



NERISSA BRETANIA UNDERWOOD, Ph.D.
Superintendent of Education

**GUAM DEPARTMENT OF EDUCATION
PERSONNEL SERVICES DIVISION**

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ANTONETTE MUÑA SANTOS
Assistant Administrator

October 22, 2009

An Equal Opportunity Employer

**ANNOUNCEMENT
PSD-006-2010**

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

COMPTROLLER (DOE) (2.050)

OPENING DATE: October 22, 2009 CLOSING DATE: Continuous

SALARY: Pay Grade R

Open: Step 1-10, \$44,242.00 - \$66,364.00 Per Annum
Promotional: Step 1-20, \$44,242.00 - \$93,613.00 Per Annum

LOCATION: FINANCIAL AFFAIRS DIVISION

MINIMUM EXPERIENCE AND TRAINING:

- (A) Five years of experience in professional accounting or closely related financial management work, two years of supervisory work that encompasses the development, coordination, and implementation of an integrated financial management system or the directing of auditing activities and/or activities of a complex accounting system, and graduation from a recognized college or university with a Bachelor's degree in accounting, finance or related field, including or supplemented by 24 semester credit hours in accounting and/or auditing subjects; or
- (B) Three years of experience in professional accounting or closely related financial management work, one year of supervisory work that encompasses the development, coordination, and implementation of an integrated financial management system or the directing of auditing activities and/or activities of a complex accounting system, and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory, or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written 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 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 professional supervisory social work involved in administering social services programs in a geographic district or unit within the Division of Social Services.

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.)*

- Supervises social services programs of a geographic district or unit within the Division of Social Services.
- Coordinates all division programs for clientele in their districts through appropriate supervisors.
- Evaluates the effectiveness of the case work plan or treatment program; conducts and evaluates supervisor case reviews.
- Directs diagnostic studies and treatment of children and parents utilizing family centered approach.
- Confers regularly with superior on the most effective use of staff and resources.
- Conducts section meetings and conferences regarding problems as it relates to policies and objectives; meets with applicants and recipients to discuss their grievances; assists in developing and implementing corrective action plan.
- Administers agency policies for personnel, training, and safety.
- Prepares federal and other reports relative to programs.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of social casework principles, practices and analysis.
- Ability to supervise social services programs in a geographic district or unit within the Division of Social Services.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed toward their improvement.
- Ability to interpret and apply laws, regulations, and other program guidelines pertinent to the provision of social services.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the safe operation of a motor vehicle.

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. 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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