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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

PSYCHOLOGIST

Announcement Number: DOA194-25

Open: May 09, 2025 – Closed: Continuous

GENERAL PAY 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 inquires 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

Two years of professional experience as a psychologist and graduation from a recognized college or university with a Master's degree in psychology, including completion of an approved internship; or
Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

Nature of work

This is responsible professional work in the field of psychology involved in the administration of psychological services program in the hospital, health clinics, correctional or educational institutions.

Illustrative Examples of Work

Diagnoses mental and emotional disorders of individuals and administers programs of treatment in the hospital; provides direct clinical treatment, including individual, group and milieu therapy; administers and interprets psychological tests; provides for emergency coverage involving screening patients for disposition as to need for admission to the mental health in-patient ward, crisis intervention counseling, psychotherapeutic treatment recommendations; attends and participates in case conferences, evaluations and consultations with psychiatric and medical personnel. Administers and interprets a battery of psychological instruments; conducts psychological and developmental assessments of young children with developmental disabilities; conducts group and individual parent and family counseling services; maintains liaison and coordinates with other appropriate agencies and programs within the community. Administers and interprets psychological evaluations of inmates under the Department of Corrections; conducts individual counseling and group therapy sessions; assists social workers and security personnel in identifying individual problem of the client-inmates; maps out treatment plans and makes recommendations as to best approach that will effectuate positive results in dealing with the client-inmates. Administers and interprets psychometric evaluations in the cognitive, perceptual, academic and affective domains; conducts interviews and provides counseling, individually and in groups, consults with parents and school personnel in regards to difficulties and problems manifested in the school environments and advises concerning methods and techniques which will best assist in the treatment; provides screening and placement of exceptional children into appropriate educational environment; participates in curriculum planning, change and implementation and testing programs to meet needs of students; cooperates with other professionals and specialists dealing with school-age children; follows through on individual school children to determine effectiveness of new classroom placements and/or programs; observes, evaluates and makes appropriate program modifications; provides consultant services to educational personnel within the school system, helping solve learning and social problems in the schools. Prepares detailed evaluations based upon application of a wide variety of psychological procedures and techniques, and serves as a psychologist resource person in evaluating and identifying problems in developing detailed and coordinated treatment plans and in conducting a wide variety of individual and group therapeutic and rehabilitative activities. Maintains records and prepares reports. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of psychology, including testing, diagnostic evaluation and psychotherapy. Knowledge of the principles and methods of psychological research. Knowledge of the current social, economic and health problems related to personality development. Knowledge of mental diseases, their symptoms, treatment and social implications. Ability to plan and administer psychological services program. Ability to use different behavioral modifications and therapeutic techniques or approaches. Ability to interpret and evaluate varied psychological data and develop recommendations. Ability to communicate effectively, orally and in writing. 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.

**PSYCHOLOGIST
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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 conditions 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 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

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.