



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6076/5/4/3

JOB ANNOUNCEMENT

(Open Competitive)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Budget Analyst	Announcement Number: EOE 037-2019
Salary: MINIMUM: K4-C \$27.58/hour; \$57,357.00 PER ANNUM MAXIMUM: K5-C \$28.70/hour; \$59,686.00 PER ANNUM	Open Date: May 28, 2019 Closing Date: June 11, 2019

MINIMUM QUALIFICATIONS:

- A. One year of technical experience in budget preparation and administration and graduation from a recognized college or university with a Bachelor's degree in business or public administration, economics, or related field; **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 complex technical work involved in budget formulation and administration.

Employees in this class perform the full range of complex budgetary activities, including independent work in specialized areas of the profession.

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.)

- Compiles and analyzes statistical, fiscal, and program information for budget formulation and administration.
- Examines budget estimates for completeness, accuracy and conformance with policies, procedures, federal and other program requirements.
- Provides technical advice and assistance to agency officials in the preparation of their program budget estimates.
- Prepares and assembles fiscal and statistical data, charts, graphs and reports for use in budgetary evaluations and budget hearings; attends budget hearings; maintains files of budgetary information.
- Writes periodic budget variance narratives and departmental trends analyses; performs research in general economic trends affecting the agency's spending patterns; recommends new formats of spending levels; advises on management and budgetary problems.
- Analyzes appropriation bills and evaluates the possible effects on departmental programs and fiscal operations.
- Develops instructions and guidelines for the preparation, analysis and control of departmental budgets.
- Analyzes accounting reports for the purpose of maintaining expenditure controls; prepares periodic budgetary reports.
- May prepare and maintain accounting records and reports.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, practices and techniques of budget administration.
- Knowledge of the basic principles, practices and techniques of accounting.
- Knowledge of the principles and practices of public administration.
- Ability to comprehend program goals, objectives and operations and to relate these to budgetary analysis.
- Ability to apply and promote the use of management techniques in departmental operations to obtain budgetary savings.
- Ability to evaluate and advice on management and budgetary problems.
- Ability to interpret and apply pertinent laws, regulations and other program guidelines.
- Ability to prepare and interpret financial reports and statements.
- Ability to learn and apply automatic data processing capabilities.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare technical and management reports.

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) All new employment in the service of the government of Guam *shall* have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law No. 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".



PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Personnel Services Division – Human Resources Section Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 by 5:00pm on the job vacancy announcement closing date. For more information call the Personnel Office at 671-300-6076/5/4 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"