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

PROGRAM COORDINATOR II
(2.121)

Open: June 29, 2026 **Close:** July 13, 2026

ANNOUNCEMENT NO. HRD-075-2026

2023 General Pay Plan (GPP)

OPEN: M-1; $49,731.00 per annum

Employment: Limited Term - Full Time Appointment
Location: **Community Health Nursing Services Administrator (CHNSA) / School Climate, Culture, and Engagement Division (SCCE)**
Funding: Federal

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; 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 technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under closer supervision.

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.)*

Participates, studies and assists in the planning, development, implementation and coordination of Federal Grants and Aids or local programs and projects applicable to Guam; prepares digest of basic provisions and matching financial requirements, and checks federal registers pamphlets, manuals, reports, regional conferences, congressional bills, hearings, etc., relating to grants and aids.

Participates in the development and implementation of comprehensive plans and annual work programs; assists in analyzing and appraising program performance toward obtaining objectives; provides assistance in the technical development of programs, and reviews the proposed projects for completeness in detail, content, methodology, justification and eligibility.

Participates in the preparation of the fiscal year program budget requirements under federal and local programs.

Maintains liaison with federal, territorial, and private agencies to insure maximum benefit to programs involved.

Ensures that each assigned project has a functional evaluation design; evaluates completed project for cost effectiveness.

Collects and analyzes statistical data, prepares program studies and performs research.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Knowledge of bookkeeping principles and compilation of statistics.

Ability to plan, develop, implement and coordinate federally funded projects and program.

Ability to learn, interpret and apply pertinent laws, regulations and related program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

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 limited-term full-time appointment for the CHNSA & SCCE 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 https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html** 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 **Monday, July 13, 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 Sheets, call 475-0496, and/or email **humanresources@gdoe.net.**

KATHERINE M.P. ADA,
Personnel Services Administrator

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