



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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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-051-2019)

ADMINISTRATIVE OFFICER (2.010) *

OPENING DATE: July 1, 2019 CLOSING DATE: July 15, 2019

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

Open: Step 1-10, \$37,100.00 - \$50,931.00 Per Annum
Promotional: Step 1-18, \$37,100.00 - \$65,389.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Any School or Division

We are an Equal Opportunity Employer

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.

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.

EMPLOYMENT BENEFITS: This is a permanent, full-time position. 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. 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, July 15, 2019** 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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