



# OPEN JOB ANNOUNCEMENT

Job Announcement No. 036-23

COMPETITIVE EXAMINATION  
TO ESTABLISH A LIST FOR THE POSITION OF:

<p><b>PAY GRADE: L</b> MINIMUM: Step 8/Sub-step C \$62,660.00 Per Annum MAXIMUM: Step 10/Sub-step C \$62,660.00 Per Annum</p>	<p><b>PERSONNEL SPECIALIST IV</b></p>	<p>APPLICATIONS WILL BE ACCEPTED: OPEN DATE: <b>August 23, 2023</b> CLOSING DATE: <b>September 6, 2023</b></p>
<p><b>MINIMUM EXPERIENCE &amp; TRAINING</b></p>	<p>(a) Four years of specialized experience in public personnel administration work, including one year as a personnel specialist III 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.</p>	
<p><b>NECESSARY SPECIAL QUALIFICATION</b></p>	<p>Possession of a valid driver's license may be required.</p>	
<p><b>SELECTIVE FACTOR</b></p>	<p>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).</p>	
<p><b>NATURE OF WORK IN THIS CLASS</b></p>	<p>This is complex supervisory and professional public personnel administration work. Employees in this class supervise and perform full range of complex professional duties in one or more specialized program areas of the profession.</p>	
<p><b>ILLUSTRATIVE EXAMPLES OF WORK</b></p>	<p>(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Supervises the development and improvement of a wide variety of selection methodologies such as job analysis, content validity, assessment center and unassembled examination; evaluates and recommends the proper procedure for the formulation of interpretation of such items as cut-off scores, degree of freedom, the significance of correlation coefficients, and the practical significance of written tests; recommends approval in the selection of the proper test methodology to apply to a specific position classification; guides the conduct of the proper documentation of test procedures. Supervises and conducts classification and pay studies involving a large variety of jobs; supervises the review and disposition of classification and pay appeals; coordinates and participates in the collection and analysis of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay for a large variety of jobs; conducts training and orientation to employees and supervisors on position classification concepts, policies and practices; formulates and recommends improved program procedures and techniques; plans and implements position maintenance reviews; supervises the review and disposition of a variety of requests for pay adjustments. Supervises and conducts a variety of training workshops for government employees; plans and coordinates schedules of training courses; reviews contracts made with instructors and consultants in order to satisfy program guidelines; formulates new training proposals for government programs or training packages; directs training needs assessment surveys and evaluation studies for program effectiveness. Supervises recruitment program servicing the non-autonomous departments and agencies; answers inquiries of employees and the public concerning employment matters; develops rating schedules, procedures, and guidelines for the evaluation of training and experience in accordance with established class standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates job applications for a variety of job announcements for eligibility determination and certification; performs recruiting assignments which include writing materials publicizing job openings, and planning and developing sources of recruitment; plans and conducts studies and analyses directed toward improving the effectiveness of recruitment programs and methods. Meets with agency heads to evaluate personnel needs and problems; conducts research studies; formulates procedures and technical recommendations of major scope and impact. Maintains records and writes complex technical reports. Performs related duties as required.</p>	
<p><b>MINIMUM KNOWLEDGE, ABILITIES &amp; SKILLS</b></p>	<p>Knowledge of the principles, methods and practices of public personnel administration. Knowledge of the principles, theory 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 public employment recruitment principles, and practices with particular reference to eligibility determination, rating, and certification, as required. Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate program guidelines. Ability to gather, analyze, draw valid conclusions and recommend appropriate action from facts and information. Ability to evaluate program effectiveness and recommend changes in techniques, procedures and practices to enhance effectiveness. 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.</p>	

<b>EDUCATION</b>	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.
<b>PROHIBITION</b>	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".
<b>PRE-EMPLOYMENT MEDICAL EXAMINATION</b>	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.
<b>PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK</b>	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.
<b>DRUG SCREENING</b>	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.
<b>WORK ELIGIBILITY</b>	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.
<b>VETERANS PREFERENCE</b>	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.
<b>EVALUATION METHOD</b>	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.
<b>INTERVIEW METHODS</b>	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.
<b>DOCUMENTATION REQUIRED</b>	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.
<b>WHO SHOULD APPLY:</b>	<p>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 <a href="mailto:giaahr@guamairport.net">giaahr@guamairport.net</a>. 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.</p> <p>*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.</p> <p>You may also visit GIAA's website at <a href="http://www.guamairport.com">www.guamairport.com</a>.</p> <p>For additional information and/or inquiries, please call the GIAA Personnel Office at (671) 646-0300/1/2/3.</p>
<b>EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>	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.

APPROVED BY  
  
**JOHN M. QUINATA**  
 Executive Manager

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