

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

OPEN: October 22, 2018

CLOSING DATE: November 05, 2018

ANN. NO.: 19-0096

POSITION TITLE: PERSONNEL SPECIALIST III

CLASS CODE: 2.537

SALARY:

OPEN: N-01 \$45,014.00 per annum to N-10 \$61,796.00 per annum
PROMOTION: N-01 \$45,014.00 per annum to N-18 \$79,338.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of specialized experience as a Personnel Specialist II 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:

- This is complex professional public personnel administration work.
- Employees in this class perform the full range of complex professional duties in one or more functional specialty areas of the profession and may supervise a program having small to moderately large employee coverage.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the principles, methods and practices of public personnel administration.
- Knowledge of the theory, principles 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 recruitment principles and practices for public employment with particular reference to eligibility determination, rating, and certification, as required.
- Ability to interpret, apply and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate program guidelines.
- Ability to gather and analyze facts and recommend appropriate action or solutions to personnel management problems.
- Ability to supervise the work of others may be required.
- 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.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, 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 of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is the at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

INTERVIEW PROCESS: Upon receipt of the applicant's Notice of Eligible Rating applicants who are interested to be interviewed while off-island (regardless of the duration of stay) must inform the Human Resources Department in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for eligibles referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews.**

DRUG SCREENING: This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. As applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. [Exception: If the position change is for thirty (30) days or less, or the applicant is a classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test required.] The selection is contingent upon a negative drug test result and thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employee may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provide to the selecting official and the Personnel Services Administrator of Human Resources Department, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which an applicant refuses or ignores the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

IMPORTANT INFORMATION: Public Law 99-603 (8USU, 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.

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.

WHERE TO APPLY: Applicants must submit the "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2171/2320 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96911. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"

APPROVED:



PETER JOHN D. CAMACHO, MPH
Hospital Administrator/CEO

"EQUAL OPPORTUNITY EMPLOYMENT"