PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM

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December 4, 2008

An Equal Opportunity Employer

ANNOUNCEMENT

The **Guam Public School System** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL examination** for the following class of position to **ESTABLISH A LIST:**

PROGRAM COORDINATOR III (2.122)

SALARY: **Pay Grade M**
Open: **Step 1-10, $28,678.00 - $43,018.00 Per Annum**
Promotional: **Step 1-20, $28,678.00 - $60,681.00 Per Annum**

DUTY: **Twelve (12) Months**

LOCATION: **Chamorro Studies under the Na'lala' I Lengguahen Chamoru Project**

MINIMUM EXPERIENCE AND TRAINING:

(A) Three (3) years of experience in planning, developing, coordinating or implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; 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) A 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.

NATURE OF WORK IN THIS CLASS:
This is complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

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.)

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assist in the promotion and coordination of Federal Grant and Aid Laws

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Assists in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs.

Ability to plan, develop, implement, and coordinate federally funded projects and programs.

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

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare 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 (8 USC 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 Public School System, 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 Public School System, Government of Guam are required to submit a Tuberculosis work clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis work clearance as a condition of initial 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 Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

DRUG SCREENING:
Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of initial 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 a Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:
Applications shall be submitted to the GPSS Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays **until Friday, December 19, 2008**. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:
Interested applicants must submit a **GPSS "Application for Employment"** form to the **GUAM PUBLIC SCHOOL SYSTEM, 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 Public School System's website www.gdoe.net**

FOR FURTHER INFORMATION:
Please call 475-0496 or come by and visit our office.

ANTONETTE MUNA SANTOS, Acting
Assistant Administrator,
Personnel Services Division

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