



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 – DEPARTMENTAL COMPETITIVE

(This examination is for permanent classified employees within the Guam Memorial Hospital Authority)

TO ESTABLISH A LIST FOR THE POSITION OF

ELIGIBILITY SPECIALIST I

OPEN: July 24, 2026

CLOSING DATE: August 6, 2026

ANN. NO.: 26-60

GENERAL PAY PLAN

OPEN: H-01 \$32,355.00 P/A to H-10 \$44,417.00 P/A

PROMOTION: H-01 \$32,355.00 P/A to H-18 \$57,026.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Completion of two (2) years of college, including courses in social or behavioral sciences; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid motor vehicle operator's license.

NATURE OF WORK:

This is technical social service work involving determination of eligibility of Old Age Assistance, Aid to the Blind, Aid to Families with Dependent Children, Aid to the Permanent and Totally Disabled, General Assistance, Medicaid, and Food Stamp Programs, under the Bureau of Economic Security, Division of Public Welfare, Department of Public Health and Social Services.

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

Substantiates eligibility factors by securing supporting documentation through direct interviews or collateral contacts to ascertain the veracity of information on the prescribed application forms, and to ensure completeness and accuracy according to specific instructions and defined procedures. Analyzes and evaluates information about applicant's case situation to determine the extent of entitlement in accordance with agency policies and procedures; computes applicant/recipient's entitlement amount, and enters case information in cathode ray tubes (CRT) for on-line processing of benefits. Reevaluates case situations on a monthly basis to determine continued participation in the program(s), and updates case information in the CRT to revise the extent of entitlement based on information reported by the recipient. Disapproves applications or terminates on-going cases based on information which indicates that client is ineligible for benefits or further entitlements. Conducts home/field visits when discrepancies on client information are identified, and as a means of front-end detection to prevent fraud or misuse of program benefits. Analyzes case information and recomputes entitlement amounts based on computer electronic matches, investigative findings, or findings by self or supervisor; prepares claim determination reports on entitlement amounts overissued to recipients to initiate process for recoupment of overissued amounts; prepares restoration forms on amounts underissued to recipients to initiate process to repay benefits owed. Analyzes Quality Control case review findings in comparison with case data and performs corrective action on error cases; prepares responses on corrective action taken and transmits to quality control unit. Identifies and prepares appropriate referrals to Department of Labor for work registration, Office of Support Enforcement for location of absent parent(s), Medicaid/MIP Office for medical assistance, Investigation and Recovery Office, Immigration and Naturalization Service (INS) for alien verification, Social Security Office for social security number verification, Department of Vocational Rehabilitation, and other program linkages within the specified time frames. Entertains client concerns/grievances on agency actions and attempts to resolve differences; informs applicants/clients of their right to appeal adverse actions taken on their case, and assists the client in initiating the fair hearing process; participates in such processes as required. Maintains and updates case files and program manuals as changes occur. Prepares monthly activity reports on all case actions taken. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of general office practices and procedures.
- Ability to review application forms for completeness and accuracy.
- Ability to determine eligibility for program benefits in accordance with agency program requirements.

- Ability to make arithmetic computations.
- Ability to interpret and apply agency program policies and procedures.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare monthly reports.
- Ability to type and operate standard office machines and basic computer related equipment.
- Skill in the safe operation of a motor vehicle.

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.

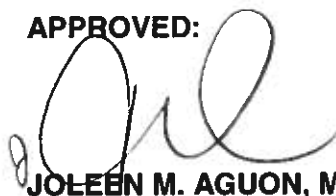
Important Note: **Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for 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. 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:



JOLEEN M. AGUON, MD
Interim Hospital Administrator/CEO