



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	
<p style="text-align: center;">DATA PROCESSING MANAGER (Position Code No. 2.630)</p> <p style="text-align: center;">PAY GRADE/SALARY</p> <p>OPEN: Q-01, \$60,482 P/A - Q-10, \$83,029 P/A PROMOTION: Q-01, \$60,482 P/A - Q-10, \$106,599 P/A</p>	<p>ANNOUNCEMENT NO. AG19-JA18</p> <p>AREA OF CONSIDERATION: OPEN</p> <p>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD: OPENS: June 10, 2019 CLOSES: CONTINUOUS</p>
QUALIFICATION REQUIREMENTS	<p>A) Four years of progressively responsible experience in computer systems programming and analysis work, two years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field; OR</p> <p>B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
NATURE OF WORK	Administers the systems analysis, programming and computer operations and activities of an autonomous agency.
ILLUSTRATIVE EXAMPLE OF WORK	Administers data processing activities pertaining to application design, programming and system software. Provides cost estimates information for computer services, recommends for uses of data processing equipment; evaluates and analyzes equipment requirements and capabilities. Confers with management to define boundaries and priorities of tentative projects to determine processing requirements to meet current and future informational needs and to determine the equipment capabilities necessary to meet these requirements. Evaluates and analyzes documentation on each hardware and software; prepares recommendations pertaining to software acquisition, training requirement, hardware configuration and personnel. Keeps abreast of current developments and changes in automatic data processing functions. Reviews system development outputs and discusses problems with system personnel. Performs related duties as required.
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of the functions and capabilities of data processing. Knowledge of the principles, practices and techniques of computer programming and systems analysis. Knowledge of the principles and practices of management and the administrative process. Ability to administer electronic data processing systems and activities. Ability to evaluate systems and processes and recommend adapting to cost savings electronic data processing techniques to improve program effectiveness. Ability to make decisions in accordance with appropriate program guidelines. Ability to interpret and apply pertinent laws, regulations and other program guidelines. Ability to prepare cost estimate information for computer services. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Skill in systems design and data processing.
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 in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 9 th floor, Ste. 901, 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 www.oagg Guam.org . 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, Ste. 901, Tamuning, Guam 96913



JACQUELINE Z. CRUZ
 Chief of Staff

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.