



GUAM MEMORIAL HOSPITAL AUTHORITY
ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN



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 ADMINISTRATOR/CEO		
OPEN: JULY 16, 2025	CLOSING DATE: CONTINUOUS	ANN. NO.: 25-80
PAY GRADE: Unclassified		
SALARY: Negotiable		
<u>MINIMUM EXPERIENCE AND TRAINING:</u>		
Six (6) years of experience in hospital administration or healthcare services management, of which three (3) years must have been experience as an administrator in a hospital setting and graduation from a recognized college or university with a master's degree in hospital administration or healthcare services management or a related field; or		
Eight (8) years of experience in hospital administration or healthcare services management, of which five (5) years must have been experience as an administrator in a hospital setting and graduation from a recognized college or university with a bachelor's degree in hospital administration or healthcare services management or a related field.		
<u>Necessary Special Qualifications:</u>		
Experience in negotiating and directing activities related to obtaining reimbursement from government programs, such as Medicare, Medicaid or the Medically Indigent Program of the government of Guam; and		
Experience in negotiating contracts with external parties, including third party payers, vendors, insurance carriers and other contracting parties.		

NATURE OF WORK:

In accordance with Title 10 Guam Code Annotated (GCA) Chapter 80, Subsection 80110, the Guam Memorial Hospital Authority (GMHA) Board of Trustees (BOT) shall hire or contract an Administrator, who shall be its Chief Executive Officer (CEO). The GMHA Hospital Administrator/CEO holds a critical responsibility in ensuring the hospital operates efficiently and effectively while delivering high-quality, safe care. This role is essential in meeting both regulatory standards and financial objectives.

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.)

The Administrator shall have full charge and control of the operations and maintenance of the Hospital. The powers of the Administrator shall include: to recommend rules and regulations for adoption by the Board of Trustees, and to see that all rules and regulations of the Hospital are enforced; to ensure compliance with all federal and local regulations; to act as liaison to the governing body for the medical, nursing, and other professional staff and all facility departments; to attend, unless excused by the Board, all meetings of the Board and to submit written reports on the affairs of the Hospital each month; to keep the Board advised on the needs of the Hospital and approve demands for payment of obligations within the purposes and amounts authorized by the Board; to prepare and cause to be prepared all plans and specifications for purchased services and the construction and repair of equipment and facilities operated by the Hospital and serve as the Hospital's Chief Procurement Officer; to devote that person's time to the business of the Hospital, to select and appoint the employees of the Hospital, except as otherwise provided in this Chapter, and to plan, organize, coordinate and control the services of such employees in the exercise of the powers of the Hospital under the general direction of the Board; to prepare, within one hundred twenty (120) days from the end of each fiscal year, an annual report of the results of the operations for the preceding fiscal year and the financial status of the Hospital on the last day thereof; to perform and issue such other additional duties as the Board may require; and to arrange for the burial of any fetus not claimed by its mother or father within thirty (30) days.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to demonstrate an understanding of the role of the GMHA in the local and regional healthcare ecosystem and articulate the strategic direction of policy-makers, leaders, and stakeholders.
- Experience reporting to a Board of Trustees or similar governing body.
- Ability to develop Key Performance Indicators for direct reports that are informed by policy and strategic direction of leadership.
- Ability to maintain professionalism while working effectively with the public, employees, and government officials.
- Experience in the principles, practices, and methods of modern hospital administration and healthcare management.
- Knowledge of federal and local healthcare regulations and compliance requirements.
- Experience working with federal entities including HHS, CMS, and others to identify revenue expansion opportunities through grants and other forms of federal funding.
- Knowledge of financial management, including budgeting, financial reporting, and procurement practices.
- Experience in financial statement analysis, budgeting, cost management, and revenue cycle management.
- Experience dealing with financial downturns and optimizing revenue generation.
- Experience in developing and implementing financial strategies that support the hospital's overall goals, including expansion, technology investments, and risk management.
- Knowledge of human resources management, including employee selection, training, organization, and coordination.
- Experience working with different employment groups (e.g. Civil Service Commission, contract employees, etc).
- Knowledge of construction planning, equipment maintenance, and facility operations.
- Knowledge in digital transformation initiatives including evaluating solutions, deploying systems, and digitizing processes.
- Experience overseeing the expansion of cybersecurity measures to protect patient data and maintain operational integrity.
- Track record of developing, recommending, and enforcing hospital rules, regulations, and policies.
- Ability to prepare and analyze detailed plans, specifications, and reports, including monthly and annual operational summaries.
- Ability to communicate effectively, both orally and in writing, with governing bodies, medical staff, employees, and external stakeholders.
- Ability to evaluate operational needs, and when necessary, devising effective solutions and in difficult situations, corrective actions.
- Skill in overseeing compliance, ensuring adherence to legal and regulatory requirements, and addressing critical issues promptly and effectively.
- Experience in high pressure environments and challenging working conditions.

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.

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.

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 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 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 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org.

Important Notice: Gmail addresses are blocked by the hospital's IT system. Applicants can contact the Human Resources Department for guidance on submitting their forms or may use a different email provider when submitting their employment application. 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:


SHARON J. DAVIS
Chairperson, GMHA Board of Trustees