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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'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

June 15, 2026

HRD NO.: 26-288

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Proposed Creation and Amendment of Positions
RE: Human Resource Technician I and II
Human Resource Analyst I, II, III and IV
Personnel Services Administrator
Assistant Personnel Services Administrator

Buenas yan Håfa Adai! This is to respectfully request your approval for the creation and establishment of classification specifications for the Human Resource Technician I and II and the Human Resource Analyst I, II, III and IV positions in the classified services within the Human Resources Division, Department of Administration (DOA).

The creation of the new series of positions is based on a request from the Director of Administration and the Classification Branch's review of the duties and responsibilities currently being performed by the positions that exist on the current staffing pattern and are inherently DOA positions. The creation is necessary to capture the professional-level functions and duties of DOA HR personnel that are essential for the effective and efficient operation of human resource services within the government.

In addition to the proposed creations, this memorandum also requests to amend the class specifications of the Personnel Services Administrator and the Assistant Personnel Services Administrator positions to appropriately align the duties and responsibilities of the division both

structurally and organizationally within the overall composition of DOA. The proposed amendment will not affect the current pay grade of the positions.

Accordingly, the following is our recommended Hay Evaluation for the proposed creation of positions:

POSITION TITLE	KNOW HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Human Resource Technician I	D 1 1 132	C 2 C9% 29	C 1 C 33	194	I
Human Resource Technician II	D 1 2 152	C 3 25% 38	C 1 C 43	233	J
Human Resource Analyst I	E 1 2 200	E 3 33% 66	D 2 C 87	353	M
Human Resource Analyst II	E 1 2 230	E 3 38% 87	E 2 C 115	432	N
Human Resource Analyst III	E 1 3 264	E 3 38% 100	E 2 C 132	496	O
Human Resource Analyst IV	F 1 3 304	E 4 43% 115	E 3 C 152	571	P

Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days pursuant to 4 GCA §6303 (c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Director of Administration and the Governor for final approval.


Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201.

Dangkolo na Agradesimiento!



ROSEZETTE NT SANTOS

Attachments

<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED  <hr/> TONY C. AGUON, PSA Human Resources Division Date:
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NATURE OF WORK IN THIS CLASS:

This is complex human resource management administrative and consultative work involved in assisting the Human Resource Manager (DOA) in overseeing government-wide personnel administration services and human resource management programs of the Department of Administration.

This class plans, directs, and coordinates assigned human resource management services and programs. Serves as the Acting HR Manager in his or her absence and provides advice, assistance and support to executive management, department heads, elected officials, and the Director of Administration in matters affecting government human resources. Receives direction and oversees the control and coordination of services and programs through subordinate supervisors.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the administration of a centralized human resource management services and programs to include but not limited to position classification and compensation, recruitment and examination, employee training and development, employee leave sharing, employee/labor relations, drug-free workplace, and records management.

Plans, programs, directs, and controls one or more specialized area of personnel administration work; participates in overall divisional planning and integration of services and programs; develops a comprehensive program plan and formulates budget requirements.

Confers and consults with technical staff of the division; develops work programs and projects and improvements in activities and operations; controls and assures the effective implementation and conduct of activities.

Plans and conducts staff meetings; prepares and issues special instructions for non-routine and complex assignments; sets performance standards and reviews performance evaluations; recommends personnel needs, changes, and actions and directs and participates in staff training.

Assists the HR Manager in addressing political, sensitive, or controversial workforce management issues and in providing consultative services to human resources management professionals, department heads, and executive management.

Assists the HR Manager in evaluating human resource management services or operations by recommending plans to change or modify one or more major program; researching complex legal problems; and/or leading multi-department planning efforts to establish or re-establish HR policy and direction.

Prepares or coordinates the preparation of operational and technical personnel reports and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of human resource management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector.

Knowledge of personnel laws, rules and regulations, policies, and directives.

Knowledge of public and private sector trends in personnel or human resource management and labor relations.

Knowledge of the principles and practices of public administration and technical personnel work.

Knowledge of the principles and practices of supervision and management.

Knowledge of automated human resource systems and associated software such as spreadsheet, word processing, and database management systems.

Ability to lead and administer complex human resource management services and programs.

Ability to formulate overall objectives, strategies, programs, and resource requirements.

Ability to work effectively with the public and employees.

Skill in the analysis and interpretation of human resource management information or data and devise solutions to public personnel problems and/or implement changes in personnel laws, rules and regulations, policies and procedures.

Skill in planning, directing and evaluating human resource management services.

