



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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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-014-2020)

CHIEF PAYROLL OFFICER (0.429) *

OPENING DATE: February 10, 2020 **CLOSING DATE:** February 21, 2020

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

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

Promotional: Step 1-18, \$49,897.00 - \$87,943.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: FINANCE AND ADMINISTRATIVE SERVICES

FUNDING: LOCAL

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – (a) Successful completion of a course in bookkeeping and four (4) years of experience in the preparation and maintenance of payroll records and one year in an administrative and/or supervisory capacity; or (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS: This is administrative and supervisory work involved in the preparation of payroll and the maintenance of payroll records for the Department of Administration and/or DOE's Guam Public School System. This class has broad responsibility for providing services to several governmental departments/agencies under the auspicious of the Department of Administration; and/or for DOE's Guam Public School System.

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.) Supervises the preparation of payroll for several departments and agencies under the auspicious of Department of Administration's computer payroll system; and/or for the Guam Public School System's (Department of Education) computer payroll system; Responsible for the accurate accounting of retirement, sick, and annual leave records of all employees; Recommends new procedures to update changes on payroll; Reviews and audits the work of subordinates and certifies the accuracy of the payroll summary for payment; Responsible for the preparation and proper distribution of salary checks; Responsible for the maintenance of accurate files and records on all matters pertaining to functions of the respective Payroll Branches (DOA and/or DOE); Keeps immediate supervisory advised as to laws and regulations involved in payroll preparation, as well as methods used in solving complicated payroll problems encountered; Prepares annual budget request for the operation and maintenance of the respective Payroll Branches (DOA and/or DOE); Prepares monthly, quarterly and annual progress reports; Keeps posted on all applicable laws, rules, regulations, policies and procedures pertaining to payroll functions; Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the principles and practices of office management; Ability to learn and apply existing compensation plans; withholding tax procedures; payroll accounting procedures; laws and regulations governing the legality of payroll actions; policies and procedures accomplishing payroll work, and all types of actions affecting the salaries of employees; Ability to supervise the work of others; Ability to make decisions in accordance with laws, rules and regulations; Ability to operate a computer terminal utilizing payroll process; 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 Finance and Administrative Services. 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, (Tiyari) Barrigada** or printed from the **Department of Education's website** at **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 ***Friday, February 21, 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

