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## **JOB ANNOUNCEMENT** **"OPEN COMPETITIVE EXAMINATION"**

TO ESTABLISH A LIST FOR THE POSITION OF:

### **PAYROLL TECHNICIAN**

**SALARY:** Open: K-1, \$33,911 P/A - K-7, \$42,389 P/A  
Prom: K-1, \$33,911 P/A - K-18 \$59,768 P/A

**Announcement No: GGRF-18-03**

**Opening Date: MAY 21, 2018**  
**Closing Date: JUNE 4, 2018**

**WHO CAN APPLY:** Open to all government of Guam employees and the public.

**NATURE OF WORK:** This is technical payroll work involved in the preparation of payrolls and the maintenance of payroll records for a centralized Financial Management System of the Department of Administration and the Guam Government of Guam Retirement Fund.

**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.)* Establishes employees names on the on-line payroll control master; maintains a complete record of personnel actions and other deductions affecting new hires, changes in an employee's deduction and other adjustments; maintains a complete record of retiree and survivor master records capturing biographical data and annuity payments; updates payroll control master at pay period ending; verifies against computerized listing against the manual control master; releases control master for check write; prepares biweekly payroll summary report, payroll analysis every end of payroll period; prepares year-to-date social security contributions deductions; prepares, reviews and process annuity pension payments to retirees and survivors; identifies problems with the system and recommends improvement to systems programmer; may audit all special payments prior to signature of Payroll Supervisor; performs related duties as required.

**KNOWLEDGE, ABILITIES, AND SKILLS:** Knowledge of the practices and procedures of office management; ability to learn existing compensation plan, withholding tax procedures; payroll accounting procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees; ability to make decisions in accordance with appropriate program guidelines; ability to make arithmetic computations; ability to operator a computer terminal utilizing payroll programs; ability to work effectively with the public and employees; ability to communicate effectively, orally and in writing; ability to maintain records and prepare reports.

**QUALIFICATION REQUIREMENTS:**

- A. Four (4) years of experience in payroll work and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM EDUCATIONAL REQUIREMENTS:** All new employees (exclusive of a current Government of Guam employee to include re-employment/reappointment eligibles), shall be required to have a high school diploma or equivalent as allowed by P.L. 29-113 when applying for a position. Applicants claiming educational degrees or credit hours are required to provide official or verified copies of their transcripts, high school diploma, or GED certification.

**EXAMINATION REQUIREMENTS:** A written examination is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**INTERVIEW PROCEDURES:** A panel interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligible referred via certification.

**DRUG SCREENING:** All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualification.

**WORK ELIGIBILITY:** Public Law 99-603 (8 USC Section 132A) 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 Retirement Fund requires:

- \* Certified Birth Certificate
- \* U.S. Passport
- \* Naturalization Card
- \* Government of Guam I.D. Card
- \* Original Social Security Card
- \* Other proof of work eligibility

**POLICE & COURT CLEARANCE REQUIREMENTS:** Pursuant to Public Law 34-22 - Fair Chances Hiring Process Act, if selected for and offered employment with the Government of Guam, your selection will be conditional pending submission of a recent police and court clearance. The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your police and court clearances. Clearances must not be more than one (1) month old. The cost of the clearances is your responsibility. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**PURSUANT TO PUBLIC LAW 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."

**SUITABILITY DETERMINATION FORM:** Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for the position will be rejected.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** All applicants accepting employment with the Government of Guam Retirement Fund must take and pass an entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

**DISABILITY PREFERENCE:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health and Social Services.

**VETERANS PREFERENCE:** Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Verification from the Veteran's Administration is requested for those applicants claiming compensable disability.

**HOW AND WHERE TO APPLY:** Open to Government of Guam employees and the public. Applicants can obtain an "Application for Employment" form from the Director's Office 1<sup>st</sup> Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at [www.ggrf.com](http://www.ggrf.com).

For further information, call or contact us at the Administrative Services Division at 475-8937 or 475-8900.



**PAULA M. BLAS**  
Director, Retirement Fund

***"WE ARE AN EQUAL EMPLOYMENT  
OPPORTUNITY EMPLOYER"***