



JOB ANNOUNCEMENT
"OPEN COMPETITIVE EXAMINATION"
TO ESTABLISH A LIST FOR THE POSITION OF:

PERSONNEL SPECIALIST III

SALARY: Open: N-01, \$45,014 P/A - N-07, \$56,268 P/A
Prom: N-01, \$45,014 P/A - N-18, \$79,338 P/A

Announcement No: GGRF-21-01

Opening Date: January 05, 2021
Closing Date: January 25, 2021

NATURE OF WORK IN THIS CLASS: This is complex professional public personnel administration work. Employees in this class performs 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 EXAMPLES OF WORK: *(Any one position may not include all of the duties listed nor do the examples cover all the duties which may be performed.)* 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 implementations 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 experienced 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 adjustments 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.

KNOWLEDGE, ABILITIES AND SKILLS:

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, 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 and 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.

QUALIFICATION REQUIREMENTS:

- A. Two (2) 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.

MINIMUM EDUCATIONAL AND DOCUMENTATION REQUIREMENTS: All applicants shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position. Applicants claiming educational degrees or credit hours are required to provide an official or verified copy of their transcripts, high school diploma, or GED certification.

EXAMINATION REQUIREMENTS: A written examination is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education, and experience in relation to the requirements of the position.

PURSUANT TO PUBLIC LAW 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".

INTERVIEW PROCEDURES: A panel interview or interview by telephone (if off-island) will be held by the appointing authority or his/her designee for all eligible referred via certification.

PRE-EMPLOYMENT MEDICAL EXAMINATIONS:

All applicants accepting employment with the Government of Guam Retirement Fund must undergo and pass an entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

WORK ELIGIBILITY: Public Law 99-603 (8 USC Section 132A) requires the Government of Guam to verify the identify and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam Retirement Fund requires:

- | | |
|-------------------------------|-----------------------------------|
| * Certified Birth Certificate | * Government of Guam I.D. Card |
| * U.S. Passport | * Original Social Security Card |
| * Naturalization Card | * Other proof of work eligibility |

DRUG SCREENING: All applicants tentatively selected for this position will be required to submit to a mandatory urinalysis to screen for illegal drug use prior to appointment. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such pre-employment drug test requirement shall be handled as a disqualification and grounds for rescinding the offer of appointment.

POLICE & COURT CLEARANCES: Pursuant to Public Law 34-22 – Fair Chances Hiring Process Act, if selected for and offered employment for the Government of Guam, your selection will be conditional pending submission of a recent police and court clearance. The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your police and court clearances. Clearances must not be more than one (1) month old. The cost of the clearances is your responsibility. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete or missing from your application, your application for this position will be rejected.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health and Social Services.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Verification from the Veteran's Administration is requested for those applicants claiming compensable disability.

HOW AND WHERE TO APPLY: Open to all government of Guam employees and the public. Applicants can obtain an "Application form for Employment" form from the Director's Office, 1st Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at www.ggrf.com. Applications must be submitted to the Director's Office, 1st Floor, Government of Guam Retirement Fund on or before 5:00 p.m. on the date of closing.

For further information, call or contact us at the Administrative Services Division at 475-8952 or 475-8900/01.

APPROVED:

PAULA M. BLAS
Director, Retirement Fund

"WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"