



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 I**

OPEN: September 19, 2023

CLOSING DATE: October 02, 2023

ANN. NO.: 23-121

GENERAL PAY PLAN

OPEN: L-01 \$45,262.00 P/A to L-10 \$62,136.00 P/A
PROMOTION: L-01 \$45,262.00 P/A to L-18 \$79,775.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from a recognized college or university with a Bachelor's degree in public or business administration, behavioral or social 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 routine professional public personnel administration work.

Employee in this class perform routine duties in one or more program functional areas of the profession independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

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 position classification and pay studies; interviews employees, supervisors and administrative officials regarding positions under study; makes preliminary classification and pay allocations; recommends amendments to established class standards and drafts new standards.

Participates in the conduct of job analysis to assess the job content of positions and the content validity of existing written tests; participates in developing written and performance tests; compiles numerical data and calculates the mean and standard deviation.

Participates in instructing and presenting training workshops; assists in preparing and developing training materials and teaching aids; participates in coordinating federal or local training programs; assists in conducting training needs assessment surveys.

Reviews job applications and rates candidates' training and experience for a large variety of job announcements; writes materials publicizing job openings and assists in developing sources of recruitment.

Reviews complaints regarding alleged unfair employment practices or violations of rules, laws and regulations, and prepares reports of investigation.

Responds to inquiries regarding the application of personnel laws, rules, regulations, and other guidelines.

Maintains records and prepares technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, methods and techniques of personnel administration.

- Ability to learn and apply the principles, techniques and practices of assigned specialty area such as test construction and validation, position classification and pay administration, employee training and development, recruitment.
- Ability to interpret, apply and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate program guidelines.
- Ability to gather and analyze facts and information and draw valid conclusions.
- 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.

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. 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



THE GUAM MEMORIAL HOSPITAL AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER