



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

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



MEDIA RELEASE

August 17, 2026

Pursuant to 4 GCA § 6303.1 – Transparency and Disclosure

PETITION FOR AMENDMENT OF POSITION

The Guam Memorial Hospital Authority is proposing to amend the following position:

LONG-TERM CARE ADMINISTRATOR (SNF)

Pay Grade: S (General Pay Plan)

This position will be established in the unclassified service within the Guam Memorial Hospital Authority. To view the petition, visit www.gmha.org, under the Employee Portal - GMHA Human Resource Department.

Comments should be emailed to human.resources@gmha.org no later than August 28, 2026. Should you have any questions, contact the Human Resources Department at (671) 647-2409.

Jesse John Quenga, CM, LPEC
Acting, Associate Hospital Administrator of Operations



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August 17, 2026

TO: Interim Hospital Administrator/CEO

FROM: Associate Hospital Administrator of Operations (Acting)

SUBJECT: Petition for Amendment of Position
Re: Long-Term Care Administrator (SNF)

Hafa Adai! The Human Resources Department of the Personnel Services Division respectfully requests an amendment to the Long-Term Care Administrator job specification. The position is proposed for designation within the Unclassified Service. Further, the proposed revision strengthens and clarifies the classification to more accurately reflect the position's overarching responsibility and authority for administering the Skilled Nursing Facility (SNF), particularly following the Long-Term Care Assistant Administrator proposed position.

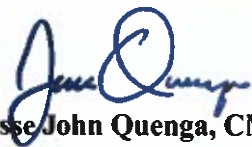
Specific changes to the minimum qualification requirements are detailed below. These include removing the Basic Life Support (BLS) certification requirement and specifying that supervisory experience must be in a healthcare setting, ensuring alignment with the operational and regulatory demands of long-term care administration.

Additionally, in light of the proposed creation of the Long-Term Care Assistant Administrator position, a comprehensive review of the pay range has been conducted through the Hay Methodology; an adjustment to the pay range is proposed, assigning the Long-Term Care Administrator position to pay grade S.

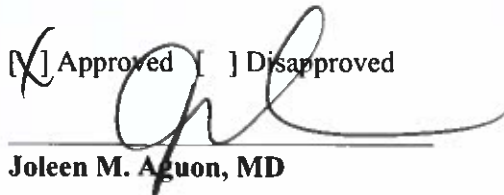
	CURRENT	PROPOSED
Position Title	Long Term Care Administrator	Long-Term Care Administrator
Minimum Experience and Training	A. Five (5) years of hospital or nursing home administration work experience including two (2) years in a supervisory or administrator capacity and a Bachelor's degree in public health administration, health care administration, health science, public administration, business administration or other related field; or B. Four (4) years of hospital or nursing home administration work experience including two (2) years in a supervisory or administrator capacity and a Master's degree in long-term care administration, public health administration, health care administration, health science, public administration, business administration or other related field.	A. Five (5) years of hospital or nursing home administration work experience, including two (2) years in a supervisory or administrator capacity in a healthcare environment; and a Bachelor's degree in Public Health Administration, Health Care Administration, Health Science, Public Administration, Business Administration, or other related field; or B. Four (4) years of hospital or nursing home administration work experience, including two (2) years in a supervisory or administrator capacity in a healthcare environment; and a Master's degree in Long-Term Care Administration, Public Health Administration, Health Care Administration, Health Science, Public Administration, Business Administration, or other related field.

