PERSONNEL SERVICES DIVISION
GUAM DEPARTMENT OF EDUCATION
P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0496
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NERISSA BRETANIA UNDERWOOD, Ph.D.
Superintendent of Education

ANTONETTE MUÑA SANTOS
Assistant Administrator

November 5, 2009

An Equal Opportunity Employer

ANNOUNCEMENT

The **Guam Department of Education** hereby **CORRECTS** the following **JOB ANNOUNCEMENT:**

POSITION TITLE **COMPTROLLER (DOE) (2.050)**	**JOB ANNOUNCEMENT NO.** **PSD-006-2010**
DATE ANNOUNCED **October 22, 2009**	**CLOSING DATE** **Continuous**

SHOULD READ:

NATURE OF WORK IN THIS CLASS:

Manages the financial resources program of the Department of Education.

ILLUSTRATIVE EXAMPLES OF WORK:

Exercises effective control over the financial resources of the department; directs financial programs to include accounting, payroll, procurement, property, and federal and/or non-appropriated funds.

Develops, coordinates and maintains an integrated system of financial staff services involving professional accounting and internal auditing work, budgeting, and management-financial reporting.

Develops, coordinated, and executes a comprehensive program of financial policy and financial control which constitutes a major and integral component of the department's total management concept and practice; participates in the planning, development, and execution of the department's strategic and operational plans.

Coordinates and synthesizes financial and management data so as to interpret the composite financial results of operations to all levels of the department's management; reviews, analyzes, evaluates, and reports upon program accomplishments in financial terms.

Advises and assists the Director and other management officials of the department by supplying financial management advice required to make management decisions and establish or achieve organizational goals and objectives.

Prepares and justifies financial statements and other reports as necessary; prepares and justifies the department's annual operating budget.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of financial management.

Knowledge of the theory, principles, standards and practices of governmental accounting and auditing, including trends for future developments in accounting.

Knowledge of the legal requirements for the accounting of federal, appropriated, and non-appropriated funds.

Knowledge of the principles and practices of management or public administration, including trends in modern management concepts such as strategic planning and total quality management.

Knowledge of electronic data processing systems and applications.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

Ability to administer financial resources programs.

Ability to develop, coordinate, and implement an integrated financial management accounting and reporting system.

Ability to evaluate program effectiveness and to develop and implement changes to effectuate improvements.

Ability to audit accounting reports and statements.

Ability to make work decisions in accordance with laws, rules, and regulations, and to interpret financial and management data for the effective control of financial resources.

Ability to prepare complex financial statements and reports.

FOR FURTHER INFORMATION:

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

ANTONETTE MUÑA SANTOS,
Assistant Administrator
Personnel Services Division iris

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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:
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