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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.

Dàngkolo 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 moderately complex human resource management technical and analytical work involving a human resource service, program, or function of the Department of Administration.

This class independently performs professional work activities related to human resource management, evaluation, and development under a centralized human resource office on an ongoing basis and participates in more complex professional duties under closer supervision. Functional activities include but are not limited to recruitment and examination; records administration; position classification; compensation analysis and pay administration; employee management relations and services; employee training and development; human resources research and compliance and human resources program development and services.

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.)

Performs, coordinates, and monitors all technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Assists in program evaluation and development work or in special projects or studies; implements changes in newly established human resource systems, policies, and procedures.

Assists in the orientation and training of departmental representatives or human resource staff at operating departments.

Attend meetings with division and departmental personnel to provide and obtain information; presents and discusses issues and makes recommendations.

Coordinates work activities with representatives of other agencies or groups; explains policies and practices, procedures and actions to employees and supervisors of operating departments; provides advice and assistance in area(s) of specialty.

Assists or serves as a member in an assigned human resource management system audit.

Prepare technical records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the personnel, occupations, and work processes relative to operating departments in the government.

Knowledge of working details, established precedents, and basic principles, techniques, and processes which apply to one or more personnel administration function.

Knowledge of merit system principles and philosophy.

Knowledge of current practices and trends in human resource management and the laws, rules, regulations and contracts governing government employees in human resources matters.

Knowledge of pertinent reference sources, various occupations and sources of occupational information.

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

Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines.

Ability to exercise judgment, tact, and discretion in applying and explaining policies and procedures.

Ability to assist in difficult program evaluation and development activities, appellate or similar situations.

Ability to establish and maintain effective and cooperative working relationships with supervisors and departmental representatives from other organizations, other employees, and the general public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of specialized public personnel administration work experience 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
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

HUMAN RESOURCE ANALYST I (DOA)
(Proposed Creation)

2.563

NECESSARY SPECIAL QUALIFICATION:

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

ESTABLISHED: JUNE 2026

PAY GRADE: M (GPP)

HAY EVALUATION: KNOW-HOW: E 1 2 200
PROBLEM SOLVING: E 3 33% 66
ACCOUNTABILITY: D 2 C 87
TOTAL POINTS - 353

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Department of Administration

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Governor of Guam

NATURE OF WORK IN THIS CLASS:

This is complex human resource management technical and analytical work involving a human resource service, program, or function of the Department of Administration.

This class performs the full range of professional work activities related to human resource management, evaluation, and development under a centralized human resource office. Functional activities include but are not limited to recruitment and examination; records administration; position classification; compensation analysis and pay administration; employee benefits; employee management relations and services; employee training and development; human resources research and compliance; human resources program development and services; and labor relations.

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.)

Performs, coordinates, and monitors all technical processes and procedures of assigned program area in accordance with established rules, regulations and policies; conducts research, investigates, gathers facts, evaluates, and analyzes issues as appropriate.

Participates in program evaluation and development work or assists in special projects or studies; implements or coordinates the application of newly established human resource systems, policies, and procedures.

Participates in the orientation and training of departmental representatives or human resource staff at operating departments.

Attends meetings with division and departmental staff to provide and obtain information; presents and discusses issues and feasibility of various alternatives; makes recommendations.

Assists others and coordinates work activities with representatives of other agencies or groups; explains policies and practices, procedures and actions to employees, supervisors, and managers of operating departments; provides advice and assistance in area(s) of specialty.

Serves as a member in an assigned human resource management system audit.

Prepare technical records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the personnel, occupations, and work processes relative to operating departments in the government.

Knowledge of working details, established precedents, and basic principles, techniques, and processes which apply to one or more personnel administration function.

Knowledge of merit system principles and philosophy.

Knowledge of current practices and trends in human resource management and the laws, rules, regulations and contracts governing government employees in human resources matters.

Knowledge of pertinent reference sources, various occupations and sources of occupational information.

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

Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines.

Ability to gather, analyze, and clearly present facts and provide technical recommendations.

Ability to exercise judgment, tact, and discretion in applying and explaining policies and procedures.

Ability to recommend operational, procedural, program or policy changes.

Ability to establish and maintain effective and cooperative working relationships with supervisors and departmental representatives from other organizations, other employees, and the general public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in conducting research, gathering facts and analyzing issues.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

**HUMAN RESOURCE ANALYST II (DOA)
(Proposed Creation)**

2.564

- A. Three years of specialized public personnel administration work experience, including one year as a Human Resource Analyst I or Personnel Specialist II or equivalent, 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
- B. 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.

ESTABLISHED: JUNE 2026

PAYGRADE: N (GPP)

HAY EVALUATION:	KNOW-HOW:	E	I	2	230
	PROBLEM SOLVING:	E	3	38%	87
	ACCOUNTABILITY:	E	2	C	<u>115</u>
	TOTAL POINTS -				432

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NATURE OF WORK IN THIS CLASS:

This is complex human resource management technical and analytical work involved in leading a human resource service, program, or function of the Department of Administration.

This class leads strategic and operational activities including program evaluation and development under a centralized human resource office and provides technical advice in area(s) of specialty to administer and maintain the operational performance of human resource activities internally and externally government wide. Functional activities include but are not limited to recruitment and examination; records administration; position classification; compensation analysis and pay administration; employee benefits; employee management relations and services; employee training and development; human resources research and compliance; human resources program development and services; and labor relations.

