



GHURA

Guam Housing and Urban Renewal Authority

Aturidat Ginima' Yan Rinueban Siudad Guahan

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JOB ANNOUNCEMENT

**AUTHORITY-WIDE (IN-HOUSE) COMPETITIVE
FOR PERMANENT CLASSIFIED / CLASSIFIED LIMITED-TERM GHURA EMPLOYEES ONLY
TO ESTABLISH A LIST FOR THE POSITION OF
(SUBJECT TO AVAILABILITY OF FUNDS)**

TITLE: PERSONNEL SPECIALIST II (KPP III) (2.536) (Classified Limited-Term*)	Announcement No.: 005-25
SALARY: Pay Grade "MG5" Promotional: Step(Substep) 1(A) - 20(F) \$43,585 - \$138,427 Per Annum (100% Federally Funded)	Opening Date: May 2, 2025 Closing Date: May 16, 2025
DIVISION: HUMAN RESOURCES	

It is our desire to provide upward mobility to employees who have demonstrated a potential for assuming higher level of responsibilities with the Authority. We believe that adequate competition exists among employees of the Authority.

KNOWN PROMOTIONAL POTENTIAL (KPP): This position is developmental up to the Personnel Specialist III position.

WHO CAN APPLY: Only permanent employees from the Guam Housing and Urban Renewal Authority (GHURA) can apply. The appointing authority for the above agency has identified this position as a career development opportunity for their employees pursuant to rule 4.401.A1.

***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 IN THIS CLASS:

This is moderately complex professional public personnel administration work. Employees in this class perform moderately complex duties in one or more functional areas of the profession independently on an ongoing basis and participate in the more complex professional duties under closer supervision.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as a Personnel Specialist I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related fields; 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."

NECESSARY SPECIAL QUALIFICATION

Possession of a valid driver's license may be required.

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.)

Conducts job analysis on a variety of technical and labor and trades positions to obtain an assessment of job content; participates in work sessions with job knowledge experts to assess, select and document tests items or criteria; participates in developing written and performance tests; participates in the development of oral interview examinations and supplemental application forms; and assists more experienced staff in conducting criterion-related validity studies and administering assessment center programs.

Analyzes positions and other classification data and makes appropriate classification and pay allocations; reviews requests for creation of new classes of positions, reassignment of pay ranges, amendments to class standards and recommends appropriate action; participates in the conduct and disposition of classification appeals; conducts position audits; review requests for pay adjustment and recommends appropriate action.

Participates in instructing and presenting training workshops for government employees; selects and utilizes teaching aids; learns and applies the teaching methodology of a variety of training packages; compiles statistical and narrative reports and evaluates effectiveness of training given to employees; coordinates local or federally sponsored training programs; monitors assigned federally or locally supported training and development programs.

Evaluates job applications for a wide variety of job announcements for eligibility determination and certification; participates in developing sources of recruitment and writes materials publicizing job openings; reviews status of eligible lists, availability of applicants and other recruitment factors and recommends improved procedures and techniques to enhance recruitment efforts.

Responds to inquiries regarding the application of personnel laws, rules, regulations policies and procedures.

Conducts studies and analyses directed toward improving the personnel programs and merit system.

Maintains records and prepares technical reports.

Performs related duties as required.

GHURA IS AN EQUAL OPPORTUNITY EMPLOYER



**OPEN AND PROMOTIONAL COMPETITIVE
TO ESTABLISH A LIST FOR THE POSITION OF
ACCOUNTANT II (2.331) (Classified Limited-Term*)
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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public personnel administration.
Knowledge of the principles, practices and techniques of position classification and salary administration, as required.
Knowledge of the principles, theory and practices of test validation and personnel selection procedures, as required.
Knowledge of the principles, practices and techniques of employee training and development, as required.
Knowledge of recruitment principles, practices and techniques with particular reference to eligibility determination, rating, and certification, as required.
Ability to apply, interpret, and make decisions in accordance with personnel laws, rules regulations, policies and other appropriate guidelines.
Ability to gather and analyze facts and provide technical recommendations.
Ability to work effectively with employees and the public.
Ability to communicate effectively, orally and in writing.
Ability to maintain records and prepare reports.
Skill in the safe operation of a motor vehicle may be required.

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/video (**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, MAY 16, 2025**. Please call 300-8432 / 475-1419, 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 475-1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.


ELIZABETH F. NAPOLI
Executive Director