



GHURA

Guam Housing and Urban Renewal Authority

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JOB ANNOUNCEMENT

OPEN AND PROMOTIONAL COMPETITIVE TO ESTABLISH A LIST FOR THE POSITION OF (SUBJECT TO AVAILABILITY OF FUNDS)

TITLE: PROGRAM COORDINATOR I (2.120) (Classified Limited-Term*)	Announcement No.: 001-26
SALARY: Pay Grade "KG5" Open: Step (Substep) 1(A) - 10(F) \$37,472 - \$66,455 Per Annum Promotional: Step (Substep) 1(A) - 20(F) \$37,472 - \$119,011 Per Annum (100% Federally Funded)	Opening Date: January 08, 2026 Closing Date: January 23, 2026
DIVISION: Public Housing	

***PURSUANT TO Guam Public Law 28-187 (codified as Title 4 GCA §4103(g)):** "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

NATURE OF WORK:

This is routine technical work involved in planning, developing, implementing, and coordinating federally funded or local program and projects. Employees in this class perform routine technical duties independently after initial training and work under close supervision on a variety of more complex developmental assignments.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree, or;

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

PLUS pursuant to Title 4 GCA §4101(c): "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a 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."

PURSUANT TO Title 4 GCA §4203.3(a): "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 GCA 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."

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.)

- Participates and assists in reviewing and making studies of provisions of various Federal Grants and Aids Programs; compiles and reviews basic provisions and matching financial requirements.
- Participates in the development, implementation and coordination of federally funded programs and projects; reviews and checks federal registers, manuals, and reports.
- Participates in the development and implementation of comprehensive plans and annual work programs.
- Collects and analyzes statistical data and performs research.
- Prepares and submits monthly statistical reports; plans, prepares, and distributes to the media and to the public materials relative to federal and local programs.
- Participates in the preparation of the fiscal year program budget.
- Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of modern public administration.
- Knowledge of bookkeeping principles and compilation of statistics.
- Ability to plan, develop, implement, and coordinate federally funded projects and programs.
- Ability to learn, interpret and apply pertinent laws, regulations, and related program guidelines.
- Ability to make work decisions in accordance with appropriate program guidelines.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.



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EXAMINATION REQUIREMENTS

A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position.

SECTION 3 PREFERENCE

Applicants who are recipients of the Section 3 covered assistance, and who are low income and very low income, shall be given preference credit to jobs within the Authority for which they have applied and are qualified. Such preference shall be applicable only in selection for initial employment (does not apply to subsequent applications for employment in the government after separation).

VETERANS PREFERENCE

Applicants claiming veterans preference credit are required to provide a copy of their DD Form 214 (**Certificate of Release or Discharge from Active Duty**). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service-connected disability.

DISABILITY PREFERENCE

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

EDUCATION and CERTIFICATION

Applicants claiming educational degrees or credit hours are required to submit original official or verified copies of university/college transcripts, high school diploma, GED certificate, or apprenticeship program certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

INTERVIEWING PROCEDURE

A panel of interviewers designated by the Executive Director will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (**regardless of duration of stay**) must inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (**if off-island**), will be scheduled by the appointing authority, or his designee, for all eligibles referred via certification. Individuals with disabilities who require special accommodations should contact the Human Resources Division prior to any scheduled examinations or interviews.

DRUG SCREENING TEST

Pursuant to GHURA's Drug Free Work Place Policy, as adopted by the Board of Commissioners on August 16, 1995: **"ALL APPLICANTS TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENT."**

REQUIREMENTS of POLICE & COURT CLEARANCES, DRUG SCREENING TEST, and PRE-ENTRY MEDICAL PHYSICAL EXAMINATION

If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on the pre-entry medical physical examination. You will have five (5) business days to submit police and court clearances that are no older than one (1) month from the date of your notification of selection. Off-island applicants must obtain clearances from their last place of residency. Police and court clearances are at the applicant's expense.

PRE-ENTRY MEDICAL PHYSICAL EXAMINATION:

If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense.

HOW AND WHERE TO APPLY

The Government of Guam – Employment Application-Form A can be downloaded from the GHURA website at www.ghura.org. All interested applicants must complete a "Government of Guam – Employment Application-Form A", and submit the hard copy to the Human Resources Division **on or before 5:00 p.m., FRIDAY, JANUARY 23, 2026**. Please call 300-8432 or 475-1368/1419, or email HR@GHURA.ORG if you have any questions.

IMPORTANT INFORMATION

Title 8 USC 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 in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

FOR MORE INFORMATION

Contact telephone number 300-8432 or 475-1368/1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.


ELIZABETH F. NAPOLI
Executive Director

