



OPEN JOB ANNOUNCEMENT

COMPETITIVE EXAMINATION
TO ESTABLISH A LIST FOR THE POSITION OF

MANAGEMENT ANALYST III

PAY GRADE: K

MINIMUM: Step 7 / Sub-Step A / \$51,779.00 Per Annum

MAXIMUM: Step 9 / Sub Step A / \$56,069.00 Per Annum

ANNOUNCEMENT NO. 017-22

APPLICATIONS WILL BE ACCEPTED

July 08, 2022 – July 26, 2022

MINIMUM EXPERIENCE AND TRAINING: (A) Two years of experience as a Management Analyst II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, industrial management or closely related field; or (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR: Experience, knowledge, and skill in using general computer hardware/software programs such as word processing, spreadsheet or database (e.g., EXCEL, Word, AS400 or similar operating systems).

NATURE OF WORK IN THIS CLASS: This is complex technical work involved in analyzing and developing improved managerial procedures and practices. Employees in this class perform the full range of complex technical management analysis work, including independent work in specialized area and may supervise a management analysis program which covers a small number of interrelated organizational units and a variety of work processes, functions and programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed). Performs studies, research, analyses and evaluation of organizational structure, functions, work methods, manpower utilization, feasibility of proposed procedure changes, and relationships between various organizational divisions; recommends changes, develops procedures and necessary forms to implement changes, and prepares related procedural instructions. Develops plans of service for operational units or entire organization and appraisals of effectiveness and efficiency of operations. Compiles and analyzes data for management to consider in policy formulation, program planning, and for operational and administrative purposes. Conducts studies of space utilization; draws and submits floor plans and recommends changes in assignments of space. Performs forms control work; reviews request for new or revised forms or publications for conformity with established policies; recommends approval, modification or disapproval of requests. Reviews and prepares comments on proposed legislations for impact upon organizational operations. Supervises a management analysis program which covers a small number of interrelated organizational units and a variety of work processes, functions and programs. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the principles, practices, methods and techniques of modern management and public administration and statistical analysis. Knowledge of departmental/agency program objectives, policies, standards procedures and activities. Knowledge of computer system application and office service equipment. Ability to supervise the work of others is required for supervisory positions in this class. Ability to make decisions in accordance with appropriate program guidelines. Ability to gather, organize, correlate and analyze facts and devise solutions to difficult management problems. Ability to develop methods and procedures for analyzing systems, procedures, or organizational changes. Ability to make oral and written reports and presentations and prepare charts and graphs clearly and concisely. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EDUCATION: Pursuant to 4 GCA § 4101(c)(1), applicants must possess a high school diploma or show successful completion of a General Educational 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 technical institution, in a specialized field required for the job. To ensure full consideration, applicants claiming degrees or credit hours are required to submit official or verified copies of their university or college transcript with their original application.

PROHIBITION: Pursuant to 4 GCA § 4203.3, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense 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 in the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam.

PRE-EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment with the A.B. Won Pat Guam International Airport Authority (GIAA) must undergo and pass a physical examination and be declared as capable to perform the duties of the position the applicant is being hired for as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK: As a condition of employment, applicants selected for this position will be required to undergo and pass a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) in order to access secured areas of the airport in accordance with Title 49, Code of Federal Regulations, Part 1542. In the event an applicant is unable to obtain proper security clearance for the position, or GIAA determines that the applicant's pending criminal case or criminal history disqualifies the applicant for the position, GIAA shall rescind its conditional offer of employment to the applicant in accordance with Guam's Fair Chances Hiring Process Act, 22 GCA §§ 6101, et seq.

DRUG SCREENING: The A. B. Won Pat Guam International Airport Authority is in compliance with the Department of Administrations Drug Free Workplace Program Operating Procedures. All government employees may be subject to random drug testing if selected for a position which is a Testing Designated Position (TDF). In addition, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident of unsafe practice.

WORK ELIGIBILITY: Public Law 99-603 (8 USC § 1324A) requires GIAA to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. GIAA is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position at GIAA, you will be required to present valid documents that will establish your identity and work eligibility.

VETERANS PREFERENCE: Applicants claiming veteran's preference are required to attach a copy of their DD-214 (Military Discharge Form) to their original application. Those claiming Veteran's Compensable Disability, please provide a copy of a letter from the Department of Veteran's Affairs, which specifically states your entitlement to civil service preference for a service connected disability.

EVALUATION METHOD: A written test 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 METHODS: A personal interview will be held by the appointing authority or his designee.


DOCUMENTATION REQUIRED: If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on a pre-entry medical physical examination. You will have ten (10) calendar days to submit the mandatory police and court clearances that are no older than 30 calendar days from the date of your notification of selection. The costs to obtain the clearances are at the applicant's expense.

HOW AND WHERE TO APPLY: Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applications may be submitted to the Personnel Office at the GIAA Administration Office however, are highly encouraged to submit their applications electronically by email to giaahr@guamairport.net. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except Holidays). Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.

*NOTE: All applications MUST be received by the Personnel Office no later than close of business (5:00 pm) on or before the closing date of the job announcement, regardless of method of submission.

You may also visit GIAA's website at www.guamairport.com.

APPROVED:


JOHN M. QUINATA
Executive Manager