



OFFICE OF PUBLIC ACCOUNTABILITY
Job Announcement

Doris Flores Brooks
Public Auditor

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of

ADMINISTRATIVE SERVICES OFFICER (2.030)

Announcement Number: OPA 18-04

Open: Wednesday, November 3, 2017

Close: Friday, November 17, 2017

Pay Grade:

OPEN: N-01; \$45,014 P/A – N-07; \$56,268 P/A

PROMOTION: N-01; \$45,014 P/A – N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam retirement, please visit www.ggrf.com. For other inquiries, please visit Department of Administration website www.hr.doa.guam.gov.

Who Can Apply

Only permanent Government of Guam employees from the Office of Public Accountability (OPA) can apply. The Public Auditor has identified this position as a career development opportunity for her employees pursuant to DOA Personnel Rule 4.101.A.1.

Necessary Special Qualification

Possession of a valid driver's license may be required.

Qualification Requirements

Four (4) 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 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, and other agencies involved in the activities of the department. Performs related duties as required.

Knowledge, Abilities & 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 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.

Educational and 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 educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the Government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this 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 one (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 P.L. 28-98

No person convicted of a sex offense under the provision 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 their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

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

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the 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 condition of employment.

Drug Screening

Applicants selected for and 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 Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, 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 of 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 police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with

Administrative Services Officer (Departmental)

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 conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified on your start date.

Letter of Interest and Resume

Submit a letter of interest and latest resume along with job application.

Where to Apply

Submit job applications at the Office of Public Accountability, Suite 401 DNA Building, 238 Archbishop Flores Street, Hagatna, GU 96910, between the hours of 8:00 am to 5:00 pm, Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examination or interviews.

For more information, call or visit us at the Office of Public Accountability at 671-475-0390. In addition, job announcements and job application forms are accessible through the Office of Public Accountability's website at www.opaguam.org.



DORIS FLORES BROOKS, CPA CGFM
Public Auditor

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