



OPEN JOB ANNOUNCEMENT

OPEN AND PROMOTIONAL EXAMINATION TO ESTABLISH A LIST FOR THE POSITION OF

MANAGEMENT ANALYST IV

PAY GRADE: L

MINIMUM: Step 8 / Sub-Step C / \$62,660.00 Per Annum

MAXIMUM: Step 10 / Sub-Step C / \$67,851.00 Per Annum

ANNOUNCEMENT NO. 029-21

APPLICATIONS WILL BE ACCEPTED

June 11, 2021 – June 25, 2021

MINIMUM EXPERIENCE AND TRAINING: (a) One year of experience as a Management Analyst III 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 and supervisory work involved in analyzing and developing improved managerial procedures and practices. Employees in this class supervise a management analysis program of a large number of interrelated organizational units and a wide 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). Supervises management studies of departmental/agency policies and operations; assigns and evaluates the work of task force personnel and assists with unusual problems encountered; analyzes problems in terms of organizational objectives, statutory requirements, budgetary constraints, manpower utilization, and management information requirements; reviews and presents recommendations based upon study findings. Identifies and defines management problems and coordinates the scope and priority of improvement studies; coordinates management analysis studies with other staff services. Collaborates with data processing specialists in the design and installation of data processing and management information systems. Recommends organizational structures, performance criteria and administrative policies and develops management methods and techniques. Directs the preparation of user manuals; recommends approval/disapproval of deviations from procedures. Coordinates reviews of proposed legislation; determines impact upon organizational operations; estimates effects and monitors progress. 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 the application and uses of modern office equipment and appliances. Knowledge of the basic trends and current development in general management. Knowledge of departmental/agency program objectives, policies, standards, procedures and activities. Ability to supervise a management analysis program. Ability to make work decisions in accordance with appropriate guidelines. Ability to evaluate operational effectiveness and recommend changes to improve effectiveness. 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 (TDP). 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.

EMPLOYMENT APPLICATION SUBMITTAL REQUIREMENTS: Government of Guam Employment Application forms are accepted by GIAA and must be submitted for each job applied for. Attachments to the application form will be accepted and limited to the following: a) Resume (no more than three (3) pages); b) High School Diploma; c) College Degree; d) Official College Transcripts; e) Licenses and certificates relevant to the position applied for; f) Any other documents relevant to the position being applied for. No other documents will be accepted.

HOW AND WHERE TO APPLY: Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applicants are highly encouraged to submit their applications electronically by email to giaahr@guamairport.net or via postal mail. To submit your application in person, you will be required to contact the Personnel Office to schedule an appointment (date/time). Individuals with disabilities who require special accommodations should contact the Personnel Office.

*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.

Please contact the Personnel Office at 646-0300/1/2/3 between 8:00 am – 5:00 pm, Monday through Friday, excluding holidays, for additional information and/or inquiries. You may also visit GIAA's website at www.guamairport.com.

SAFETY IS OUR PRIORITY.

Due to the COVID-19 Pandemic, GIAA has implemented mitigation measures at the terminal facility. Access into the Main Terminal Building will be limited to two entry points: Basement Level Entry and Ground Level Entry. Individuals entering the terminal facility will be required to undergo a temperature check, wear a face mask and practice social distancing. Hand sanitizers are amply available.

For additional information and/or inquiries, please call the GIAA Personnel Office at 646-0300/1/2/3.

APPROVED:


JOHN M. QUINATA
Executive Manager

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, CREED, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, EXCEPT FOR BONAFIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.