



DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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JON J. P. FERNANDEZ
Superintendent of Education

STANDARD OPERATING PROCEDURES

SOP#: 800-006

SUBJECT: Request to Fill Position(s) for Recruitment

INQUIRIES: Human Resources Division

I. REFERENCES: GDOE Personnel Rules and Regulations Sections 901.100 (Guiding Personnel Policies), 901.200 (Equal Employment Opportunity), Chapter 4 (Filling Positions in the Department of Education) Section 904.502 (Reemployment), 904.503 (Reinstatement Immediately After Military Services), 904.600 (Types of Appointments).

In conjunction with GDOE Personnel Rules and Regulations, pursuant to Public Law 32-068, Chapter XI, Section 2 Titled as "*Government of Guam Competitive Wage Act of 2014*", the Policies and Procedures shall be utilized as applicable to pay.

II. APPLICABILITY: This SOP applies to all personnel participating in the request to fill position(s) for the recruitment and selection process for budgeted positions.

III. PURPOSE: The purpose of this Standard Operating Procedure (SOP) is to establish the procedures for request to fill position(s), roles, guidelines, and workflow process related to recruitment. This SOP implements a system of recruitment and selection of employees in accordance with merit system principles and equal opportunity guidelines.

IV. PROCEDURES: This SOP applies to the request to fill position(s) and recruitment process from the time an approved request to fill vacant or new position is submitted to the time the position is filled.

I. ROLES AND RESPONSIBILITIES:

- **Step 1 - Schools and Divisions**

The respective school administrator or division administrator is responsible for initiating the Request to Fill Position (RFP) and submitting the form to their respective Deputy Superintendent for the review and approval of the request.

- **Step 2 - Deputy Superintendent**

The respective Deputy Superintendent is responsible for the review and approval of the request to fill position. If the request to fill position(s) is approved at this step it is forwarded to the Federal Programs

Division if position is federally funded. If not federally funded, the form is forwarded to the Budget Office. If the request to fill position(s) is not approved at this step the respective Deputy Superintendent will communicate this to the respective school administrator or division administrator.

- **Step 3 - Federal Programs Office (only applies to federal funded positions)**
Is responsible for certifying the request to fill RFP for compliance with terms and conditions of federal grant. If it is compliant the federal programs office forwards the RFP to the Budget Office. If it is non-compliant it is returned to the respective Deputy Superintendent (also known as the Program Manager) for the specific grant program.
- **Step 4 - Budget Office**
The Management Analyst is responsible for certifying the availability of funds for vacant or new positions. This step also includes the review and signature of the Deputy Superintendent of Finance and Administrative Services. Once this step is completed, it is forwarded to the Superintendent's Office.
- **Step 5 - Superintendent**
The Superintendent is responsible for the final review/approval of the request to fill position(s). If the position is approved or disapproved, it is then forward to the Human Resources Division to include the respective Deputy Superintendent.
- **Step 6 - Human Resources Division (only applies to approved request to fill positions for recruitment).**
The Human Resources Division is responsible for creating and posting position job announcement for a minimum of ten (10) workdays, evaluating employment applications, establishing eligibility and non-eligibility list, certifying applicants, preparing interview packet or referral document, sending out selection, non-selection, and rejection letters.

II. PERSONNEL ROLES AND RESPONSIBILITIES

- **Applicant -** Responsible for submitting appropriate documentation such as employment application, transcripts, references, and appropriate clearances as listed in the job announcement , 912.000 (Medical Standards), 913.000 (Drug Free Workplace Program Policy and Operating Procedures), Section 25103, Title 10, Guam Code Annotated ("Tuberculosis Screening"); local and federal laws related to labor and employment also govern the pre-employment process.
- **Personnel Specialist –** Is responsible for evaluating employment applications, establishing eligibility and non-eligibility lists, certifying top five applicants for one (1) vacancy, for more than one (1) vacancy an additional eligible for additional vacancy, when there is one of two, or more eligible who have identical examination scores, such two or more eligible shall also be certified, preparing interview packets or referral, sending out selection, non-selection, and rejection letters, creating and updating employee records, preparing notice of personnel action to be signed by new hire to include the onboarding process.
- **Human Resources Staff –** Responsible for coordinating the committee members to conduct interviews.
- **Interview Committee Members (Interview Panel):** Conducts interviews and upon completion of the interviews will forward the recommended candidate(s) to the Human Resources Division.
- **Human Resources Staff -** Responsible for submitting the recommended candidate name to the Superintendent for review and final selection.
- **Superintendent -** Reviews and approves or disapproves the recommended candidate and forwards to the Personnel Services Administrator.

