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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 routine human resource management technical support work involving a human resource service, program, or function of the Department of Administration.

Employees in this class perform routine technical duties independently or under close supervision on a variety of more complex developmental assignments related to human resource management activities under a centralized human resource office. Functional activities include, but are not limited to recruitment, records and personnel administration, employee management relations and services; employee training and development and other human resources programs.

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.)

Receives and reviews employment applications for completeness and accuracy through the eHRP web system.

Utilizes automated human resources systems such as the Guam Financial Management Information Systems (GFMIS) and the eHRP web systems and Testing Management Information System Program, to enter data and/or employment application information.

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

Assists in the processing of new employees and provides routine information such as the application process, recruitment programs, employment benefits, retirement plans, personnel rules and regulations, and other routine matters to employees, management officials or the general public.

Maintains personnel database and office files; compiles employment data and prepares technical records and statistical reports as required.

Participates in program evaluation or in special projects or studies.

Assists with test proctoring, job fairs and other human resource programs and strategies.

Prepares correspondence for assigned program area as requested.

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

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and work processes relative to operating departments in the government.

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

Ability to interpret and apply personnel laws, rules, regulations, policies, procedures and other program requirements.

Ability to make decisions in accordance with appropriate guidelines.

Ability to explain and convey routine information regarding policies and procedures.

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

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two (2) years of specialized personnel technical supportive work and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

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

ESTABLISHED: JUNE 2026

PAY GRADE: I (GPP)

HUMAN RESOURCE TECHNICIAN I (DOA)
(Proposed Creation)

2.561

HAY EVALUATION:	KNOW-HOW:	D	I	1	132
	PROBLEM SOLVING:	C	2	29%	29
	ACCOUNTABILITY:	C	1	C	<u>33</u>
	TOTAL POINTS -				194

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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 support work involving a human resource service, program, or function of the Department of Administration.

Employees in this class perform complex technical duties and developmental assignments related to human resource management activities under a centralized human resource office. Functional activities include, but are not limited to recruitment, records and personnel administration, employee management relations and services; employee training and development and other human resources programs.

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.)

Coordinates the processing of personnel transactions; performs all technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Receives and reviews employment applications for completeness and accuracy, requests for additional information or supporting documents as required.

Assists in the evaluation of job applications to determine eligibility in accordance with established classification standards.

Reviews and processes requests for personnel actions for accuracy, completeness and in compliance with personnel rules and applicable statutory laws; ensures clearance and approval from required appointing authorities.

Utilizes automated human resources systems such as the Guam Financial Management Information Systems (GFMIS) and the eHRP web systems and Testing Management Information System Program, to enter data and/or employment application information.

Coordinates the establishment of eligibility lists and certification of eligibles for management review and approval.

Assists in conducting research and gathering data/information relating to projects in assigned area.

Assists in the processing of new employees and provides routine information such as the application process, recruitment programs, employment benefits, retirement plans, personnel rules and regulations, and other routine matters to employees, management officials or the general public.

Maintains personnel database and office files; compiles employment data and prepares technical records and statistical reports as required.

Participates in program evaluation or in special projects or studies.

Prepares correspondence for assigned program area as requested.

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

May serve as team or group leader over less experienced technical staff.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and work processes relative to operating departments in the government.

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

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

Ability to interpret and apply personnel laws, rules, regulations, policies, procedures and other program requirements.

Ability to make decisions in accordance with appropriate guidelines.

Ability to conduct research utilizing sources of occupational information.

Ability to explain and convey routine information regarding policies and procedures.

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

Ability to communicate effectively, orally and in writing.

Ability to lead subordinate technical staff.

Ability to maintain records and prepare reports.

Skill in maintaining personnel office files.

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

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of specialized personnel technical supportive work and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

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

ESTABLISHED: JUNE 2026

PAY GRADE: J (GPP)

HAY EVALUATION:	KNOW-HOW:	D	1	2	152
	PROBLEM SOLVING:	C	3	25%	38
	ACCOUNTABILITY:	C	1	C	<u>43</u>
	TOTAL POINTS -				233

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