



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

ASSOCIATE HOSPITAL ADMINISTRATOR OPERATIONS SERVICES (UNCLASSIFIED POSITION)

OPEN: February 22, 2024

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-84

EXECUTIVE PAY PLAN

STARTING: EU-01 \$81,522.00 P/A

DESIRABLE EXPERIENCE AND TRAINING:

- A) Graduation with a Master's degree from a recognized college or university in hospital administration or related field plus five years of experience in hospital administration of which two years must have been experience as a senior administrator in a hospital setting; or
- B) Graduation with a Bachelor's degree from a recognized college or university in hospital administration or related field plus six years of experience in hospital administration of which three years must have been experience as a senior administrator in a hospital setting; or
- C) Any equivalent combination of training and experience which provides the minimum knowledge, abilities and skills.

NATURE OF WORK:

This is highly responsible professional position involving the organization, planning, development, coordination and administrative supervision of the Operations Services of the Guam Memorial Hospital Authority in accordance with established policies, procedures, rules and regulations, local and federal laws.

An employee in this class is responsible for the planning, monitoring and evaluation of the Operations Services of the Hospital. Provides leadership and guidance to Department Directors via Assistant Administrators for Administration and Fiscal Services.

ILLUSTRATIVE EXAMPLES OF WORK:

Takes a lead role in the formulation of goals and objectives. Seeks and considers advice of the medical and management staffs in formulating policies and guidelines. Recommends financial goals and objectives for the Operations Services. Ensures that the Operation Services objectives and policies are consistent with hospital-wide goals and objectives. Facilitates manpower planning in all areas of responsibility. Formulates recommendations for new programs and services. Considers proposals by Assistant Administrators and Department Heads. Recommends policies governing programs and services for acceptance by the Hospital Administrator and Board of Trustees, if required. Ensures and facilitates the development of the Operations Services capital and operating budgets. Recommends current and projected capital and operating budgets to the Hospital Administrator. Continually assesses the Operations Services organizational performance and recommends changes as required. Provides for the proper delegation of authority and responsibility throughout the Operations Services. Disseminates, interprets, and administers all applicable hospital and Board policies. Recommends appointment of department heads to Hospital Administrator. Ensures that Government of Guam laws, Board policies, and other codes and regulations are implemented. Ensures that the Operations Services complies with all legal requirements of licensure, accreditation, certification, etc. and reviews and acts upon the reports of all licensing, accrediting and regulatory agencies. Directs the activities, provides leadership, and coordinates the efforts of key managers concerning the planning, budgeting, control and evaluation of the Operations Services activities. Initiates corrective action when substandard financial performance occurs. Agrees on goals and objectives for personal performance with the Hospital Administrator. Evaluates the continuing effectiveness of organization, staffing plans, and the Operations Services operations. Ensures that the Operations Services meets its program and operating objectives and goals. Maintains a system for the periodic and systematic review of the performance of immediate subordinates and department heads. Establishes, in conjunction with appropriate administrative staff, management control systems for the Operations Services. Provides the Hospital Administrator and Board of Trustees with reports and information, as indicated or required, that will enable them to review the activities of the Operations Services and to provide advice and guidance as to possibilities for improvement. Assumes leadership in sustaining and enhancing the mission of Guam Memorial Hospital Authority. Represents Guam Memorial Hospital Authority and the

Government of Guam in community activities and deals with other health agencies and groups either directly or through delegation of authority and responsibility. Pursues a continuing program of personal development and formal education to maintain, strengthen, and broaden his or her concepts, philosophy, and abilities as a health care administrator. Assists subordinates in pursuing continuing education. Works closely with the Hospital Administrator, GMHA Management Team, and other administrative and hospital staff. Coordinates all the Operations Services affairs through close working relationships with other administrative staff expediting conflict resolution as needed. Works with other groups, as required, to contribute to hospital objectives and to foster cooperative relationships.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Extensive knowledge of the principles, practices, methodologies, and functions of the Operation Services.
- Extensive knowledge of health care facilities, organization and functions and their interrelationships with economic and environmental factors.
- Extensive knowledge of research and evaluation principles and techniques in the preparation of studies and reports.
- Extensive knowledge of the methods, procedures and techniques utilized to foster and promote health care related programs and services through other government agencies, civic organizations, educational institutions and the general public.
- Ability to interpret and apply Federal and Government of Guam Laws and Regulations of the Hospital's operations.
- Ability to direct and perform complex administrative and consultative and supervisory functions.
- Ability to plan, organize, staff control and evaluate the activities of the Operation Services.
- Ability to make independent judgmental decisions based upon immediately available facts under average circumstances and in emergencies in a timely fashion.
- Ability to establish a close working relationship within the Hospital, with other Government agencies, civic organizations, educational institutions and interested individuals or parties.
- Ability to interpret correctly and direct the maintenance of records, reports and other pertinent statistical data necessary to Guam Memorial Hospital Authority operations.
- Ability to express oneself clearly, concisely, and effectively orally and in writing.

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. 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