- **Human Resources Staff** - Initiates the Personnel Action Form (PAF) for the approved candidate and releases into workflow to the Personnel Services Administrator for review and approval.
- **Personnel Services Administrator (PSA)** - Upon review/approval of the Personnel Action Form (PAF), the PSA releases the PAF into workflow to Federal Programs Coordinator (only applies to federally funded positions) and Management Analyst (Certifying Officer).
- **Program Coordinator (Federal Programs Office)** – (only applies to federal funded position(s)) is responsible for certifying compliance with terms and conditions of grant application. Once the review is completed, it is released into workflow to the Management Analyst for certification of funds in compliance with budget requirements.
- **Management Analyst (Certifying Officer)** - Responsible for certifying the availability of funds of the salary for the position to be filled. Once certification has been completed, it is released into workflow to the Deputy Superintendent of Finance and Administrative Services.
- **Deputy Superintendent of Finance and Administrative Services** - Responsible for the review of the PAF. Once signed, this is released into workflow to the Superintendent.
- **Superintendent** - Responsible for the review/final approval of the PAF. Once approved, this is released into workflow to the Personnel Services Administrator for final output post to record “live” in MUNIS system.

V. Workflows

Local Funded Positions Approval

School/Division Administrator → Deputy Superintendent (respective) → Budget → Deputy Superintendent of Finance and Administrative Services → Superintendent → Human Resources Division

Federal Funded Positions Approval

School/Division Administrator → Deputy Superintendent (respective) → Federal Programs Office → Budget → Deputy Superintendent of Finance and Administrative Services → Superintendent → Human Resources Division

VI. INTERNAL CONTROLS:

- **GDOE Personnel Rules and Regulations Chapter 4 Filling Positions in the Department of Education.**
- **Public Law 32-068, Chapter XI. Section 2 Titled as “Government of Guam Competitive Wage Act of 2014”,**
- **Approved Request to Fill Position (RFP).**
- **Budget Office Certification of availability of funds.**
- **Deputy Superintendent of Finance and Administrative Services review.**
- **Federal Programs review compliance with terms and conditions of grant application (applies only to federal funded positions).**
- **Superintendent Approval or Disapproval of RFP and PAF.**
- **Human Resources Staff Personnel Action Form (PAF) and Action Entries (AE) in MUNIS system.**

VII. TRAINING: Training will occur within 60 days of approval and may occur at least annually thereafter.

VIII. REPORTS: Human Resources Division is responsible for the periodic reports on an as need basis and the submission of a copy of the Personnel Action Form to the applicable Government of Guam entities.

IX. PENALTY: Failure to adhere to this SOP may result in disciplinary action in accordance with the DOE Personnel Rules & Regulations.

X. EFFECTIVE DATE: Upon date of approval and signature, unless otherwise noted.

XI. CHANGE(S): This SOP should be reviewed periodically to determine if changes are required and if so, a revised SOP should be created to reflect those changes and signed off by all authorized personnel.

Where there may be conflict in rule, governing law supersedes. Changes to these procedures shall be effectuated by the Superintendent of Education or his/her designee.

APPROVED BY:



Antonette Muña Santos
Personnel Services Administrator



Date



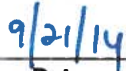
Taling M. Taitano
Deputy Superintendent of Finance and
Administrative Services



Date



JON J. P. FERNANDEZ
Superintendent of Education



Date