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## **JOB ANNOUNCEMENT**

### **"DEPARTMENTAL COMPETITIVE EXAMINATION"**

TO ESTABLISH A LIST FOR THE POSITION OF:

# **ADMINISTRATIVE SERVICES OFFICER**

**Announcement No: GGRF-25-08**

**SALARY:** Open: N-1, \$54,918 P/A - N-10, \$75,392 P/A  
Prom: N-1, \$54,918 P/A - N-18, \$96,793 P/A

**Opening Date: January 30, 2025**  
**Closing Date: February 12, 2025**

#### **WHO CAN APPLY:**

Only permanent, government of Guam employees at the Retirement Fund can apply. The appointing authority has identified this position as a career developmental opportunity for employees pursuant to Rule 4.101.A1.

#### **QUALIFICATION REQUIREMENTS:**

Four years of progressively responsible experience in management services work, and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences, or related fields; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

#### **NATURE OF WORK:**

Administers a comprehensive administrative services program for a large department or agency.

#### **ILLUSTRATIVE EXAMPLES OF WORK:**

Administers the administrative services functions for the department including personnel and training, budget preparation, funds management, and procurement. Develops, amends, and interprets administrative policies and procedures and other guidelines governing management services. Confers with program administrators and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines. Conducts management and personnel studies or survey to improve management services. Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department. Provides technical guidance to program administrators in securing and administering federal grants in aid; assures compliance with local and federal regulations and program guidelines. Prepares correspondence and reports concerning the administrative operations of the department. Performs related duties as required. *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)*

#### **MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles, practices and techniques of public administration. Ability to administer management services, including budget preparation and funds management, personnel management, procurement. Ability to make work decisions in accordance with appropriate program guidelines. Ability to interpret and apply pertinent program guidelines. Ability to evaluate management services effectiveness and recommend or initiate changes in policies, procedures and program requirements to improve effectiveness. 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 employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of a high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

#### **DOCUMENTATION REQUIREMENTS:**

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. **For more information, please contact the Administrative Services Division at (671) 475-8932/8952.**

#### **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 the position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

**PROHIBITION 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.

**EXAMINATION REQUIREMENTS:**

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

**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 EXAMINATION:**

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 identity 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:**

Applicants selected for and offered employment with the Government of Guam Retirement Fund shall undergo and pass a mandatory drug test before being employed; this also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment.

**POLICE & COURT CLEARANCE REQUIREMENTS:**

Pursuant to Public Law 34-22 - Fair Chances Hiring Process Act, if selected for and offered employment with the Government of Guam Retirement Fund, your selection will be conditional pending submission of a recent police and court clearance and taking and passing a drug test (see Drug Screening section the announcement). 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 from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. 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.

**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:**

Submit employment applications at the Government of Guam Retirement Fund, Director's Office 1<sup>st</sup> Floor, in Maite, between the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday. Applications for employment can be obtained from the Government of Guam Retirement Fund, Director's Office or you can download the application from the Fund's website at [www.ggrf.com](http://www.ggrf.com). Applications must be submitted to the Director's Office, 1st Floor, of the Government of Guam Retirement Fund on or before 5:00 pm on the date of closing. **For further information, contact us at the Administrative Services Division at (671) 475-8932/8952.**

  
**PAULA M. BLAS**  
Director, Retirement Fund