	<u>Necessary Special Qualification:</u> Current license to practice as a Nursing Home Administrator by the Guam Board of Allied Health Examiners or from another U.S. jurisdiction provided that the standards for licensure are equivalent to those prevailing on Guam, and a valid Basic Life Saving (BLS) certification.	<u>Necessary Special Qualification:</u> Active license to practice as a Nursing Home Administrator by the Guam Board of Allied Health Examiners.
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Attached is a copy of the proposed amendment (Exhibit A) for your review. Should you have any questions, please do not hesitate to contact me. *Si Yu'os Ma'ase!*


Jesse John Quenga, CM, LPEC

Attachments

☒ Approved ☐ Disapproved

Joleen M. Aguon, MD

LONG-TERM CARE ADMINISTRATOR (SNF)
(UNCLASSIFIED)
Proposed Amendment

NATURE OF WORK IN THIS CLASS:

The Long-Term Care Administrator serves as the head of the Skilled Nursing Facility (SNF) at Guam Memorial Hospital Authority (GMHA), providing leadership and strategic direction to ensure the integration, coordination, and effective performance of the facility's programs, services, and operations. Appointed by resolution of the GMHA Board of Trustees, this position reports directly to and is accountable to the GMHA Board of Trustees and is responsible for all aspects of facility governance, regulatory compliance, resident care systems, staffing, Quality Assurance and Performance Improvement (QAPI) activities, survey readiness, and corrective-action progress.

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.)

Oversees administrative, clinical, facilities, compliance, and operational functions, leading strategic initiatives that promote excellence, collaboration, and continuous improvement across the SNF.

Leads the implementation of resident care strategies by setting executive priorities for strategic planning, development, and resource coordination to achieve organizational goals and enhance standards of care.

Ensures the planning, implementation, and evaluation of nursing services to optimize resident quality of life and quality of care, integrating resident rights into all aspects of care.

Maintains facility compliance with current healthcare regulations and standards. Monitors and evaluates all programs, policies, and procedures to verify effectiveness and drive high-quality organizational performance.

Fosters collaboration with healthcare teams to coordinate the development and evaluation of resident care goals and policies, ensuring alignment with organizational objectives and the standards of care.

Oversees various federally regulated documentation and clinical requirements, ensuring compliance, quality assurance, and continuous improvement in the administration of the Minimum Data Set (MDS) and Restorative Nursing Programs.

Attends meetings and collaborates with physicians, therapists, families, and local governing boards; establishes and implements new and existing policies and procedures ensuring the quality of care for residents admitted to the Skilled Nursing Facility.

Maintains fiscal accountability and management of the SNF in conjunction with Hospital Administration/CEO and Fiscal Services.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of Long Term Care operational standards set forth in Federal and State regulations.

Knowledge of performance management and effective leadership skills.

Knowledge of Centers for Medicare and Medicaid Services (CMS) regulations.

Knowledge of budget and financial processes.

Knowledge of basic computer systems and Microsoft Office Suite.

Excellent verbal and written communication skills.

Skill in effective supervision and conflict management.

Skill in interpersonal relations and team building; self-directed and flexible in fulfilling obligations.

Ability to develop and administer skilled nursing programs of the hospital.

Ability to evaluate program effectiveness and implement recommended changes in organizational policies and procedures to enhance effectiveness.

Ability to maintain records, reports, and other statistical data.

MINIMUM EXPERIENCE AND TRAINING:

A. Five (5) years of hospital or nursing home administration work experience, including two (2) years in a supervisory or administrator capacity in a healthcare environment; and a Bachelor's degree in Public Health Administration, Health Care Administration, Health Science, Public Administration, Business Administration, or other related field; or

B. Four (4) years of hospital or nursing home administration work experience, including two (2) years in a supervisory or administrator capacity in a healthcare environment; and a Master's degree in Long-Term Care Administration, Public Health Administration, Health Care Administration, Health Science, Public Administration, Business Administration, or other related field.

NECESSARY SPECIAL QUALIFICATIONS:

Active license to practice as a Nursing Home Administrator by the Guam Board of Allied Health Examiners.

