DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
501 Mariner Avenue
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JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

MANAGEMENT ANALYST IV (2.023)

ANNOUNCEMENT NO. HRD-002-2027

Open: October 14, 2027 **Close:** October 27, 2027

2023 GENERAL PAY PLAN (GPP)
OPEN: O-1; $60,875.00 per annum -O-10 $83,568.00 per annum
PROMOTION: O-1; $60,875.00 per annum -O-18 $107,291.00 per annum

Employment: Probational/Permanent
Appointment Location: **Internal Audit Office**
Funding: Local

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

A) One year of experience as a Management Analyst III or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or. business administration, industrial management or closely related field; 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 complex technical and supervisory work involved in analyzing and developing improved managerial procedures and practices.

Employees in this class supervise a management analysis program of a large number of interrelated organizational units and a wide variety of work processes, functions, and programs.

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.)

Supervises management studies of departmental/agency policies and operations; assigns and evaluates the work of task force personnel and assists with unusual problems encountered; analyzes problems in terms of organizational objectives, statutory requirements, budgetary constraints, manpower utilization, and management information requirements; reviews and presents recommendations based upon study findings.

Identifies and defines management problems and coordinates the scope and priority of improvement studies; coordinates management analysis studies with other staff services.

Collaborates with data processing specialists in the design and installation of data processing and management information systems.

Recommends organizational structures, performance criteria, and administrative policies and develops management methods and techniques.

Directs the preparation of user manuals; recommends approval/dis-approval of deviations from procedures.

Coordinates reviews of proposed legislation; determines impact upon organizational operations; estimates effects and monitors progress.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES. AND SKILLS:

Knowledge of the principles, practices, methods and techniques of modern management and public administration and statistical analysis.

Knowledge of the application and uses of modern office equipment and appliances.

Knowledge of the basic trends and current development in general management.

Knowledge of departmental/agency program objectives, policies, standards, procedures and activities.

Ability to supervise a management analysis program.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to develop methods and procedures for analyzing systems, procedures or organizational

changes.

Ability to make oral and written reports and presentations, and prepare charts and graphs clearly and concisely.

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 appointment for the Internal Audit 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 period per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website **www.gdoe.net/** 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 **Tuesday, October 27, 2026** 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 DOE job applications -one for FCH PA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete a 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 Sheet. You may contact us at 671-475-0496 or via email **humanresources@gdoe.net.**



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