



JON J.P. FERNANDEZ
Superintendent of Education

DEPARTMENT OF EDUCATION HUMAN RESOURCES DIVISION

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ANTONETTE MUÑA SANTOS
Administrator

March 13, 2017

An Equal Opportunity Employer

A N N O U N C E M E N T **PSD-033-2017**

The Department of Education wishes to announce OPEN/COMPETITIVE EXAMINATION for the following class of position to **ESTABLISH A LIST**:

ADMINISTRATIVE OFFICER (2.010)

OPENING DATE: March 13, 2017 **CLOSING DATE:** March 24, 2017

SALARY: Pay Grade K – General Pay Plan (GPP)

Open: Step 1-10, \$33,911.00 - \$46,553.00 Per Annum

Promotional: Step 1-18, \$33,911.00 - \$59,768.00 Per Annum

DUTY: Twelve (12) Months

LOCATION: ANY SCHOOL OR DIVISION

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "All new employment in the service of the government of Guam *shall* have, as a reasonable measure of job performance, minimum requirement of 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 certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to P.L. No. 28-98, "No person convicted of a sex offense under the provisions 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."

NATURE OF WORK IN THIS CLASS:

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports.

Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.

Prepares work requests and purchase requisitions for office supplies, materials and equipment.

Interprets and explains administrative policies, rules, and procedures to employees and supervisors.

Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general administrative processes and office management practices.

Knowledge of management principles, practices and techniques.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to supervise the work of others.

Ability to prepare fund status reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

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|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

SUITABILITY DETERMINATION FORM:

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed, and dated. If it is not complete, or missing from your application, your application for this position will be rejected. **Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than three (3) months from the date of submitting your application.** In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Department of Education are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Department of Education, Personnel Rules and Regulations, all applicants selected for appointment in the Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Submission of police and court clearance must be accompanied with your employment application. The clearance must not be more than three (3) months old. In the event you are selected for the position, you may be required to submit updated clearances.

APPLICATION DEADLINE:

Applications shall be submitted to the DOE, *Human Resources Division* from 8:00 a.m. to 5:00 p.m., Monday through Friday except holidays, until **Friday, March 24, 2017.** Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a **DOE “Application for Employment”** form to the **DEPARTMENT OF EDUCATION, HUMAN RESOURCES DIVISION**. Applications can be obtained at our office, located on 500 Mariner Avenue, Bldg. A (Tiyan), Barrigada, Guam or visit the **Department of Education’s website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.



ANTONETTE MUÑA SANTOS,
Personnel Services Administrator

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