



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

CHIEF PLANNER (6.325)

ANNOUNCEMENT NO. HRD-007-2026

Open: October 27, 2025

Close: November 07, 2025

2023 GENERAL PAY PLAN (GPP)

OPEN: Q-1; \$73,788.00 per annum – Q-10; \$101,296 per annum

PROMOTION: Q-1; \$73,788.00 per annum – Q-18; \$130,052 per annum

Employment: Promotional/Permanent Full-Time Appointment

Location: **Facilities & Maintenance Division**

Funding: Locally Funded

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Four (4) years of experience in either physical, economic, social, or urban planning work, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering, economics, planning, 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:

Administers the programs and activities of a territorial-wide planning agency.

Employees in this class supervise the activities of subordinate planning Personnel within an agency.

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.)*

Directs all planning functions within an agency.

Directs and prioritizes the development and implementation of comprehensive planning programs and projects; evaluates operational effectiveness for each specialized planning activity.

Establishes criteria for preparation of impact studies and statements; reviews statements and studies for methodology and results.

Analyzes and interprets local and federal legislation, and maintains records and reports of actions affecting planning programs and projects.

Represents the agency at conferences and meetings with local government officials, public and private agencies and representatives of the federal government.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of physical, economic, social and urban planning.

Knowledge of federal grants-in-aid programs as they relate to planning activities..

Ability to administer the programs and activities of a territorial-wide planning agency.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies, and procedures to improve effectiveness.

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 the Facilities & Maintenance 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 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 November 07, 2025** 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 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 Sheets, call (671) 475-0496, and/or email humanresources@gdoe.net


Katherine M.P. Ada
Personnel Service Administrator


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