Skill in communicating effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three years of professional public personnel administration work, two (2) years in a supervisory capacity, and graduation from a recognized or accredited college or university with a master's degree in public or business administration, social sciences or related field; or

HUMAN RESOURCE ASSISTANT MANAGER (DOA)
(Proposed Amendment)

2.567

- B. Four years of professional public personnel administration work, two (2) years in a supervisory capacity, and graduation from a recognized or accredited college or university with a bachelor's degree in public or business administration, social sciences or related field; or
- C. Any equivalent combination of experience and training beyond the bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: JUNE 2026

PAYGRADE: R (GPP)

HAY EVALUATION:	KNOW-HOW:	F II 3	350
	PROBLEM SOLVING:	E 4 43%	152
	ACCOUNTABILITY:	E 3 C	<u>175</u>
	TOTAL POINTS		677

This standard revises and supersedes the standard established in July 1980.

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

NATURE OF WORK IN THIS CLASS:

This is complex human resource management administrative and consultative work involved in directing all human resource services and programs of the Department of Administration in accordance with departmental standards and mandates – the scope of which affects employees of all line departments and agencies of the Executive Branch, and to some extent employees of autonomous and semi-autonomous departments and agencies.

This class plans, directs, and coordinates a central group of complex human resource management services and programs requiring a network of contacts and the establishment and maintenance of inter-jurisdictional and interagency collaboration. Serves as the principal HR consultant furnishing advice, assistance and support to executive management, department heads, elected officials, and the Director of Administration in all matters affecting government human resources. Receives general direction and oversees the control and coordination of services and programs through more than one level of subordinate supervisors.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers centralized human resource management services and programs to include, but not limited to: position classification and compensation, recruitment and examination, employee training and development, employee leave sharing, employee/labor relations, drug-free workplace, and records management.

Administers and maintains the DOA Personnel Rules and Regulations; provides policy oversight and develops related human resource policies pursuant to DOA Rules, the Budget Act, and Executive Orders; reviews the rules and regulations proposed by autonomous agencies for approval.

Reviews unfair labor practice (ULP) complaints and requests for exclusive recognition from unions pursuant to the Public Employee-Management Relations Act (PEMRA); assists in conducting elections to determine if employee organizations may represent employees and negotiate a collective bargaining agreement (CBA).

Directs and provides oversight to staff or teams engaged in special studies and projects affecting government-wide human resource management services, programs, policies, and/or processes: develops, implements and maintains competitive pay plans and a classification system covering a large variety of occupational classifications and employees; develops, implements and maintains a merit-based recruitment and examination program.

Assists department/agency human resources management professionals and management in addressing political, sensitive, or controversial workforce management issues; serves as a principal HR analyst and consultant to executive management and department heads; testifies before legislative committees or special hearings as an HR expert witness.

Evaluates personnel management programs or operations; recommends plans to change or modify one or more major programs; leads multi-department planning efforts to establish HR policy and direction; plans, organizes and performs research of complex legal problems

affecting HR that may involve major areas of uncertainty in approach, methodology, or interpretation to identify appropriate courses of action.

Assumes responsibility for the effective and efficient handling and disposal of personnel and fiscal problems and needs of the division and its functions; prepares, presents, and justifies a budget.

Prepares and directs the preparation of comprehensive personnel reports and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the functions and organization of the government of Guam.

Knowledge of human resource management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector.

Knowledge of personnel laws, rules and regulations, policies, and directives.

Knowledge of public and private sector trends in personnel or human resource management and labor relations.

Knowledge of the principles and practices of public administration and technical personnel work.

Knowledge of the principles and practices of supervision and management.

Knowledge of automated human resource systems and associated software such as spreadsheet, word processing, and database management systems.

Ability to lead and administer complex personnel management services and programs.

Ability to formulate overall objectives, strategies, programs, and resource requirements.

Ability to analyze and interpret personnel management information or data, and devise solutions to public personnel problems and/or implement changes in personnel laws, rules and regulations, policies and procedures.

Ability to deal effectively with administrative, legislative, and diverse groups and individuals.

Ability to present program plans orally and in writing and promote acceptance and support.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four years of professional public personnel administration work, two years in a supervisory or managerial capacity, and graduation from a recognized or accredited college or university with a master's degree in public or business administration, social sciences or related field; **or**

**HUMAN RESOURCE MANAGER (DOA)
(Proposed Amendment)**

2.568

- B. Five years of professional public personnel administration work, two years in a supervisory or managerial capacity, and graduation from a recognized or accredited college or university with a bachelor's degree in public or business administration, social sciences or related field.

PREFERRED SPECIAL QUALIFICATIONS:

Possession of current certification as a Human Resources Professional or equivalent.

ESTABLISHED: JULY 1980

AMENDED: JUNE 2026

PAYGRADE: T (GPP)

HAY EVALUATION:	KNOW-HOW:	F III 3	460
	PROBLEM SOLVING:	F 4 50%	200
	ACCOUNTABILITY:	F 3 C	<u>264</u>
	TOTAL POINTS		924

This standard revises and supersedes the standard established in July 1980.

EDWARD M. BIRN, Director
Department of Administration

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Governor of Guam