



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÁHÁN

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 **HOSPITAL CHIEF PLANNER**

**OPEN: November 01, 2023**

**CLOSING DATE: CONTINUOUS**

**ANN. NO.: 24-41**

#### GENERAL PAY PLAN

**OPEN: R-01 \$80,061.00 P/A to R-10 \$109,907.00 P/A**

**PROMOTION: R-01 \$80,061.00 P/A to R-18 \$141,108.00 P/A**

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

Four (4) years of supervisory and/or management experience; **and** a

- A) Master's degree from an accredited college or university in management, business administration, public administration, social sciences, engineering, planning, and/or healthcare administration with four (4) years of experience in Hospital Strategic and Master Planning, Capital Improvement Projects Management, Grants Management and Hospital Emergency Management; **or**
- B) Bachelor's degree from an accredited college or university with a major in management, business administration, public administration, social sciences, engineering, planning, and/or healthcare administration with five (5) years of experience in Hospital Strategic and Master Planning, Capital Improvement Projects Management, Grants Management and Hospital Emergency Management; **or**
- C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

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

This position oversees the Planning Department and is responsible for all planning projects under the Guam Memorial Hospital Authority to include administering the hospital's preparedness and emergency management and related programs.

Work is performed under clear direction within a broad framework of laws and in accordance with the principles and practices of public planning and emergency management. Work responsibility includes the overall formulation and implementation of GMHA's strategic and master plans, hospital preparedness and emergency management, local and federal grants management, and participation in the hospital's capital improvement projects and performance improvement programs.

**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.)

Organizes and develops planning staff; formulates operating policies and procedures. Schedules and organizes program projects; oversees the proper allocation of program resources; assesses and oversees the collection, analysis, and reporting of hospital-wide utilization data. Establishes broad work plans and priorities to include planning and implementation of capital improvement projects. Conducts program analyses, administers local and federal grants and oversees budgets. Directs periodic reviews to assure adherence to plans and recommendations. Reviews operating procedures and policies, and recommends revisions; prepares or evaluates comments concerning proposed legislation and recommends appropriate action. Reviews, evaluates and submits project recommendations; conducts presentations to hospital management and/or community stakeholders as appropriate. Initiates cooperative agreements with other public agencies; participates in hospital-wide and/or community-wide planning committees. Leads and/or participates in annual preparedness and emergency management exercises; serves as GMHA's Incident Commander or as General Staff (Planning Section Chief) during natural/man-made emergency conditions. Submits comprehensive reports and correspondence. Performs related work as assigned.

#### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the purpose, principles and practices of public planning, trends in public planning and strategic planning.
- Knowledge of research and statistical methods and techniques used in public planning to include information technology.

- Knowledge of governmental organization programs and functions, project management, and federal grant-in-aid programs as they relate to planning activities and emergency management.
- Knowledge of hospital planning programs and operations, hospital infrastructure and equipment, and capital improvement projects.
- Knowledge of hospital preparedness and disaster planning and the principles and practices of federal emergency management.
- Knowledge of the principles and practices of supervision and management.
- Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines and to make sound management decisions.
- Ability to evaluate operational effectiveness and to recommend or implement appropriate changes.
- Ability to solve problems in complex situations characterized by the absence of established methods or approaches.
- Ability to work effectively with the public and employees.
- Ability to speak and write clearly and concisely.
- Ability to maintain records and prepare reports.
- 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