

424 Route 8
Maite, Guam 96927
Tel: 671.475-8900
Fax: 671.475-8922



JOB ANNOUNCEMENT

"OPEN COMPETITIVE EXAMINATION"

TO ESTABLISH A LIST FOR THE POSITION OF:

PERSONNEL SPECIALIST III

Announcement No: GGRF-25-09

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: AUGUST 22, 2025

Closing Date: SEPTEMBER 23, 2025

WHO CAN APPLY: Open to all government of Guam employees and the public.

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.

NATURE OF WORK: This is complex professional public personnel administration work. Employees 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 EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all 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 test, performance test, 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 test; 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 analysis 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 request 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 change 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 towards 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 procedure 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.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of the principles, methods and practices of public personnel administration; knowledge of the theory, principles, and practices of tests validation and personnel selection procedures, as required; knowledge of the principles and practices of position classification and salary administration, as required; knowledge of 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, 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.

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 1st 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. 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