

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

TO ESTABLISH A LIST FOR THE POSITION

ASSISTANT ADMINISTRATOR OF OPERATIONS

AREA OF CONSIDERATION – OPEN COMPETITIVE

OPEN: June 15, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 23-102

SALARY: OPEN: T-01 \$92,950.00 to T-10 \$127,602.00 per annum
PROMOTION: T-01 \$92,950.00 to T-18 \$163,824.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- a) Six (6) years of operational experience in any of the administrative services and programs, three (3) years in a supervisory or managerial capacity and graduation with a Master's degree in hospital or health administration, business or public administration or related field; or
- b) Six (6) years of operational experience in any of the administrative services and programs, four (4) years in a supervisory or managerial capacity and graduation with a Bachelor's degree in hospital or health administration, business or public administration or related field.

NATURE OF WORK:

This position assists the Associate Administrator of Operations in leading and managing the following departments/programs under the GMHA Operations Division: Information and Communications Technology; Materials Management; Human Resources and Education/Training; and Environmental Services.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the principles, practices, methodologies and business functions relevant to hospital operations services.
- Knowledge of healthcare facilities and equipment, organizations and functions, and their interrelationships with economic, environmental, and industrial factors.
- Knowledge of research and evaluation principles and techniques, and in the preparation of studies and reports.
- Knowledge of accepted business practices and procedures including the areas of finance, marketing, economics, information technology, capital improvement, and personnel management.
- Knowledge of the methods, procedures and techniques utilized to foster and promote healthcare-related programs and services through other government agencies, civic organizations, educational institutions, and the general public.
- Ability to interpret and apply federal and local laws and regulations; departmental rules and regulations; Board of Trustees' policies; and other regulatory agency standards such as, but not limited to CMS, HCFA, and OSHA.
- Ability to direct and perform administrative, consultative, and supervisory functions.
- Ability to make decisions in accordance with program guidelines.
- Ability to establish working relationships with hospital employees and stakeholders, with other government agencies, civic organizations, and educational institutions.
- Ability to interpret and direct the maintenance of records, reports and other pertinent statistical data necessary to execute and maintain operations services.
- Ability to communicate effectively, orally and in writing.

EXAMINATION REQUIREMENTS: A written and/or typing 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, the minimum requirement of high school diploma or 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 the 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 disability preference 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 residence.

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 this office 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 "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2171/2320 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96911. 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

"EQUAL OPPORTUNITY EMPLOYER"

