



**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**

*To establish a list for the position of*  
**PERSONNEL SPECIALIST III**  
 (Position Code No. 2.537)

**PAY GRADE/SALARY**

**OPEN:** N-1, \$45,014 P/A - N-10, \$61,796 P/A  
**PROMOTION:** N-1, \$45,014 P/A - N-18, \$79,338 P/A

**ANNOUNCEMENT NO.** AG19-JA15

**AREA OF CONSIDERATION:** DEPARTMENTAL

**APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:**  
**OPENS:** May 28, 2019  
**CLOSES:** June 10, 2019

**QUALIFICATION REQUIREMENTS**

- 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.

**NATURE OF WORK**

This complex professional public personnel administration work. Employee 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.

**ILLUSTRATIVE EXAMPLE OF WORK**

Selects the proper test methodology to apply to a specific position classification; prepares proper documentation of test procedures; develops job-related selection devices such as written tests, performance tests, oral interview tests, assessment centers, and supplemental application forms which provide job-related rating guidelines; utilizes a variety of statistical tables to formulate interpretations on such items as cut-off scores, degrees of freedom, the significance of correlation coefficients, and the practical significance of written tests; orientates and guides less experience staff on more complex validation and research studies. Conducts classification and pay studies covering a large variety of jobs; investigates classification appeals; participates in the collection and analyses of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay; drafts new or amended class standards; conducts training and orientation to employees and supervisors on classification concepts, policies and procedures; recommends new techniques and procedures to enhance program effectiveness; reviews a variety of requests for pay adjustment for technical soundness and conformance with governing guidelines and recommends appropriate action. Answers inquiries of employees and the public concerning job announcements and rating procedures; develops guidelines for evaluating and crediting education and experience in accordance with established class standards; reviews and recommends establishment or changes to existing rating standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates a large variety of job applications for eligibility determination and certification; performs recruiting assignments, including writing material publicizing job openings and planning and assisting in developing sources of recruitment; plans and conducts studies and analyses directed toward improving the quality of recruitment programs and methods; prepares manuals and procedures. Conducts training workshops for government employees covering a wide variety of subject areas; develops subject-matter outlines, lesson plans and training aids; makes recommendation as to the character and quality of training given by training instructors; recommends the adjustments or modifications in training strategy or procedures to new or existing training packages; conducts needs assessment survey and recommends training plans accordingly; evaluates training programs and makes appropriate recommendations to enhance program effectiveness. Conducts investigations on alleged violations of personnel laws and regulations, grievances, and appeals; and reports findings, conclusions, and recommendations. Orientates and guides less experienced staff as assigned. May supervise the work of others. Prepares technical reports and position papers. Performs related duties as required.

<b>KNOWLEDGE, ABILITIES &amp; SKILLS</b>	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 and 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.
<b>MINIMUM EDUCATIONAL REQUIREMENTS</b>	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.
<b>DOCUMENTATION REQUIREMENTS</b>	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.
<b>PROHIBITION PURSUANT TO P.L. 28-98</b>	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.
<b>EXAMINATION REQUIREMENTS</b>	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.
<b>INTERVIEWING PROCEDURES</b>	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
<b>EMPLOYMENT MEDICAL EXAMINATION</b>	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.
<b>WORK ELIGIBILITY</b>	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.
<b>DRUG SCREENING</b>	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.
<b>VETERAN'S PREFERENCE</b>	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.
<b>WHERE TO APPLY</b>	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 9 <sup>th</sup> floor, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at <a href="http://www.guamag.org">www.guamag.org</a> . <b>Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</b>
<b>FOR MORE INFORMATION</b>	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or <a href="mailto:hr@guamag.org">hr@guamag.org</a> , or visit us at 590 S. Marine Corps Drive, ITC Building, 9th floor, Tamuning, Guam 96913



**JACQUELINE Z. CRUZ**  
Chief of Staff