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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
Governor (Maga'hága)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of BUDGET & MANAGEMENT ANALYST I

Announcement Number: DOA29-26

Open: April 20, 2026 – Close: May 08, 2026

GENERAL PAY PLAN (GPP)

OPEN: K-01; \$41,372 P/A – K-10; \$56,795 P/A

PROMOTION: K-01; \$41,372 P/A – K-18; \$72,918 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

Graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science or related field; or

Any equivalent combination of experience in the field of Budget and Management work and training which provides the minimum knowledge, abilities, and skills.

Nature of work

This is professional work involved in analyzing and evaluating the executive budget and providing preliminary recommendations. Employees in this class independently perform routine work in the preparation and administration of the budgets for operating departments of the Executive Branch after initial training, and work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Assists and provides guidance and direction to the departments/agencies on budget preparation, fiscal control, interpretation of executive policy and legislative intent pertaining to the use of appropriations, transfers of funds and related budgetary matters. Analyzes and evaluates the budget for assigned department/agency for accuracy and consistency with government-wide established priorities, guidelines, and revenue capabilities; prepares analytical reports and recommendations on the budget. Prepares comments on pending legislation and fiscal notes. Performs and assists higher level analysts with research and management studies related to the evaluation of department/agency programs. Represents the Bureau at Legislative Budget Hearings for the purpose of responding to queries by Senators on budget related matters. Reviews federal grant applications and makes appropriate recommendations and comments. Meets with department/agency heads, or their representative, to resolve programmatic or budgetary problems of the department. Prepares correspondence for the signature of the Director and/or Governor of Guam. Assists in the preparation of the Executive Budget and the Bureau's Annual Report. Assists in the development of Capital Improvement Projects Request to the Department of Interior. Reviews requests for personnel action, travel authorization, requisitions, purchase order, direct payment requests and contracts. Prepares analysis on departmental expenditure trend in comparison with revenue capabilities and makes appropriate recommendation. Perform related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices and methods of governmental budget administration and management. Ability to learn and understand the operations of departments/agencies for the purpose of budgeting and management. Ability to learn, interpret and apply laws, regulations and other program guidelines. Ability to analyze and interpret fiscal data and make recommendations regarding revenue capabilities. Ability to conduct research on budgetary and programmatic matters. Ability to work effectively with employees and the public. 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 475-1141/1128/1274.**

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

BUDGET & MANAGEMENT ANALYST I OPEN COMPETITIVE EXAMINATION

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 send a written notification to you explaining these requirements. You will have ten (10) calendar days from the date of your written notification to submit police and court clearances that are no older than one (1) month from the date of your written notification. The cost of the clearances is your responsibility. 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

Applicants may submit an employment application and any required documents for the position to DOAJOB@DOA.GUAM.GOV. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL ONLY BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.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 doajobs@doa.guam.gov.

Director of Administration

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.