



OPEN JOB ANNOUNCEMENT

Job Announcement No. 015-24

COMPETITIVE EXAMINATION TO ESTABLISH A LIST FOR THE POSITION OF:

PAY GRADE: M
MINIMUM: Step 3/Sub-step A
 \$73,394.00 Per Annum
MAXIMUM: Step 4/Sub-step A
 \$76,374.00 Per Annum

Payroll Supervisor

APPLICATIONS WILL BE ACCEPTED:
OPEN DATE: April 8, 2024
CLOSING DATE: April 19, 2024

MINIMUM EXPERIENCE & TRAINING	(a) Successful completion of a course in bookkeeping and four (4) years experience in the preparation and maintenance of pay records; or (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK IN THIS CLASS	This is supervisory clerical work. Employees in this class supervise a unit performing a variety of clerical duties in the preparation of payroll and maintenance of payroll records.
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 the work of a payroll unit; may supervise on-line payroll system. Reviews and audits the work subordinates and certifies the accuracy of the payroll summary. Keeps immediate supervisor advised as to laws and regulations involved in payroll preparation. Recommends changes and effects adjustments in policies, authorities, and procedures required to insure adequate control of the disbursement of funds for payroll purposes. Maintains payroll files and records and prepares reports. Performs related duties as required.
MINIMUM KNOWLEDGE, ABILITIES & SKILLS	Ability to learn and apply existing compensation plan, withholding tax procedures, payroll accounting procedures, laws and regulations governing the legality of payroll actions, policies and procedures in accomplishing payroll work, and all types of actions affecting the salaries of employees. Ability to supervise the work of others. Ability to make work decisions in accordance with laws, rules, and regulations. Ability to work effectively with the public and employees. Ability to communicate effectively. 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	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.

<p>INTERVIEW METHODS</p>	<p>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.</p>
<p>DOCUMENTATION REQUIRED</p>	<p>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.</p>
<p>WHO SHOULD APPLY:</p>	<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 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.</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 www.guamairport.com.</p> <p>For additional information and/or inquiries, please call the GIAA Personnel Office at (671) 646-0300/1/2/3.</p>
<p>EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</p>	<p>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.</p>

APPROVED BY:



JOHN M. QUINATA
Executive Manager