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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **INSURANCE ADMINISTRATOR**

Announcement Number: DOA144-25

Open: March 21, 2025 - Close: April 10, 2025

GENERAL PLAN (GPP)

OPEN: Q-01; \$73,788 P/A –Q-10; \$101,296 P/A

PROMOTION: Q-01; \$73,788 P/A –Q-18; \$130,052 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

Four (4) years of public health, dental and life insurance program administration experience, one (1) year of which must be in insurance contract development and procurement, and graduation from a recognized or accredited institution of higher learning with a Master's degree in public or business administration, human resources, finance or closely related fields; or

Four (4) years of health, dental and life insurance program administration experience, one (1) year of which must be in insurance contract development and procurement. (1) year of supervisory experience, and graduation from a recognized or accredited institution of higher learning with a Baccalaureate degree in public or business administration. human resources. finance or closely related fields. or

Any equivalent combination of experience and training which provides the minimum Knowledge, Abilities, and skills

Nature of Work in this Class

This position participates in contract negotiations and oversees the administration of all insurance benefits for the Government of Guam's Group Insurance Program.

Employees in this class administer and oversee the Government of Guam insurance program; ensures that bids are administered pursuant to established contracts. applicable laws, rules and regulations, policies and procedures, and in accordance with member eligibility.

Illustrative Examples of Work

Plans and directs the administration of the government's Group Health and Life Insurance Programs; develops and initiates direct contracting with medical, pharmaceutical, dental providers, and other health entities; develops and initiates contracts with reinsurance providers, vendors, Third Party Administrators (TPA) and other services providers; maintains all proposals and ensures the confidentiality of the process. Administers and oversees the issuance of the Request for Proposal (RFP) for the government's Group Health and Life Insurance programs. direct contracting and, and actuarial services; ensures the relevant changes or amendments to any procurement and/or insurance administration requirements are complied with: establishes a relative weight factor and scoring process during contract review and negotiations; oversees the compliance of procurement regulations; and oversees compliance with all insurance rules and regulations. Directs and oversees the development of the scope of services and program changes for insurance and actuarial services and other program; responsible for the final development and scoring process for the RFP. Communicates directly with insurance actuaries in the development of the RFP with regard to plan development, expansion of services, contractual changes, premiums, audits, and other areas of concerns. Directs the monitoring, analyzing, and evaluating of insurance programs performance to ensue compliance with contractual requirements. Executes corrective measures for compliance. Oversees the preliminary and final review of proposals received. Receives proposals to determine those that meet RFP requirements, or are deemed non-responsive and non-compliant Issues final determination in consultation with the negotiating team and legal counsel. Establishes and manages strategic partnerships with medical and pharmacy providers to expand and improve services. Develops direct network contracts to provide the most beneficial and economical plans and services. Plans and oversees the process and contract for captive insurance. Develops and monitors related plans. procedures and methodologies. and/or analyzes quality initiatives and processes to meet organizational objectives, customer needs, enhancing teamwork and improving overall organizational performance. Directs research and evaluation of insurance coverage needs and advises the Director of Administration of findings and recommendations for changes: provides reporting and analytics related to insurance benefits including cost analysis. usage trends. and other relevant data. Works directly with the Director of Administration. actuaries, and negotiating team in the development of proposed plan designs, rates, and/or schedule of benefits and program requirements. Collaborates with actuaries for rate settings, and assessment of plan administration, discusses steps to achieve improvements; makes recommendations to the department head. Provides professional assistance and guidance to the director negotiating team during team meetings and negotiations, provides insights and recommendations for plan improvement. Identifies area of concerns; provides direction for improvement. Interface with agency heads to partner on strategizing group insurance program sustainability and collaborate on the development of policies and procedures to improve and streamline processes and initiatives. Directs the planning and creation of the annual open enrollment period for health and the insurance programs. Announces insurance coverage and verifies insurance premium rates. Directs the development of communication and partnerships with stakeholders. insurance carriers, vendors and other business partners. Participates or attends legislative informational or government-wide meetings, governor's briefings, and/or other insurance-related meetings. Prepares comments and provides recommendations on legislative bills impacting insurance, procurement transactions or actuarial services. Oversees the finalizing of insurance contracts and certificates to ensure that negotiated items and conditions are incorporated in the final product. Subjectively formulates and implements corresponding policies and procedures based on approved contract terms. Maintains all insurance and insurance-related procurement records and/or documents for the Executive Branch and ensures their confidentiality. Performs other related duties as assigned.

INSURANCE ADMINISTRATOR OPEN COMPETITIVE EXAMINATION

Knowledge, Abilities & Skills

Knowledge of local and federal laws and regulations governing public health, dental and life group insurance programs and administration, and procurement of such services. Knowledge of the Department of Administration Personnel Rules and Regulations. Knowledge of health and life insurance trends and developments. Knowledge of supervision and management, modern businesses practices, and the principles and practices of contract negotiations. Ability to plan and direct programs and activities. Ability to interpret and apply pertinent laws, regulations, policies and other program guidelines. Ability to make decisions in conformance with established laws, regulations, policies and other program guidelines. Ability to identify problems and identify solutions. Ability to evaluate program effectiveness, and initiate/implement changes to enhance programs and operations. Ability to communicate clearly and concisely, both orally and in writing. Ability to work effectively with consultants, the negotiation team, employees, and the public. Ability to maintain records and prepare reports.

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 475-1141/1128/1132.

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.

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 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: doa.jobs@doa.guam.gov.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128/1132. 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

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.