performs other related duties as assigned.

#### Knowledge, Abilities & Skills

Knowledge of public personnel or human resources management and/or healthcare operations and organizational behavior. Knowledge of credentialing requirements for physicians and/or related healthcare professionals. Knowledge of strategic sources for the recruitment of physicians and other healthcare professionals. Knowledge of internet recruitment tools. Ability to make decisions in accordance with established policies and procedures, rules and regulations, and employment mandates. Ability to communicate clearly and concisely, both orally and in writing. Ability to work effectively with applicants, the public and other employees. Ability to be detail-oriented to properly evaluate applicants' qualifications, including any necessary credentials. Ability to maintain records and prepare reports. Skill in multi-tasking, analyzing, and organizing. Willingness to travel.

#### 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.

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### 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 475-1128/1141.**

### 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 eligible 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: [DOA.JOBS@DOA.GUAM.GOV](mailto:DOA.JOBS@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 [doa.jobs@doa.guam.gov](mailto:doa.jobs@doa.guam.gov).



Appointing Authority

**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.**