



JON J.P. FERNANDEZ
Superintendent of Education

DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

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ANTONETE 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-032-2019)

PERSONNEL SPECIALIST IV (2.538)*

OPENING DATE: March 11, 2019 CLOSING DATE: CONTINUOUS (UNTIL FILLED)

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: HUMAN RESOURCES DIVISION

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – (a) Four years of specialized experience in public personnel administration work, including one year as a Personnel Specialist III or equivalent work; and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science or related fields; or (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION: Possession of a valid driver's license may be required.

NATURE OF WORK IN THIS CLASS: This is complex supervisory and professional public personnel administration work; Employees in this class supervise and perform the full range of complex professional duties in one or more specialized program 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.) Supervises the development and improvement of a wide variety of selection methodologies such as job analysis, content validity, criterion-related validity, assessment center and unassembled examination; evaluates and recommends the proper procedure for the formulation of interpretation of such items as cut-off scores, degree of freedom, the significance of correlation coefficients, and the practical significance of written tests; recommends approval in the selection of the proper test methodology to apply to a specific position classification; guides the conduct of the proper documentation of test procedures; Supervises and conducts classification and pay studies involving a large variety of jobs; supervises the review and disposition of classification and pay appeals; coordinates and participates in the collection and analysis of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay for a large variety of jobs; conducts training and orientation to employees and supervisors on position classification concepts, policies and practices, formulates and recommends improved program procedures and techniques; plans and implements position maintenance reviews; supervises the review and disposition of a variety of requests for pay adjustments; Supervises and conducts a variety of training workshops for government employees; plans and coordinates schedules of training courses; reviews contracts made with instructors and consultants in order to satisfy program guidelines; formulates new training proposals for government programs or training packages; directs training needs assessment surveys and evaluation studies for program effectiveness; Supervises a recruitment program servicing the non-autonomous departments and agencies; answers inquiries of employees and the public concerning employment matters; develops rating schedules, procedures, and guidelines for the evaluation of training and experience in accordance with established class standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates job applications for a variety of job announcements for eligibility determination and certification; performs recruiting assignments which include writing materials publicizing job openings, and planning and developing sources of recruitment; plans and conducts studies and analyses directed toward improving the effectiveness of recruitment programs and methods; Meets with agency heads to evaluate personnel needs and problems; conducts research studies; formulates procedures and technical recommendations of major scope and impact; Maintains records and writes complex technical reports; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles, methods, and practices of public personnel administration; Knowledge of the principles, theory and practices of test validation and personnel selection procedures, as required; Knowledge of the principles and practices of position classification and salary administration, as required; Knowledge of the principles, practices and techniques of employee training and development, as required;

Knowledge of public employment recruitment principles and practices, with particular reference to eligibility determination, rating, and certification, as required; Ability to supervise the work of others; Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines; Ability to gather, analyze, draw valid conclusions and recommend appropriate action from facts and information; Ability to evaluate program effectiveness and recommend changes in techniques, procedures and practices to enhance effectiveness; Ability to work effectively with employees and the public; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare technical reports; Skill in the safe operation of a motor vehicle may be required.

EMPLOYMENT BENEFITS: This is a permanent, full-time position under the Office of the Superintendent – Internal Audit Office. 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 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

