



NERISSA BRETAGNIA UNDERWOOD, Ph.D.  
Superintendent of Education

**GUAM DEPARTMENT OF EDUCATION  
PERSONNEL SERVICES DIVISION**

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ANTONETTE MUÑA SANTOS  
Assistant Administrator

October 19, 2009

**An Equal Opportunity Employer**

**ANNOUNCEMENT  
PSD-005-2010**

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

**EMPLOYEE-MANAGEMENT RELATIONS OFFICER (DOE) (2.556)**

**OPENING DATE:** October 19, 2009      **CLOSING DATE:** October 30, 2009

**SALARY:**      Pay Grade **N**  
Open:            Step 1-10, \$31,064.00 - \$46,596.00 Per Annum  
Promotional: Step 1-20, \$31,064.00 - \$65,728.00 Per Annum

**LOCATION:** PERSONNEL SERVICES DIVISION

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) Four years of progressively responsible experience in employee-management, personnel or related work requiring knowledge in labor/management relations; and graduation from a recognized college or university with a Bachelor's degree in labor relations, business or public administration, psychology, sociology, or related fields; 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:**

Administers the employee-management relations programs of the Department of Education.

**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.)*

Plans, develops and implements the employee-management relations programs of the Department.

Acts as the chief spokesperson for the Board in collective bargaining negotiations with union representatives.

Administers Board-Union contracts, including representation of management before grievance commission or arbitration board.

Investigates, conducts conferences and recommends solutions to employee grievances and other labor relations problems.

Evaluates effectiveness of personnel/management policies, regulations, and practices; and develops and recommends plans for improving employee-management relations.

Conducts seminars, orientations and conferences with school administrators and management personnel with regard to employee-management programs and problems.

Coordinates and maintains liaison with other governmental agencies.

Advises the Director on proposed legislations which affects the Department, and may testify on legislative public hearings on behalf of the Department.

Maintains records and prepares technical and administrative reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices and techniques of collective bargaining, particularly as they apply to the public service.

Knowledge of the principles and practices of public administration.

Ability to administer the employee-management relations programs of the Department.

Ability to interpret and apply pertinent laws, rules and regulations, policies and other program guidelines, including interpretations affecting adversary relationships, impasses and strikes.

Ability to represent management in contract negotiations and conciliation and arbitration procedures.

Ability to evaluate effectiveness of personnel/management policies, regulations and practices and recommend changes for improvement.

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 administrative reports.

Skill in fact-finding and problem analysis and solutions techniques.

**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, October 30, 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](http://www.gdoe.net)**

**FOR FURTHER INFORMATION:**

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



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