



OFFICE OF THE ATTORNEY GENERAL
 Government of Guam
 Administration Division
 590 S. Marine Corps Drive, Ste. 706
 Tamuning, Guam 96913

Elizabeth Barrett-Anderson
Attorney General of Guam

Jacqueline Z. Cruz
Chief of Staff

JOB ANNOUNCEMENT - OPEN

PROGRAM COORDINATOR IV (Position Code No. 2.123) PAY GRADE: OPEN: O-01, \$49,897 P/A - O-07, \$62,371 P/A PROMOTION: O-01, \$49,897 P/A - O-18, \$87,943 P/A	ANNOUNCEMENT NO. AG16-JA09 APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: January 4, 2016 CLOSES: Continuous
---	--

WHO CAN APPLY Open to the government of Guam employees and the public.

QUALIFICATION REQUIREMENTS Four years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK Administers the programs and activities of federally funded programs.

Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids. Directs the development and preparation of comprehensive plans and annual work program. Provides consultation and technical assistance to program staff. Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedure manual in the administration of program. Establishes program priorities to determine the most effective distribution of available federal funds; approves, rejects or modifies subgrantee applications. Confers with public officials and others to achieve the fullest utilization of federal grants and aids. Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirement or needs. Reviews and analyzes budget requests for federal funding submitted by departments and agencies. Directs various phases of research statistical activities in support of the programs. Assesses staff training and technical assistance needs according to short and long range goals. Keeps abreast of developments and changes in federal laws, regulation and congressional bills on federal grants and aid programs. Performs related duties as assigned. Tasks will be performed in consideration of legal and grant requirements for child support systems.

KNOWLEDGE, ABILITIES & 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 programs. Ability to administer the programs and activities of federally funded programs. Ability to evaluate operational effectiveness implement changes in program functions to improve effectiveness. Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

MINIMUM EDUCATIONAL REQUIREMENTS

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligible's), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by Attorney General.

JOB ANNOUNCEMENT:
ANNOUNCEMENT NO. AG16-JA09 (Program Coordinator IV)

DOCUMENTATION REQUIREMENTS	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475-3324 extension 5110/5115/5120.
SUITABILITY DETERMINATION FORM	Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provision 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.
EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.
DRUG SCREENING	Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
POLICE & COURT CLEARANCE REQUIREMENTS	If you are selected for this position, your selection will conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). Our Office will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
WHERE TO APPLY	Submit job applications at Office of the Attorney General, Administration Division, 590 S. Marine Corps Drive, Ste. 706, Tamuning, Guam 96913 between the hours of 8:00 a.m. - 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

JOB ANNOUNCEMENT:
ANNOUNCEMENT NO. AG16-JA09 (Program Coordinator IV)

**FOR MORE
INFORMATION**

Call or visit our Office or contact us at (671) 475-3324 extension 5110/5115/5120, or the Department of Labor, One-Stop Career Center. In addition, job announcements and job application forms are accessible in our website at www.guamag.org or email hr@guamag.org.



JACQUELINE Z. CRUZ
Chief of Staff

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.