



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

May 8, 2024

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

MERIT CAREER JOB ANNOUNCEMENT; DOE ONLY COMPETITIVE EXAMINATION
NO. HRD-047-2024

PROGRAM COORDINATOR III (2.122)

OPENING DATE: May 8, 2024 CLOSING DATE: May 21, 2024

SALARY: Pay Grade **N – General Pay Plan (GPP)**
Open: Step 1-10, \$54,918.00 - \$75,392.00 per annum
Promotional: Step 1-18, \$54,918.00 - \$96,793.00 per annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: CAPITAL IMPROVEMENT PROJECTS

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three 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.

MINIMUM 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 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in 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.

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.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for Capital Improvement Projects. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include enrollment in the government’s Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **Tuesday May 21, 2024** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job.** If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.



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