



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



## AREA OF CONSIDERATION – OPEN COMPETITIVE

### TO ESTABLISH A LIST FOR THE POSITION OF **PERSONNEL SPECIALIST II**

**OPEN: September 8, 2023**

**CLOSING DATE: September 21, 2023**

**ANN. NO.: 23-119**

#### GENERAL PAY PLAN

**OPEN: M-01 \$49,731.00 P/A to M-10 \$68,269.00 P/A**

**PROMOTION: M-01 \$49,731.00 P/A to M-18 \$87,650.00 P/A**

#### **MINIMUM EXPERIENCE AND TRAINING:**

- A) One (1) year experience as a Personnel Specialist I 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.

#### **NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver's license may be required.

#### **NATURE OF WORK:**

This is a moderately complex professional public personnel administration work.

Employees in this class perform moderately complex duties in one or more functional areas of the profession independently on an ongoing basis and participate in the more complex professional duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, no do the examples cover all the duties which may be performed.)

Conducts job analysis on a variety of technical and labor and trades positions to obtain an assessment of job content; participates in work sessions with job knowledge experts to assess, select and document tests items or criteria; participates in developing written and performance tests; participates in the development of oral interview examinations and supplemental application forms; and assists more experienced staff in conducting criterion-related validity studies and administering assessment center programs.

Analyzes positions and other classification data and makes appropriate classification and pay allocations; reviews requests for creation of new classes of positions, reassignment of pay ranges, amendments to class standards and recommends appropriate action; participates in the conduct and disposition of classification appeals; conducts position audits; reviews requests for pay adjustment and recommends appropriate action.

Participates in instructing and presenting training workshops for government employees; selects and utilizes teaching aids; learns and applies the teaching methodology of a variety of training packages; compiles statistical and narrative reports and evaluates effectiveness of training given to employees; coordinates local or federally sponsored training programs; monitors assigned federally or locally supported training and development programs.

Evaluates job applications for a wide variety of job announcements for eligibility determination and certification; participates in developing sources of recruitment and writes materials publicizing job openings; reviews status of eligible lists, availability of applicants and other recruitment factors and recommends improved procedures and techniques to enhance recruitment efforts.

Responds to inquiries regarding the application of personnel laws, rules, regulations, policies and procedures.

Conducts studies and analyses directed toward improving the personnel programs and merit system.

Maintains records and prepares technical reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND 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 reference 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.
- Skill in the safe operation of a motor vehicle may be required.

**EXAMINATION REQUIREMENTS:** A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

**EDUCATION REQUIREMENT:** Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

**CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT:** Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

**DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:** All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

**PRIMARY SOURCE VERIFICATION:** Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

**VETERANS' PREFERENCE:** Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

**DISABILITY PREFERENCE:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

**POLICE AND COURT CLEARANCE:** Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

**AREA OF CONSIDERATION AND INTERVIEW PROCESS:** A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

**Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.**

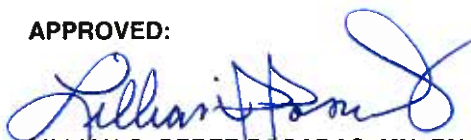
**IMPORTANT INFORMATION:** Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

**WHERE TO APPLY:** Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to [human.resources@gmha.org](mailto:human.resources@gmha.org). To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

**"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"**

**APPROVED:**

  
**LILLIAN Q. PEREZ-POSADAS, MN, RN**  
**Hospital Administrator/CEO**

