



AGENCY-WIDE JOB ANNOUNCEMENT

Tourism Research Analyst I

Position Title		Announcement Number
Tourism Research Analyst I		2025-03
Applications will be accepted for the period:		
Date Open:		February 17, 2025
Date Close:		March 04, 2025 (COB)
Salary		
Minimum	Grade	Annual
	L – 3 – A	\$62,198
Maximum	Grade	Annual
	L – 4 – A	\$64,724

Area of Consideration: Open to all current classified employees within the Guam Visitors Bureau

Position Title: Tourism Research Analyst I

Reports to: Director of Global Marketing

Summary: This is moderately complex professional work in preparing surveys for statistical analyses and conducting labor force surveys. Employees in this class develop detailed plans for phases of major studies which include general conditions of labor, such as employment and labor supply, manpower development and training, wage and hour, industrial relations, working and living conditions, cost of living and prices. The collection and analyses of data and preparation of detailed plans are rudimentary aspects of this position.

Qualifications/Requirements:

- Graduation from a recognized college or university with a Bachelor’s degree in statistics; mathematics, economics or closely related field; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
- Valid U.S. passport and driver’s license

Essential Functions:

- Develops detailed plans for different phases of major studies of social and economic conditions and trends, union-management relations and current status relating to specific research areas.
- Defines the variables and limits of the studies; correlates statistical and non-mathematical data and prepares interpretation analyses.
- Evaluates basic factors influencing variations in data. Participates in surveys conducted jointly with other agencies; prepares special and operating reports.
- Analyzes trends or factors influencing variations in basic data and evaluates them; cooperates with other departments and agencies in conducting surveys.
- Participates in the development of data-collection methods and in the collection and statistical processing of these data.
- Research statistical problems in the field of employment and labor relations.



- Assists in the development of tabulation procedures, statistical treatment of data and the preparation of reports for publication and dissemination.
- Performs related duties as required

Knowledge, Skills & Abilities:

- Knowledge of the principles, techniques and procedures used in statistical research. Ability to analyze and interpret data.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare research and statistical reports.

Key Competencies:

1. Technical Capacity
2. Personal Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Flexibility
7. Interpersonal Relations
8. Problem Solving

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested internal and external applicants may pick up and/or submit a GVB job application at/to the GVB Main Office, 401 Pale San Vitores Road, Tumon, Guam 96913 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except designated holidays. Applications will be available online at the GVB website. For further or additional information please call the GVB office at 1 (671) 646-5278. GVB requires pre-employment drug testing.

GVB is an Equal Opportunity Employer and a Drug Free Workplace.



**Gerry S.A. Perez
Acting President & CEO**