

NATURE OF WORK IN THIS CLASS:

This is complex professional analytical and consultative work involving the specialized services and regulatory and compliance programs of the Department of Administration (DOA)

This class oversees, supervises and participates in a variety of special projects and program evaluations requiring extensive research and analysis of human resource issues, problems and conditions relating to the adherence to laws, regulations, policies and standards 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.

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.)

Develops administrative procedures and guidelines to be followed in the implementation of projects and activities to ensure compliance with regulations and standard operating procedures within the government of Guam.

Provides interpretation and guidance 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 regulatory and compliance issues that involve the application or methods and procedures to certain personnel management functions.

Conducts research, investigations and analysis of laws and rules or related issues having government-wide impact; performs internal and external audits of personnel rules and other related references and resources to evaluate adherence to government policies; prepares written analysis including recommendations and alternative courses of action for resolving problems or issues

Oversees the review of legislative bills and the preparation of reports required by the Guam Legislature, Civil Service Commission, Office of the Attorney General (AG), Office of the Governor or other regulatory agencies, requests for opinion of the AG as needed.

Reviews and responds to requests for documents in compliance with the Freedom of Information Act (FOIA) and Health Insurance Portability and Accountability Act (HIPPA.)

Reviews existing and newly created 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

Develops policies and formulates updates for human resources standard operating procedures, workflow processes for various sections within HR, personnel rules and regulations and government-wide circulars

Compiles and maintains regulatory and compliance documentation database or systems; maintains records and prepares descriptive, narrative, statistical and analytical reports.

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

Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of technical practices and procedures involved in the administration of compliance and regulatory programs including organizational and functional relationships within the public sector.

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

Knowledge of regulatory and compliance laws, regulations and related guidelines.

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

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

Ability to communicate complex regulatory requirements to internal and external stakeholders.

Ability to maintain current knowledge of existing and emerging regulations, standards, policies and laws.

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

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. Three (3) years of professional public personnel administration work with specialized experience in regulatory and compliance programs which demonstrates the ability to explain, apply or interpret rules, regulations, procedures, policies or precedents and two (2) years of experience in a supervisory capacity, and graduation from a recognized or accredited college or university with a Master's degree in public or business administration, human resources or related field; or

- B. Four (4) years of professional public personnel administration work with specialized experience in regulatory and compliance programs which demonstrates the ability to explain, apply or interpret rules, regulations, procedures, policies or precedents and two (2) years of experience in a supervisory capacity, and graduation from a recognized or accredited college or university with a bachelor's degree in public or business administration, human resources or related field; or
- C. Four (4) years of experience as a paralegal, two (2) years in a supervisory capacity and graduation from a recognized or accredited college or university with a bachelor's degree in legal studies.

NECESSARY SPECIAL QUALIFICATION:

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


ESTABLISHED: APRIL 2026

PAYGRADE: P (GPP)

HAY EVALUATION:	KNOW-HOW:	F 1 3	264
	PROBLEM SOLVING:	E 4 43%	115
	ACCOUNTABILITY:	E 3 C	<u>132</u>
	TOTAL POINTS		511



 EDWARD M. BIRN, Director
 Department of Administration



 LOURDES A. LEON GUERRERO
 Governor of Guam 