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.)

Plans, assigns, schedules and assists in overseeing the work of subordinate analysts and specialists; provides advice and assistance and assures compliance with priorities and deadlines.

Provides orientation, training and development of trainees and other new employees in the functional area; provides continual guidance in program activities and operations; reviews completed assignments and endorses recommendations or requests for further study; assists in the evaluation of the work performance of subordinates.

Provides orientation and training for departmental representatives or human resource staff at operating departments as requested.

Participates in formulating program plans, justifications and policies; implements program plans and policies; recommends organizational, operational and legal changes as appropriate.

Attends meetings with all levels of division and departmental personnel to provide and obtain information; present and discuss issues and feasibility of various alternatives and to provide advice on human resource issues, recommended changes or reorganization, and other management matters.

Assists management and coordinates work activities with representatives of other agencies and groups; explains policies and practices, procedures and actions to employees, supervisors, and managers of operating departments and provides authoritative advice and assistance; promotes understanding and acceptance of actions.

Plans, participates or coordinates special projects and/or program evaluation and development studies; serves as a member or lead in an assigned human resource management system audit.

Prepares technical and operational records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the functions and organization of government.

Knowledge of public personnel administration concepts, principles, practices, methods and procedures.

Knowledge of merit system principles and philosophy.

Knowledge of current practices and trends in human resource management and the laws, rules, regulations and contracts governing government employees in human resources matters.

Knowledge of pertinent reference sources, various occupations and sources of occupational information.

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

Knowledge of report writing and the principles and practices of supervision.

Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines.

Ability to provide training in human resource management concepts, principles, practices, methods and procedures.

Ability to recommend program, operational, procedural, policy or legislative changes.

Ability to deal tactfully and effectively with all levels of departmental staff, other government employees, representatives of employee groups and the general public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

HUMAN RESOURCE ANALYST III (DOA)
(Proposed Creation)

2.565

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 conducting research, gathering facts and analyzing issues and providing recommendations for improvement.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four years of specialized public personnel administration work experience, including one year as a Human Resource Analyst II or Personnel Specialist III or equivalent, 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
- B. 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.

ESTABLISHED: JUNE 2026

PAYGRADE: O (GPP)

HAY EVALUATION:	KNOW-HOW:	E 1 3	264
	PROBLEM SOLVING:	E 3 38%	100
	ACCOUNTABILITY:	E 2 C	<u>132</u>
	TOTAL POINTS		496

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NATURE OF WORK IN THIS CLASS:

This is complex human resource management analytical and consultative work involved in administering or improving specialized or general human resource services and programs of the Department of Administration.

This class oversees, supervises and participates in a variety of special projects and program evaluation and development studies requiring extensive research and analysis of human resource issues, problems and conditions of a variable nature government-wide including semi- and autonomous agencies. Receives direction and serves as a team leader or works independently depending on size and scope of assigned program or project. May give assistance in the supervision and training of other Human Resource analysts or human resource programs of an operating department.

Functional activities include but are not limited to recruitment and examination; records administration; position classification; compensation analysis and pay administration; employee benefits; employee management relations and services; employee training and development; human resources research and compliance; human resources program development and services; and labor relations.

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 departmental representatives or other human resource management professionals in administering or implementing government-wide human resource programs, systems, or processes and provides guidance on human resource management practices.

Evaluates existing human resource management services or programs and determines the need for modification or revision; gathers information and data to identify trends; leads or participates in interagency committees to study human resource management problems or to develop and design new systems and programs.

Reviews existing federal and local legislation and regulations including case law and court standards; assists in the revision or development of human resource policies, procedures and systems to reflect changes or updates.

Provides interpretation and advice on appropriate application of existing and revised human resource-related federal or local laws, rules and policies; provides training and/or advises other human resource professionals on issues that involve applying or tailoring methods and procedures to certain personnel management functions or for conducting organizational or system improvement studies.

Performs research and analysis of human resources or related issues having government-wide impact; represents the department on task forces and committees or seeks input from standing committees; prepares written analysis including recommendations and alternative courses of action for resolving problems or issues.

Organizes or coordinates and administers audits of human resource management systems and practices as appropriate.

May serve as Human Resource consultant for one-or-more line departments; provides direct departmental support and advice on human resource management practices as appropriate.

Prepare descriptive, narrative, statistical and analytical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical practices and procedures involved in the administration of one or more public personnel administration program or function 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.

Knowledge of the principles and techniques of analytical research applicable to complex organizations.

Knowledge of the principles and processes involved in business and organizational planning, coordination and execution.

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

Ability to train and/or supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

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.

**HUMAN RESOURCE ANALYST IV (DOA)
(Proposed Creation)**

2.566

Skill in conducting research, gathering facts and analyzing issues and making decisions in accordance with human resource laws, rules, regulations, policies and other appropriate guidelines.

Skill in maintaining records and preparing reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of professional public personnel administration work, one year 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
- B. Three years of professional public personnel administration work, one year 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 which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

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

ESTABLISHED: JUNE 2026

PAYGRADE: P (GPP)

HAY EVALUATION:	KNOW-HOW:	F	I	3	304
	PROBLEM SOLVING:	E	4	43%	115
	ACCOUNTABILITY:	E	3	C	<u>152</u>
	TOTAL POINTS				571

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