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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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



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JOSHUA F. TENORIO

Lt. Governor (Sigundo Maga'láhi)

## AMENDMENT OF JOB ANNOUNCEMENT

### March 14, 2025

The following Government-Wide job announcement is amended to remove the (Area of Consideration:).

## GOVERNMENT WIDE COMPETITIVE EXAMINATION

To establish a list for the position of  
**PERSONNEL SPECIALIST III**  
Announcement Number: DOA131-25

Open: March 05, 2025 Close: March 25, 2025

### 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)

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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## GOVERNMENT WIDE COMPETITIVE EXAMINATION

### To establish a list for the position of **PERSONNEL SPECIALIST III** Announcement Number: DOA131-25

**Area of Consideration: DEPARTMENT OF ADMINISTRATION**

**Open: March 05, 2025 Close: March 25, 2025**

#### **GENERAL PAY PLAN (GPP)**

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#### Who Can Apply

Only permanent, government of Guam employees.

#### Qualification Requirements

Two (2) years of specialized experience as a Personnel Specialist II or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science or related fields; or

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

#### Necessary Special Qualification

Possession of a valid driver's license may be required.

#### Nature of work

This is complex professional public personnel administration work. Employee in this class perform the full range of complex professional duties in one or more functional speciality areas of the profession and may supervise a program having small to moderately large employee coverage.

#### Illustrative Examples of Work

Selects the proper test methodology to apply to a specific position classification; prepares proper documentation of test procedures; develops job-related selection devices such as written tests, performance tests, oral interview tests, assessment centers, and supplemental application forms which provide job-related rating guidelines; utilizes a variety of statistical tables to formulate interpretations on such items as cut-off scores, degrees of freedom, the significance of correlation coefficients, and the practical significance of written tests, orientates and guides less experienced staff on more complex validation and research studies. Conducts classification and pay studies covering a large variety of jobs; investigates classification appeals; participates in the collection and analyses of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay; drafts new or amended class standards; conducts training and orientation to employees and supervisors on classification concepts, policies and procedures; recommends new techniques and procedures to enhance program effectiveness; reviews a variety of requests for pay adjustments for technical soundness and conformance with governing guidelines and recommends appropriate action. Answers inquiries of employees and the public concerning job announcements and rating procedures; develops guidelines for evaluating and crediting education and experience in accordance with established class standards; reviews and recommends establishment or changes to existing rating standards; confers with agency heads/ supervisors regarding personnel needs and problems; evaluates a large variety of job applications for eligibility determination and certification; performs recruiting assignments, including writing material publicizing job openings and planning and assisting in developing sources of recruitment; plans and conducts studies and analyses directed toward improving the quality of recruitment programs and methods; prepares manuals and procedures. Conducts training workshops for government employees covering a wide variety of subject areas; develops subject-matter outlines, lesson plans and training aids; makes recommendation as to the character and quality of training given by training instructors; recommends the adjustments or modifications in training strategy or procedures to new or existing training packages; conducts needs assessment survey and recommends training plans accordingly; evaluates training programs and makes appropriate recommendations to enhance program effectiveness. Conducts investigations on alleged violations of personnel laws and regulations, grievances, and appeals; and reports findings, conclusions, and recommendations. Orientates and guides less experienced staff as assigned. May supervise the work of others. Prepares technical reports and position papers. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles, methods and practices of public personnel administration. Knowledge of the theory, principles and practices of test validation and personnel selection procedures, as required. Knowledge of the principles and practices of position classification and salary administration, as required. Knowledge of the principles, practices and techniques of employee training and development, as required. Knowledge of recruitment principles and practices for public employment with particular reference to eligibility determination, rating, and certification, as required. Ability to interpret, apply, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate program guidelines. Ability to gather and analyze facts and recommend appropriate action or solutions to personnel management problems. Ability to supervise the work of others may be required. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical reports. Skill in the safe operation of a motor vehicle may be required.

**PERSONNEL SPECIALIST III  
GOVERNMENT WIDE COMPETITIVE EXAMINATION**

**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 475-1141/1128/1132.**

**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 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.**

**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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).

  
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