



**OPEN JOB ANNOUNCEMENT
RE-ANNOUNCEMENT**

Position Title		Announcement Number
Personnel Services Administrator		2025-01
Applications will be accepted for the period:		
Date Open:	Tuesday, April 15, 2025	
Date Close:	Tuesday, April 29, 2025 (COB)	
Salary		
Minimum	Grade	Annual
	P – 2 – A	\$84,329
Maximum	Grade	Annual
	P – 3 – A	\$87,753

Area of Consideration: Open to all government of Guam employees and the public.

Reports to: President & CEO or their Designee

Summary: This is complex professional public personnel administration work. Employees 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.

Qualifications/Requirements:

- Four (4) years of professional personnel experience of which one (1) year must have been in a supervisory capacity and a bachelor’s degree in public or business administration, human resource management, social science or closely related field; or
- Any equivalent combination of experience and training which provides the knowledge and ability to fully perform the work involved in the position.

Essential Functions:

- Selects the proper test methodology to apply to a specific position classification
- Prepares proper documentation for 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 the 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 a 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 surveys 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 reports findings, conclusions, and recommendations to management
- 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

Knowledge, Abilities & Skills:

- Knowledge of the principles, practices, and techniques of public personnel administration.
- Knowledge of the principles, practices, and techniques of position classification and salary administration, as required.
- Knowledge of the principles, theory, and practices of test validation and personnel selection procedures, as required.
- Knowledge of the principles, practices, and techniques of employee training and development, as required.
- Knowledge of recruitment principles, practices, and techniques with particular references to eligibility determination, rating, and certification, as required.
- Ability to apply, interpret, and make decisions in accordance with personnel laws, rules and regulations, policies, and other appropriate guidelines.
- Ability to gather and analyze facts and provide technical recommendations.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skills in the safe operation of a motor vehicle may be required.

Supervisory Responsibility:

This position entails supervisory responsibilities.

Work Environment:

While performing the responsibilities of the personnel services administrator, these work environment characteristics are representative of the environment the personnel services administrator will encounter. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

Physical Demands:

- This is largely a sedentary role; with occasional filing required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.
- This position involves activities related to setting up meetings, meeting functions, and facilities.
- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business, including climbing stairs, stooping, and bending.




- These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the personnel specialist.
- While performing the responsibilities of the personnel specialist job, the employee is required to talk and hear.
- The employee is often required to sit and use their hands and fingers, to handle or feel, and manipulate keys on a keyboard.
- The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch, or crawl. Vision abilities required by this job include close vision.

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



**RÉGINE BISCOE LEE
PRESIDENT and CEO**