



PORT OF GUAM
 ATURIDAT I PUETTON GUAHAN
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Lourdes A. Leon Guerrero
 Governor of Guam
Joshua F. Tenorio
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**AUTHORITY-WIDE COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

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| <p>Position Title: PERSONNEL SERVICES ADMINISTRATOR</p> <p>Grade: NN MINIMUM MAXIMUM Step 6/Sub-Step A Step 7/Sub-Step B \$95,529.00 \$99,408.00</p> <p>Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.</p> | <p>Job Announcement No: 08-25</p> <p>Opening Date: February 5, 2025</p> <p>Closing Date: February 11, 2025</p> |
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JOB LOCATION: The position is located in the Human Resources Division of the Port Authority of Guam.

AREA OF CONSIDERATION: Open to all interested and qualified employees within the Port Authority of Guam.

All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age and religion or disability factors. Port Authority of Guam complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Qualified individuals with disabilities or particular religious beliefs will be reasonably accommodated upon request unless such actions would impose an undue hardship on the Company's operations. The Port Authority of Guam expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the

ability of the Company's employees to perform their expected job duties is absolutely not tolerated.

NATURE OF WORK: Administers personnel management programs.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties and responsibilities, which may be assigned; nor do the examples cover all the duties and responsibilities which may be performed.)*

Administers personnel management programs consisting of position classification and wage administration; recruitment and testing; employee development and training; employee and labor management relations; incentive awards; performance appraisals; the employee's newsletter; equal employment opportunity; and the maintenance of personnel records in accordance with laws, personnel rules and regulations and other appropriate guidelines. Evaluates operational effectiveness and develops and modifies plans and procedures; confers with division heads and employees regarding general and specific personnel needs and problems; develops and directs the implementation of approved personnel programs and procedures; recommends actions to resolve problems; participates in management decisions; Prepares and directs the preparation of comprehensive personnel reports. Promotes understanding of the objectives and methods of the merit system among employees and the general public. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the principles and practices of personnel administration, management and technical personnel work. Knowledge of the principles and practices of personnel administration. Ability to administer a personnel service program. Ability to develop and implement methods and procedure for improving, maintaining and facilitating personnel processes. Ability to apply and interpret personnel laws, rules and regulations and other appropriate guidelines. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and recommend and implement changes in personnel laws, rules and regulations, policies and procedures to improve effectiveness. Ability to analyze and interpret personnel management data and advise solutions to personnel problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing.

QUALIFICATION REQUIREMENTS: A. Four years of professional personnel experience of which one year must have been in a supervisory capacity and a bachelor's degree in public or business administration, social science or closely related field; or B. any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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, 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 specialized field required for the job.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to Public Law 28-98. *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."*

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT: Applicants selected for the **PERSONNEL SERVICES ADMINISTRATOR** position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

DRUG SCREENING: Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

POLICE & COURT CLEARANCE REQUIREMENTS: Pursuant to P.L. 34-22 - FAIR CHANCES HIRING PROCESS ACT (FCHPA): This act prohibits employers from asking for criminal history information until a conditional job offer is given. If selected for this position, your selection will be **conditional** pending submission of a police and

court clearances. The Port will either mail a letter to you or contact you explaining these requirements. You will have five (5) business days from the postmarked date of your letter or from the time of contact with you to submit your clearances. These clearances must not be older than (1) month from the date you were contacted. If you do not have any conviction or conditions that would warrant rescinding this job offer, and pass the drug test you will be notified of your start date.

EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port 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. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931-4, extensions 244 - 249 should you need additional information.

Job Announcement No. 08-25
PERSONNEL SERVICES ADMINISTRATOR

PACIFICO R. MARTIR 
Deputy General Manager, Administration & Finance
For Human Resources Division

PERSONNEL SERVICES ADMINISTRATOR

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