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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO  
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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **SOCIAL SERVICE SUPERVISOR II** Announcement Number: DOA16-25

Open: November 20, 2024 – Closed: December 05, 2024

#### GENERAL PAY PLAN (GPP)

OPEN: P-01; \$67,696 P/A –P-10; \$92,933 P/A  
PROMOTION: P-01; \$67,696 P/A –P-18; \$119,315 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

Two (2) years of progressively responsible professional experience in social work, one (1) year in a supervisory capacity, and graduation from a recognized college or university with a Master's degree in social work; or

Three (3) years of progressively responsible professional experience in social work, one (1) year in a supervisory capacity, and graduation from a recognized college or university with a Bachelor's degree in social work; or

Four (4) years of progressively responsible professional experience in social work, one (1) year in a supervisory capacity, and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

#### Nature of work

This is complex professional social work involved in supervising major social services programs and activities.

#### Illustrative Examples of Work

Administers a major branch of a social services programs in the department/agency. Supervises community social services supervisors through individual conference and group meetings. Directs all phases of the medical social services program including administrative supervision of professional personnel. Develops referral procedures and cooperative agreements with other agencies for the provision of services. Reviews and analyzes operational reports to determine effectiveness of the program; implements changes when needed. Reviews findings of case analysis to determine conformance with program policies, regulations, and procedures and to evaluate quality of case work. Confers with operational personnel to obtain information regarding the effectiveness of program and receives from them suggestions and recommendations for adjustments in programs, policies, and procedures as appropriate. Evaluates the need for program policy changes in the basis of reviews, studies, and suggestions; prepares recommendations for revision of policies. Confers and consults with specialists in various fields affecting social services, such as the health and educational agencies and the Juvenile Court. Initiates new programs including planning and directing pilot projects. Identifies, analyzes, and interprets specific unmet needs in social work among individuals and groups of individuals; translates such needs into essential functions. Initiates new programs including planning and directing pilot projects. Identifies, analyzes and interprets specific unmet needs in social work among individuals and groups of individuals; translates such needs into essential functions. Initiates, develops, and modifies social services programs in the interest of attaining a better judgment between resources and needs. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of social casework principles, practices and analysis. Knowledge of individual and group behavior and ways of working effectively with children and adults; and of social, economic, psychiatric and health developments and resources. Knowledge of the principles and methods of program interpretation and implementation and community organizations. Ability to resolve the adverse effect of emotional, social, economic, and health problems on families and children and of cultural forces within both the family and the community. Ability to evaluate available resources within the community. Ability to administer moderately complex social service programs. Ability to analyze and evaluate technical information and reports of subordinate professional staff. Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed towards their improvement. Ability to make work decisions in accordance with laws, rules, and regulations, and to apply departmental policies to work 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.

## SOCIAL SERVICE SUPERVISOR II 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).

  
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.**