



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

Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'hága)

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

AMENDMENT OF JOB ANNOUNCEMENT

DATE 7/10/2024

THE FOLLOWING JOB ANNOUNCEMENT IS AMENDED TO READ AS FOLLOWS:

PERSONNEL SERVICES ADMINISTRATOR (DOA)

Announcement Number: DOA165-24

To Amend:

Close: July 31, 2024

Illustrative Examples of Work

Administers a central personnel system and program for semi-and non-autonomous departments/agencies including recruitment, testing, position classification and pay, training, employee/management relations, employee grievance, performance appraisal, group life and health and hospital insurance, personnel records and other related personnel services in accordance with Title V of the Government Code, personnel rules and regulations and other appropriate guidelines. Administers compensation studies under the Competitive Wage Act. Leads the efforts to commission and implement the EHRWEB system. Promotes understanding of the objectives and methods of the merit systems among the various department/agency heads, supervisors, employees and the general public. Confers with department heads and employees regarding general and specific personnel needs and problems; plans, develops, and directs the implementation of approved personnel programs and procedures. Plans and directs the administration of the group health and hospital and group life insurance for Government of Guam; selects and coordinates the activities of the life group insurance committees, participates in the negotiations between insurance providers and submits committee recommendations to the Governor. Evaluates operations and develops and modifies plans and procedures; participates in management decisions; prepares program budget. Prepares and directs the preparation of comprehensive personnel reports and records. Performs related duties as required.

For further information, please call (671) 475-1141/1128.


APPOINTING AUTHORITY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.



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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **PERSONNEL SERVICES ADMINISTRATOR (DOA)**

Announcement Number: DOA165-24

Open: July 02, 2024 **Close:** JULY 16, 2024

GENERAL PAY PLAN (GPP)

OPEN: T-1; \$92,950 P/A - T-10; \$127,602 P/A

PROMOTION: T-1; \$92,950 P/A - T-18; \$163,824 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

Five (5) years of professional public personnel experience, one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social sciences or related field; or

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

Nature of work

This is administrative public personnel work involved in directing all personnel systems and programs of the Department of Administration, providing services to all semi-and non-autonomous departments / agencies of the Government of Guam with a large variety of occupational classifications and employees.

Illustrative Examples of Work

Administers a central personnel system and program for semi-and non-autonomous departments/agencies including recruitment, testing, position classification and pay, training, employee/management relations, employee grievance, performance appraisal, group life and health and hospital insurance, personnel records and other related personnel services in accordance with Title V of the Government Code, personnel rules and regulations and other appropriate guidelines. Promotes understanding of the objectives and methods of the merit systems among the various department/agency heads, supervisors, employees and the general public. Confers with department heads and employees regarding general and specific personnel needs and problems; plans, develops, and directs the implementation of approved personnel programs and procedures. Plans and directs the administration of the group health and hospital and group life insurance for Government of Guam; selects and coordinates the activities of the life group insurance committees, participates in the negotiations between insurance providers and submits committee recommendations to the Governor. Evaluates operations and develops and modifies plans and procedures; participates in management decisions; prepares program budget. Prepares and directs the preparation of comprehensive personnel reports and records. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of public personnel administration and technical personnel work. Knowledge of the principles and practices of public administration. Ability to administer a large public personnel services program. Ability to develop and install methods and procedures for improving, maintaining and facilitating personnel processes. Ability to interpret and apply personnel laws, rules and regulations, policies and other program guidelines. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and recommend or implement changes in personnel laws, rules and regulations, policies and procedures to improve program effectiveness. Ability to analyze and interpret personnel management data and devise solutions to public personnel problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing.

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 a 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 SERVICES ADMINISTRATOR (DOA) 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

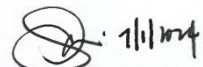
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will 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 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**

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 doa.jobs@doa.guam.gov.



Appointing Authority

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