



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913-1608
Tel: (671) 475-0496
www.gdoe.net



JON J.P. FERNANDEZ
Superintendent of Education

THIS SUPERSEDES PREVIOUS JOB ANNOUNCEMENT

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-037-2019)

PROGRAM COORDINATOR III (2.122)*

OPENING DATE: April 9, 2019 **CLOSING DATE:** April 23, 2019

SALARY: **Pay Grade N – General Pay Plan (GPP)**
 Open: **Step 1-10, \$45,014.00 - \$61,796.00 Per Annum**
 Promotional: **Step 1-20, \$45,014.00 - \$79,338.00 Per Annum**

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

LOCATION: **Chamorro Studies and Special Projects Division**

FUNDING: **Local**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – (A) Three years of experience in planning, developing, coordinating or implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; or (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR: Must have knowledge and experience of programs and project activities in Chamorro Language and Culture.

NATURE OF WORK IN THIS CLASS: This is complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects; Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession; Employees often serve as team or group leaders over less experienced professional staff.

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.)* Plans, develops, implements and reviews federally funded projects and programs; Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding; Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects; Participates and assist in the promotion and coordination of Federal Grant and Aid Laws; Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities; Assists in the preparation of plans and annual work programs; Assists in reviewing and analyzing budget requests for federal funding; Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects; Collects and analyzes statistical data and performs research; Prepares financial reports for submission to federal agencies as required; Keeps abreast of developments and changes in federal laws, regulations, and congressional bills; May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local 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, and regulations, policies and procedures regarding federal aid or local programs; Ability to plan, develop, implement, and coordinate federally funded projects and programs; Ability to interpret and apply pertinent laws, regulations, and related program guidelines; Ability to make work decisions in accordance with appropriate program guidelines; Ability to work effectively with the public and employees; Ability to communicate effectively, orally and in writing; Ability maintain records and prepare reports.

EMPLOYMENT BENEFITS: This is a permanent, full-time position under Chamorro Studies and Special Projects Division. 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 **Tuesday, April 23, 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.**

Page 2 of 2
PC III (2.122) w/SF
CS&SPD
April 9, 2019

***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 MUNA SANTOS,
Personnel Services Administrator

iris
