



**GUAM DEPARTMENT OF EDUCATION
PERSONNEL SERVICES DIVISION**

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Superintendent of Education



ANTONETTE MUÑA SANTOS
Assistant Administrator

October 23, 2009

An Equal Opportunity Employer

**ANNOUNCEMENT
PSD-008-2010**

The Guam Department of Education wishes to announce **OPEN/COMPETITIVE and PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

BUDGET ANALYST (2.005)

OPENING DATE: October 23, 2009 **CLOSING DATE:** November 6, 2009

SALARY: Pay Grade L
Open: Step 1-10, \$26,520.00 - \$39,780.00 Per Annum
Promotional: Step 1-20, \$26,520.00 - \$56,114.00 Per Annum

LOCATION: FINANCIAL AFFAIRS

MINIMUM EXPERIENCE AND TRAINING:

- (A) One (1) year of technical experience in budget preparation and administration and graduation from a recognized college or university with a Bachelor's degree in business or public administration, economics or 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 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution in a specialized field required for the job.

NOTE: Documents to verify 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 P.L. No. 28-98, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, 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."

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in budget formulation and administration.

Employees in this class perform the full range of complex budgetary activities, including independent work in specialized areas of the profession.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)*

Compiles and analyzes statistical, fiscal, and program information for budget formulation and administration.

Examines budget estimates for completeness, accuracy and conformance with policies, procedures, federal and other program requirements.

Provides technical advice and assistance to agency officials in the preparation of their program budget estimates.

Prepares and assembles fiscal and statistical data, charts, graphs and reports for use in budgetary evaluations and budget hearings; attends budget hearings; maintains files of budgetary information.

Writes periodic budget variance narratives and departmental trends analyses; performs research in general economic trends affecting the agency's spending patterns; recommends new formats of spending levels; advises on management and budgetary problems.

Analyzes appropriation bills and evaluates the possible effects on departmental programs and fiscal operations.

Develops instructions and guidelines for the preparation, analysis and control of departmental budgets.

Analyzes accounting reports for the purpose of maintaining expenditure controls; prepares periodic budgetary reports.

May prepare and maintain accounting records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of budget administration.

Knowledge of the basic principles, practices and techniques of accounting.

Knowledge of the principles and practices of public administration.

Ability to comprehend program goals, objectives and operations and to relate these to budgetary analysis.

Ability to apply and promote the use of management techniques in departmental operations to obtain budgetary savings.

Ability to evaluate and advise on management and budgetary problems.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to prepare and interpret financial reports and statements.

Ability to learn and apply automatic data processing capabilities.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical and management reports.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Department of Education are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Department of Education, Personnel Rules and Regulations, all applicants selected for appointment in the Guam Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Superior Court of Guam Clearances before commencement of employment.

APPLICATION DEADLINE:

Applications shall be submitted to the GDOE Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays, until **Friday, November 6, 2009**. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a GDOE "Application for Employment" form to the **GUAM DEPARTMENT OF EDUCATION, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Department of Education's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.



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