



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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JUDITH T. WON PAT
Acting Superintendent of
Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE ANNOUNCEMENT

To establish a list for the position of

ADMINISTRATIVE OFFICER (2.010)

ANNOUNCEMENT NO. HRD-044-2026

Open: March 06, 2026 **Close:** March 19, 2026

2023 GENERAL PAY PLAN (GPP)

OPEN: L-1; \$45,262.00 per annum - L-1 O; \$62,136.00 per annum
PROMOTION: L-1; \$45,262.00 per annum - L-18; \$79,775.00 per annum

Employment Type: **Probationary/Permanent Full-Time Appointment**

Location: **Any School or Division**

Funding: **Local**

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; 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: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

NATURE OF WORK IN THIS CLASS:

This is moderately complex staff administrative work in providing administrative and support services to management in a moderately large department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates the preparation and administration of the department/agency's budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports.

Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.

- Prepares work requests and purchase requisitions for office supplies, materials and equipment.
- Interprets and explains administrative policies, rules, and procedures to employees and supervisors.
- Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of general administrative processes and office management practices.
- Knowledge of management principles, practices and techniques.
- Ability to make work decisions in accordance with established laws, regulations and other program guidelines.
- Ability to analyze work problems having an administrative aspect and recommend solutions.
- Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.
- Ability to supervise the work of others.
- Ability to prepare fund status reports.
- 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 any school or division. 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 can be obtained online www.gdoe.net-HR Forms or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Friday, March, 19, 2026** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment applications -one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following 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 you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.**

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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