



OFFICE OF THE ATTORNEY GENERAL
Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 706
Tamuning, Guam 96913

LEEVIN TAITANO CAMACHO
Attorney General

AMENDMENT OF JOB ANNOUNCEMENT

June 7, 2019

The following job announcement is amended as follows.

Personnel Specialist I: AG19-JA14

| | FROM | TO |
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| OPEN: | K-1, \$33,911 P/A - K-10, \$46,553 P/A | L-1, \$37,100 P/A - L-10, \$50,931 P/A |
| PROMOTION: | K-1, \$33,911 P/A - K-18, \$59,768 P/A | L-1, \$37,100 P/A - L-18, \$65,389 P/A |



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.



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

Leevin Taitano Camacho
Attorney General

| JOB ANNOUNCEMENT | |
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| <p>PERSONNEL SPECIALIST I (Position Code No. 2.535)</p> <p>PAY GRADE/SALARY</p> <p>OPEN: K-1, \$33,911 P/A - K-10, \$46,553 P/A PROMOTION: K-1, \$33,911 P/A - K-18, \$59,768 P/A</p> | <p>ANNOUNCEMENT NO. AG19-JA14</p> <p>AREA OF CONSIDERATION: OPEN</p> <p>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD: OPENS: May 28, 2019 CLOSES: June 10, 2019</p> |
| QUALIFICATION REQUIREMENTS | <p>A) Graduation from a recognized college or university with a Bachelor's degree in public or business administration, behavioral or social science or related fields; or</p> <p>B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p> |
| NATURE OF WORK | This is routine professional public personnel administration work. Employee in this class perform routine duties in one or more program functional areas of the profession independently after initial training, and work under closer supervision on a variety of more complex developmental assignments. |
| ILLUSTRATIVE EXAMPLE OF WORK | Conducts position classification and pay studies; interviews employees, supervisors and administrative officials regarding positions under study; makes preliminary classification and pay allocations; recommends amendments to established class standards and drafts new class standards. Participates in the conduct of job analysis to assess the job content of positions and the content validity of existing written tests; participates in developing written and performance tests; compiles numerical data and calculates the mean and standard deviation. Participates in instructing and presenting training workshops; assists in preparing and developing training materials and teaching aids; participates in coordinating federal and local training programs; assists in conducting training needs assessment surveys. Reviews job applications and rates candidates' training and experience for a large variety of job announcements; writes materials publicizing job openings and assists in developing sources of recruitment. Reviews complaints regarding alleged unfair employment practices or violations of rules, laws and regulation, and prepares reports of investigation. Responds to inquiries, regarding the application of personnel laws, rules, regulations, and other guidelines. Maintains records and prepares technical reports. Performs related duties as required. |
| KNOWLEDGE, ABILITIES & SKILLS | Knowledge of the principles, methods and techniques of personnel administration. Ability to learn and apply the principles, techniques and practices of assigned specialty area such as test construction and validation, position classification and pay administration, employee training and development recruitment. 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 information and draw valid conclusions. 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. |
| 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. |

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| 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, 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.oagguam.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, Tamuning, Guam 96913 |



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