



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to the job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational program activities.

# ANNOUNCEMENT

August 22, 2023

**OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO THE AVAILABILITY OF FUNDS):**

<b><i>Code No. Position Title</i></b>		<b>Announcement No. 092-23</b>
<b>2.122 PROGRAM COORDINATOR III</b>		
<b><u>Salary Range:</u></b>		
Open: N-01 \$54,918.00 - N-07 \$68,648.00 Per Annum	<b><u>Opening Date:</u></b>	August 22, 2023
Prom: N-01 \$54,918.00 - N-18 \$96,793.00 Per Annum	<b><u>Closing Date:</u></b>	September 5, 2023

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Three (3) years of experience in planning, developing, coordinating, or implementing programs or projects or closely related work, and graduation from a recognized college or university with a bachelor’s degree; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**SELECTIVE FACTORS:**

- A) Must be knowledgeable with LiveText or other similar higher education data programs.
- B) Must be knowledgeable with accreditation aspects such as extracting and evaluating data from sources such as Colleague Reporting and Operating Analytics (CROA) and other databases and data reporting systems.

**QUALIFICATIONS REQUIRED:** Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized, accredited, or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK IN THIS CLASS:**

This is complex technical work involved in planning, developing, implementing, or coordinating federally funded or local programs and projects. Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of principles and practices of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs. Ability to plan, develop, implement, and coordinate federally funded projects and programs. Ability to interpret and apply pertinent laws, regulations, and related program guidelines. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**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, develops, implements and reviews federally funded projects and programs. Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding. Confers with department or agency heads, Grants and Aids officials, and others in achieving the fullest utilization of federal aid or local programs or projects. Participates and assists in the promotion and coordination of Federal Grant and Aid Laws. Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities. Assists in the preparation of plans and annual work programs. Assists in reviewing and analyzing budget request for federal funding. Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects. Collects and analyzes statistical data and performs research. Prepares financial reports for submission to federal agencies as required. Keeps abreast of developments and changes in federal laws, regulations, and congressional bills. May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs. Performs related duties as assigned.

## #092-23 2.122 PROGRAM COORDINATOR III

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.com>.

### **VETERANS / DISABILITY PREFERENCE:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

### **PREFERENTIAL HIRING STATUS:**

As a recipient of an educational loan or merit scholarship, you are entitled to first offer employment in accordance with Public Law 15-127 (notwithstanding any other laws may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (e.g., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**


All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO, and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
joseph.gumataotao (Aug 17, 2023 08:59 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Program.Coordinator.III.08/22/23*  
*Approved by CHRO 08/17/23*