



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-040-2019)

AUDITOR III (2.362)*

OPENING DATE: April 10, 2019 CLOSING DATE: May 8, 2019

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

Open: Step 1-10, \$45,014.00 - \$61,796.00 Per Annum

Promotional: Step 1-18, \$45,014.00 - \$79,338.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: OFFICE OF THE SUPERINTENDENT – INTERNAL AUDIT OFFICE

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – A) Two (2) years of experience as an Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Accounting or related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

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

NATURE OF WORK IN THIS CLASS: This is complex professional auditing work involved in financial, operational, and compliance examinations and evaluations of varied programs of the government with varied funding sources under the Internal Audit Division, Bureau of Budget and Management Research; of under the Internal Audit Section, Guam Power Authority; or under the Internal Audit Section, Guam Memorial Hospital Authority; the Office of the Public Auditor, the Guam Public School System and the Guam International Airport Authority; Employees in this class perform the full range of complex professional auditing duties, including independent work in specialized areas of the profession, and serve as auditor-in-charge in large auditing assignments. **ILLUSTRATIVE EXAMPLES**

OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all of the duties listed.) Leads in the conduct of complex financial, operational, and compliance examinations and evaluations of a variety of programs and activities of the government involving varied and large funding; develops and writes audit program for large audit assignments; tests accounting records and evaluates adequacy and application of accounting financial, and operational control; evaluates the degree of compliance with established laws, regulations, policies and procedures; evaluates reliability of reports, records and other supporting data; evaluates quality of department's/agency's performance in carrying out assigned responsibilities and the extent to which desired results or benefits are being achieved; Confers with department/agency officials regarding audit findings and problems; Writes reports of audit findings, conclusions, and recommendations of more efficient management of government funds and programs; Performs related duties as required. **MINIMUM KNOWLEDGE,**

ABILITIES AND SKILLS: Knowledge of the principles, practices and techniques of accounting and auditing; Knowledge of the basic principles, and practices of management; Ability to lead the work of others; Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines; Ability to learn and apply computer system application in the accounting field; Ability to examine and evaluate financial documents, statements, and other operating reports; Ability to work effectively with employees and the public; Ability to communicate effectively; Ability to maintain records and prepare audit reports; Skill in internal auditing techniques and practices; 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 up until Wednesday, May 8, 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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