



# 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 **DEPUTY ASSISTANT ADMINISTRATOR OF OPERATIONS**

**OPEN: October 12, 2023**

**CLOSING DATE: CONTINUOUS**

**ANN. NO.: 24-32**

#### GENERAL PAY PLAN

**OPEN: S-01 \$86,466.00 P/A to S-10 \$118,700.00 P/A**  
**PROMOTION: S-01 \$86,466.00 P/A to S-18 \$152,395.00 P/A**

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

- A) Five (5) years of operational experience in any of the administrative services and programs, two (2) years in a supervisory or managerial capacity and graduation with a Master's degree in a hospital or health administration, business or public administration or related field; or
- B) Five (5) 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 Bachelor's degree in hospital or health administration, business or public administration or related field.

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

This position assists the Assistant and Associate Administrator of Operations in leading and managing the following departments/programs under the GMHA Operations Division: Hospital Emergency Management, Strategic Planning/Grants Management, Safety & Security, and Facilities and Maintenance.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Oversees GMHA's Hospital Emergency Management Program by participating as a member of the Environment of Care Committee (EOCC), which oversees the development and execution of EOCC Management Plans that include, but are not limited to Emergency Management; Life Safety; Utilities Management (e.g., Electrical Distribution, Water Distribution, HVAC, Medical Gases/Air/Vacuum, LOX Distribution, Information Technology, etc.); Equipment Management; Hazardous Materials and Waste Management; Safety Management; and Physical Security Management. Serves as the Incident Commander, as designated and delegated by the Hospital Administrator/CEO during disaster and emergency situations, activating the Hospital Incident Command System (HICS), and directing coordination with local and federal government agencies, civic organizations, and private sector businesses. As the Incident Commander, directs and leads the emergency/disaster in operations, planning, logistics, finance, and administration on a cohesive federal, local and hospital wide level to include clinical and non-clinical environments; provides technical assistance and support to the Clinical Emergency Preparedness Team and the Hospital Incident Command staff to ensure all divisions are working in unison for compliance with all applicable local and/or federal standards, guidelines, laws, regulations, acts or Executive Orders. Participates with all management and health professionals in the development, implementation, and coordination of emergency preparedness and response management protocols; coordinates with all levels of management, including supervisors to ensure staff, patient, and public visitor safety; communicates and coordinates with other government officials, organizations, and/or individuals from private entities regarding hospital emergency preparedness, response, recovery and mitigation. Ensures that patient care services are appropriately integrated, throughout the organization, with the department's emergency preparedness plans, goals and objectives; coordinates inspections, develops updated plans, and oversees procedures to assess, improve, and maintain the quality of overall clinical and non-clinical performance. Leads the development and execution of the hospital grants management program; leads and facilitates the hospital strategic and master plans in effectively sourcing local and federal grant opportunities; procure and manage federal grant awards and receivership; research and anticipate sourcing in order to achieve financial stability. Assists the Assistant Administrator of Operations in hospital Capital Improvement Project (CIP) management and design development; participates and plans with

Facilities Maintenance, Information Technology and Materials Management in CIP management including, but not limited to fund sourcing, accounting, and project completion; directs complex hospital design development that involves coordination with both internal and external stakeholders (e.g. architectural and engineering firms, local government staff or officials, and/or federal grantors). Assists the Hospital Associate Administrator of Operations in overseeing safety and security activities as it relates to the development, execution, and maintenance of hospital emergency management protocols. Performs related work as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the principles, practices, methodologies and business functions relevant to hospital planning, and hospital safety and security.
- Knowledge of governmental organization programs and functions, project management, and federal grant-in-aid programs as they relate to planning activities and public health emergency management.
- Knowledge of hospital planning preparedness and disaster planning and the principles and practices of federal emergency management.
- Knowledge of occupational hazards inherent in various types of occupations and the standard safety and security precautionary measures.
- 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 communicate effectively, orally and in writing.
- Skill in developing and/or implementing comprehensive emergency response plans, training programs, and exercises.

**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.

APPROVED:

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



THE GUAM MEMORIAL HOSPITAL AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER