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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 **ASSISTANT VOCATIONAL REHABILITATION ADMINISTRATOR**

Announcement Number: DOA71-26

Open: May 05, 2026 – 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](http://www.ggrf.com). For other inquires 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**

Graduation from a recognized college or university with a Master's degree in vocational rehabilitation services or closely related field and two (2) years of experience in vocational rehabilitation services, with at least one (1) year in a supervisor role; or

Graduation from a recognized college or university with a Bachelor's degree in Rehabilitation Counseling, Special Education, Social Work, Psychology or related field and three (3) years of experience in vocational rehabilitation services, with at least one (1) year in a supervisor role; or

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

#### **Nature of Work**

Assists the Vocational Rehabilitation Administrator (VRA) in overseeing the Division of Vocational Rehabilitation's (DVR) operations, ensuring effective program implementation, regulatory compliance, and service delivery improvements.

#### **Illustrative Examples of Work**

Assists the Vocational Rehabilitation Administrator in specific aspects of the Division of Vocational Rehabilitation operations. Assists in the development and implementation of initiatives to improve the quality, accessibility, and impact of vocational rehabilitation services. Support the development and implementation of program plans and policies under the direction of the Vocational Rehabilitation Administrator. Provide oversight and coordination for vocational rehabilitation service delivery, including outreach and client engagement. Strengthen interagency partnerships and community relationships to improve program effectiveness. Assists in organizing and facilitating training initiatives under the guidance of the Vocational Rehabilitation Administrator. Assists in reviewing budget expenditures and providing financial updates to the Vocational Rehabilitation Administrator as needed. Keeps abreast of current relevant laws, regulations and funding requirements to ensure division is in compliance with legal mandates under The Rehabilitation Act of 1973. Assists with managing performance evaluations, staffing and structural improvements. Support public education and awareness campaigns to enhance the visibility of vocational rehabilitation services and optimal utilization of resources. Assists in promoting initiatives to support employment, independent living and community participation to ensure that individuals with disabilities have access to the support and resources necessary to achieve employment outcomes and economic self-sufficiency. Act as a liaison with government agencies, advocacy groups, and business partners. Serve as acting Vocational Rehabilitation Administrator in their absence. Perform other related duties as required.

#### **Knowledge, Abilities & Skills**

Knowledge of vocational rehabilitation principles, services and resources. Knowledge of laws and regulations related to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act. Knowledge of vocational rehabilitation programs and services and the availability of community resources. Knowledge of program management, human resources, and financial oversight. Ability to coordinate and oversee service delivery improvements. Ability to establish and maintain effective working relationships with others to promote community support and awareness for vocational rehabilitation goals and objectives. Ability to communicate effectively, both orally and in writing. Ability to provide guidance and leadership to subordinates within the Division of Vocational Rehabilitation. Skill in the implementation of rehabilitation programs and system performance measures relative to the goals of the Division.

#### **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.

## ASSISTANT VOCATIONAL REHABILITATION ADMINISTRATOR 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 475-1141/1128/1274.**

### **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**

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**

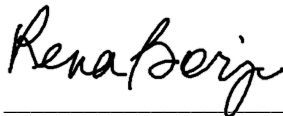
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will send a written notification to you explaining these requirements. 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](mailto: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](http://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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto: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.**