



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-027-2020)**

**PROGRAM COORDINATOR III (2.122)\***

**OPENING DATE:** June 24, 2020      **CLOSING DATE:** July 8, 2020

**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:**        **FEDERAL PROGRAMS**  
                             **CONSOLIDATED GRANT/EDUCATION STABILIZATION FUND**

**FUNDING:**        Federal

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING** - 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 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 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 Federal Programs. 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.

**Special Note:** Due to COVID19 Pandemic, the Guam Department of Education highly encourages applications to be submitted electronically. If submission is in person, you will be required to wear a facial mask before entering into the GDOE Building. Additionally, application must be filled out completely prior to visiting our office, must be prepared to have your own use of a pen, must make your own copies of documents prior (if needed).

**APPLICATION SUBMISSION AND DEADLINE:** Employment applications may be obtained from our website <https://sites.google.com/a/gdoe.net/personnel/home/forms> or in office, located at **Building-B, 501 Mariner Avenue, Barrigada**. 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, July 8, 2020** at the Human Resources Division Office 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 email Iris M. Cruz, Personnel Specialist at [imcruz@gdoe.net](mailto:imcruz@gdoe.net).

**ANTONETTE MUÑA SANTOS,**  
Personnel Services Administrator

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