Established: June 01, 2017

Amended: September 30, 2021 | August 2026

PAY GRADE/PLAN: S/General Pay Plan

HAY EVALUATION:

KNOW HOW	F II 3	400
PROBLEM SOLVING	F 4 (50%)	200
ACCOUNTABILITY	E 4 S	264
TOTAL POINTS:		864

**Sharon J. Davis, Chairperson
GMHA Board of Trustees**

LONG TERM CARE ADMINISTRATOR (SNF)

NATURE OF WORK IN THIS CLASS:

The Long Term Care Administrator is responsible for the administrative and clinical supervisory work in the coordination of program services, facility maintenance, compliance and operational aspects of the Skilled Nursing Facility.

An employee in this class manages all departments by providing leadership and strategic direction and will report directly to the Hospital Administrator/CEO of the Guam Memorial Hospital Authority.

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.)

Manages the daily operations of the administrative, clinical, facilities, compliance and operational aspects of the Skilled Nursing Facility.

Plans, organizes, supervises and monitors the delivery of care to residential patients and establishes priorities for strategic planning and development, and coordinates activities and resources necessary to achieve objectives.

Ensures that nursing services are planned, implemented, and evaluated to maximize resident quality of life and quality of care with the integration of resident rights with all aspects of resident care.

Ensures that the facility is in compliance with and adheres to the latest healthcare regulations for high-quality service.

Coordinates the development and evaluation of resident care goals and policies with healthcare teams.

Oversees various federally regulated documentation and clinical requirements of the MDS and Restorative Nursing Programs.

Attends meetings and collaborates with physicians, therapists, families, and local governing boards; establishes and implements new and existing policies and procedures ensuring the quality of care for residents admitted to the Skilled Nursing Facility.

Observes, monitors, and evaluates outcomes of all the facility programs, policies and procedures to ensure effectiveness and to fulfill administrative and professional responsibility.

Ensures the coordination and collection of data for performance and quality improvement activities of the facility.

Maintains the fiscal accountability and management of the Skilled Nursing Facility in conjunction with Hospital Administration and the Budget and Accounting Offices.

Conducts and chairs staff and department meetings, and attends resident care conferences and medical staff meetings.

Responds to calls for emergencies.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Long Term Care operational standards set forth in Federal and State regulations. Knowledge of performance management and effective leadership skills.

Knowledge of Centers for Medicare and Medicaid Services (CMS) regulations.

Knowledge of budget and financial processes.

Knowledge of basic computer systems and Microsoft Office Suite.

Excellent verbal and written communication skills.

Skill in effective supervision and conflict management.

Skill in interpersonal relations and team building; self-directed and flexible in fulfilling obligations.

Ability to develop and administer skilled nursing programs of the hospital.

Ability to evaluate program effectiveness and implement recommended changes in organizational policies and procedures to enhance effectiveness.

Ability to maintain records, reports and other statistical data.

MINIMUM EXPERIENCE AND TRAINING:

- A. Five (5) years of hospital or nursing home administration work experience including two (2) years in a supervisory or administrator capacity and a Bachelor's degree in public health administration, health care administration, health science, public administration, business administration or other related field; or
- B. Four (4) years of hospital or nursing home administration work experience including two (2) years in a supervisory or administrator capacity and a Master's degree in long term care administration, public health administration, health care administration, health science, public administration, business administration or other related field.

NECESSARY SPECIAL QUALIFICATIONS:

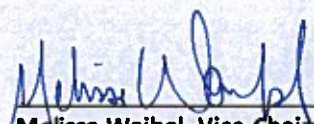
Current license to practice as a Nursing Home Administrator by the Guam Board of Allied Health Examiners or from another U.S. jurisdiction provided that the standards for licensure are equivalent to those prevailing on Guam, and a valid Basic Life Saving (BLS) certification.

ESTABLISHED: June 1, 2017
AMENDED: September 30, 2021

PAY GRADE/PLAN: Q (GPP)

HAY EVALUATION

KNOW HOW:	FI3	304
PROBLEM SOLVING:	E4 (43%)	132
ACCOUNTABILITY:	E1P	152
TOTAL POINTS -		588


Melissa Waibel, Vice-Chairperson
Board of Trustees