



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913  
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



November 15, 2023

GOVERNMENT WIDE EXAMINATION FOR THE FOLLOWING  
POSITION(S) TO ESTABLISH A LIST

**THIS ANNOUNCEMENT IS AMENDED TO READ AS FOLLOWS:**

POSITION:	PERSONNEL SPECIALIST IV	
ANN. NO.:	24-57	<b>AMENDED CLOSING DATE TO READ AS:</b>
OPEN DATE:	11/03/2023	
CLOSE DATE:	11/17/2023	

FOR FURTHER INFORMATION, PLEASE CONTACT THE HUMAN RESOURCES  
DEPARTMENT AT (671) 647-2171 OR (671) 647-2409.

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



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## AREA OF CONSIDERATION – GOVERNMENT WIDE (This examination is for permanent classified employees within Government of Guam)

TO ESTABLISH A LIST FOR THE POSITION OF  
**PERSONNEL SPECIALIST IV**

<b>OPEN: November 03, 2023</b>	<b>CLOSING DATE: November 17, 2023</b>	<b>ANN. NO.: 24-57</b>
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<b>GENERAL PAY PLAN</b>		
<b>OPEN:</b>	<b>O-01 \$60,875.00 P/A to O-10 \$83,568.00 P/A</b>	
<b>PROMOTION:</b>	<b>O-01 \$60,875.00 P/A to O-18 \$107,291.00 P/A</b>	

**MINIMUM EXPERIENCE AND TRAINING:**

A) Four years of specialized experience in public personnel administration work, including one year as a Personnel Specialist III or equivalent work; and graduation from a recognized college or university with a Bachelor’s degree in public or business administration, social or behavioral 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 complex supervisory and professional public personnel administration work.

Employees in this class supervise and perform the full range of complex professional duties in one or more specialized program areas of the profession.

**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).

Supervises the development and improvement of a wide variety of selection methodologies such as job analysis, content validity, criterion-related validity, assessment center and unassembled examination; evaluates and recommends the proper procedure for the formulation of interpretation of such items as cut-off scores, degree of freedom, the significance of correlation coefficients, and the practical significance of written tests; recommends approval in the selection of the proper test methodology to apply to a specific position classification; guides the conduct of the proper documentation of test procedures. Supervises and conducts classification and pay studies involving a large variety of jobs; supervises the review and disposition of classification and pay appeals; coordinates and participates in the collection and analysis of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay for a large variety of jobs; conducts training and orientation to employees and supervisors on position classification concepts, policies and practices; formulates and recommends improved program procedures and techniques; plans and implements position maintenance reviews; supervises the review and disposition of a variety of requests for pay adjustments. Supervises and conducts a variety of training workshops for government employees; plans and coordinates schedules of training courses; reviews contracts made with instructors and consultants in order to satisfy program guidelines; formulates new training proposals for government programs or training packages; directs training needs assessment surveys and evaluation studies for program effectiveness. Supervises a recruitment program servicing the non-autonomous departments and agencies; answers inquiries of employees and the public concerning employment matters; develops rating schedules, procedures, and guidelines for the evaluation of training and experience in accordance with established class standards; confers with agency heads/supervisors regarding personnel needs and problems; evaluates job applications for a variety of job announcements for eligibility determination and certification; performs recruiting assignments which include writing materials publicizing job openings, and planning and developing sources of recruitment; plans and conducts studies and analyses directed toward improving the effectiveness of recruitment programs and methods. Meets with agency heads to evaluate personnel needs and problems; conducts research studies; formulates procedures and technical recommendations of major scope and impact. Maintains records and writes complex technical reports. Performs related duties as required.

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

- Knowledge of the principles, methods, and practices of public personnel administration.
- Knowledge of the principles, theory and practices of test validation and personnel selection procedures, as required.
- Knowledge of the principles and practices of position classification and salary administration, as required.
- Knowledge of the principles, practices and techniques of employee training and development, as required.
- Knowledge of public employment recruitment principles and practices, with particular reference to eligibility determination, rating, and certification, as required.
- Ability to supervise the work of others.
- Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines.
- Ability to gather, analyze, draw valid conclusions and recommend appropriate action from facts and information.
- Ability to evaluate program effectiveness and recommend changes in techniques, procedures and practices to enhance effectiveness.
- 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.**

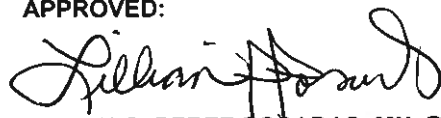
**IMPORTANT INFORMATION:** Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

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](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.

**"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"**

APPROVED:



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



THE GUAM MEMORIAL HOSPITAL AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER