



## **OPEN JOB ANNOUNCEMENT**

### **COMPETITIVE EXAMINATION TO ESTABLISH A LIST FOR THE POSITION OF PERSONNEL SPECIALIST I**

#### **PAY GRADE: H**

**MINIMUM:** Step 7 / Sub-Step B / \$35,299.00 Per Annum

**MAXIMUM:** Step 9 / Sub-Step B / \$38,224.00 Per Annum

#### **ANNOUNCEMENT NO. 005-22**

#### **APPLICATIONS WILL BE ACCEPTED: FEBRUARY 11, 2022 – FEBRUARY 25, 2022**

**QUALIFICATION REQUIREMENTS:** A) Graduation from a recognized college or university with a Bachelor's degree in public or business administration, behavioral or social 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.

**NATURE OF WORK IN THIS CLASS:** This is routine professional public personnel administration work. Employee in this class perform routine duties in one or more program functional areas of the profession independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed). Conducts position classification and pay studies; interviews employees, supervisors and administrative officials regarding positions under study; makes preliminary classification and pay allocations; recommends amendments to established class standards and drafts new class standards. Participates in the conduct of job analysis to assess the job content of positions and the content validity of existing written tests; participates in developing written and performance tests; compiles numerical data and calculates the mean and standard deviation. Participates in instructing and presenting training workshops; assists in preparing and developing training materials and teaching aids; participates in coordinating federal or local training programs; assists in conducting training needs assessment surveys. Reviews job application and rates candidates training and experience for a large variety of job announcements; writes materials publicizing job openings and assists in developing sources of recruitment. Reviews complaints regarding alleged unfair employment practices or violations of rules, laws regulations and prepares reports of investigation. Responds to inquiries regarding the application of personnel laws, rules, regulations and other guidelines. Maintains records and prepares technical reports. Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles, methods and techniques of personnel administration. Ability to learn and apply the principles, techniques and practices of assigned specialty area such as test construction and validation, position classification and pay administration, employee training and development, recruitment. 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 information and draw valid conclusions. 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 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.

**VETERANS PREFERENCE:** Applicants claiming veterans 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. 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 encourage 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 (5:00pm) on or before the closing date of the job announcement, regardless of method of submission.

Please contact the Personnel Office at (671) 646-0300/1/2/3 between 8:00am-5:00pm, 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, OR POLITICAL AFFILIATION, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.**