



OFFICE OF THE ATTORNEY GENERAL

Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 901
Tamuning, Guam 96913

LEEVIN TAITANO CAMACHO
Attorney General

JOB ANNOUNCEMENT

PROGRAM COORDINATOR III

(Position Code No. 2.122)

PAY GRADE:

OPEN: N-01, \$45,014 P/A - N-10, \$61,796 P/A

PROMOTION: N-01, \$45,014 P/A - N-18, \$79,338 P/A

ANNOUNCEMENT NO. AG19-JA7

AREA OF CONSIDERATION: OPEN

APPLICATIONS WILL BE ACCEPTED FOR THE FOLLOWING PERIOD:

OPENS: April 3, 2019

CLOSES: April 17, 2019

QUALIFICATION REQUIREMENTS

- A) Three (3) 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.

NATURE OF WORK

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

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 Grant and Aids or local programs. Performs related duties as assigned.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid and 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 to maintain records and prepare reports.


MINIMUM EDUCATIONAL REQUIREMENTS

All new employees (defined as excluding current government of Guam employees, or former government of Guam who are eligible for re-employment or reappointment), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by Attorney General.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475 3324 extension 5110/5115/5120.

PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.
EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position being hired for.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
DRUG SCREENING	Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
WHERE TO APPLY	Submit job applications at Office of the Attorney General, Administration Division, 590 S. Marine Corps Drive, Ste. 706, Tamuning, Guam 96913 between the hours of 8:00 a.m. - 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org, or visit us at 590 S. Marine Corps Drive, ITC Building, 9th floor, Tamuning, Guam 96913



JACQUELINE Z. CRUZ
Chief of Staff