



**DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
Barrigada, Guam 96913-1608  
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JON J.P. FERNANDEZ  
Superintendent of Education

ANTONETTE MUÑA SANTOS  
Administrator

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

**OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-013-2020)**

**PROGRAM COORDINATOR IV (2.123)\***

**OPENING DATE:** January 28, 2020      **CLOSING DATE:** February 10, 2020

**SALARY:** Pay Grade O – General Pay Plan (GPP)

Open: Step 1-10, \$49,897.00 - \$68,498.00 Per Annum

Promotional: Step 1-20, \$49,897.00 - \$87,943.00 Per Annum

**DUTY:** Probationary/Permanent Full-Time Appointment

**LOCATION:** DIVISION OF SPECIAL EDUCATION

**FUNDING:** FEDERAL

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING** - Four years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SELECTIVE FACTOR:** Applicants for this position must have knowledge of Individuals with Disabilities Educational Act (IDEA), and work experience in special education and related services program activities.

**NATURE OF WORK IN THIS CLASS:** Administers the programs and activities of federally funded 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.) Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids; Directs the development and preparation of comprehensive plans and annual work program; Provides consultation and technical assistance to program staff; Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program; Establishes program priorities and determine the most effective distribution of available federal funds; approves, rejects or modifies sub grantee applications; Confers with public officials and others to achieve the fullest utilization of federal grants and aids; Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirements or needs; Reviews and analyzes budget requests for federal funding submitted by departments and agencies; Directs various phases of research and statistical activities in support of the programs; Assesses staff training and technical assistance needs according to short and long range goals; Keeps abreast of developments and changes in federal laws, regulations, and congressional bills on federal grants and aid programs; Performs related duties as assigned; **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles and practices of modern public administration; Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid programs; Ability to administer the programs and activities of federally funded programs; Ability to evaluate operational effectiveness, implement changes in program functions to improve effectiveness; Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems; Ability to work effectively with the public and employees; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare reports.

**EMPLOYMENT BENEFITS:** This is a permanent, full-time position under the Division of Special Education. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

**APPLICATION SUBMISSION AND DEADLINE:** Employment applications may be obtained from our office, located at Building-B, 501 Mariner Avenue, (Tiyan) Barrigada or printed from the **Department of Education's website at [www.gdoe.net](http://www.gdoe.net)**. Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline.** Applications with supporting documents will be accepted up until **Monday, February 10, 2020** at the Human Resources Division Office, Room 103 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

**\*FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

**FOR ADDITIONAL INFORMATION:** Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.



**ANTONETTE MUÑA SANTOS,**  
*Personnel Services Administrator*

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