



## **OPEN JOB ANNOUNCEMENT**

COMPETITIVE EXAMINATION  
TO ESTABLISH A LIST FOR THE POSITION OF

### **PERSONNEL SPECIALIST 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. 013-21

**APPLICATIONS WILL BE ACCEPTED:  
APRIL 15, 2021– APRIL 29, 2021**

**MINIMUM EXPERIENCE AND TRAINING:** (a) Two 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.

**NECESSARY SPECIAL QUALIFICATION:** Possession of a valid driver's license may be required.

**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 professional public personnel administration work. Employee 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:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) 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 tests, performance tests, 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 practical significance of written tests; 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 analyses 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 requests 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 changes 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 toward 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 procedures 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 report 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 test validation and personnel selection procedures, as required. Knowledge of the principles and practices of position classification and salary administration, as required. Knowledge of the 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 and 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.

**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:** GIAA complies with the Department of Administration's Drug Free Workplace Program Operating Procedures. All applicants selected and conditionally offered employment will be required to undergo and pass a mandatory drug test prior to being employed. Failure to submit to or pass such drug test shall result in rescinding the offer of employment.

**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.

**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. Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.

**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. Applicants are highly encouraged to submit their applications electronically by email to [giaahr@guamairport.net](mailto: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](http://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.

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, POLITICAL AFFILIATION, OR ANY OTHER CLASSIFICATION PROTECTED UNDER FEDERAL AND GUAM LAW, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.**