



JOB ANNOUNCEMENT
OPEN TO COMPETITIVE PROMOTIONAL
TO ESTABLISH A LIST FOR THE POSITION OF
PROGRAM COORDINATOR III
(SUBJECT TO AVAILABILITY OF FUNDS)

ANNOUNCEMENT NO.:	GHC 2025-01
OPENING DATE:	FRIDAY - DECEMBER 06, 2024
CLOSING DATE:	FRIDAY- DECEMBER 27, 2024
PAY GRADE/SALARY:	OPEN: N-01; \$54,918.00 - N-06; \$59,865.00 Per Annum PROM: N-07; \$62,163.00 - N-18; \$87,650.00 Per Annum
DIVISION:	ADMINISTRATION

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience in planning, developing, coordinating or implementation of 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

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform the full range of complex professional program administration duties, including independent work in specialized areas of profession.

Employees often serve as a team or group leader over less experienced, professional staff.

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.)

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates projects for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assist in the promotion and coordination of federal Grant and Aid Laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assist in the preparation of plans and annual work programs.

Assist in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aid programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in the federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under Federal Grants and Aid or local programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND 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 or local programs.

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

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

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

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Ability to work efficiently with the public and employees.

Ability to communicate efficiently, orally and in writing.

Ability to maintain records and prepare reports.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

EXAMINATION REQUIREMENTS: A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position. A practical exercise may be required.

VETERANS PREFERENCE: Applicants claiming veterans preference credit are required to provide a copy of their DD Form 214 (Certificate of Release or Discharge from Active Duty). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service connected disability.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

EDUCATION: Applicants claiming educational degrees or credit hours are required to submit official or verified copies of transcripts, high school diploma, GED certification, or apprenticeship certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

DRUG SCREENING TEST: The Guam Housing Corporation is in compliance with Department of Administration's Drug Free Workplace Program Operating Procedures. All new employees may be subject to random drug testing if selected for positions which is Testing Designated Position (TDP). In addition, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident of unsafe practice.

INTERVIEWING PROCEDURE:

A panel of interviewers designated by the President will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Administration Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (regardless of duration of stay) must inform the Administration Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (if off-island), will be scheduled by the appointing authority, or his designee, for all eligible referred via certification. Individuals with disabilities who require special accommodations should contact the Administration Division prior to any scheduled examinations or interviews.

PRE-ENTRY MEDICAL PHYSICAL EXAMINATION: If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense.

HOW AND WHERE TO APPLY: All interested applicants must complete a "Government of Guam - Employment Application-Form A" and submit to GUAM HOUSING CORPORATION Admin Division before **4:00 p.m., December 27, 2024**. The Government of Guam Employment Application-Form A can be downloaded from the GUAM HOUSING CORPORATION website at www.quamhousing.org

NOTE: Suitability Determination (Form A4): 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 answered "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 Determination form if anything has occurred that would warrant updating your responses on your suitability form after you have submitted your application.

PURSUANT TO Title 4 GCA §4203.3(a): "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, 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."

REQUIREMENTS of POLICE & COURT CLEARANCES, DRUG SCREENING TEST, and PRE-ENTRY MEDICAL PHYSICAL EXAMINATION: If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on the pre-entry medical physical examination. You will have five (5) business days to submit police and court clearances that are no older than one (1) month from the date of your notification of selection. Off-island applicants must obtain clearances from their last place of residency. Police and court clearances are at the applicant's expense.

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IMPORTANT INFORMATION: Title 8 USC Section 1324A requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

FOR MORE INFORMATION: Contact telephone number (671) 647-4143 Ext. 140 or visit the Administration Division at the GUAM HOUSING CORPORATION Main Office, 590 South Marine Corps Drive, Suite 514 ITC Building, Tamuning, Guam.



EDITH C. PANGELINAN
PRESIDENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSONS ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE CREED MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.