

GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6076/5/4/3

JOB ANNOUNCEMENT
(In-House Competitive)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Training and Development Manager	Announcement Number: EOE 010-2019
Salary: MINIMUM: L5-D \$33.91/hour; \$70,531.00 PER ANNUM MAXIMUM: L6-D \$35.29/hour; \$73,395.00 PER ANNUM	Open Date: November 26, 2018 Closing Date: December 10, 2018

MINIMUM QUALIFICATIONS:

- A. Graduation from a recognized or accredited college or university with a minimal of Bachelor's degree in Public Administration, Business Administration, Social Science or related field with major coursework in human resources, training and development, organizational development or behavioral science; **plus**
- B. Five (5) years of professional employee training and development experience as an employee trainer, training administrator, training coordinator, training consultant; or as a personnel/human resource analyst or assistant, which has included employee training and development; or
- C. Any equivalent combination of education and experience that has included completion of a Bachelor's Degree program and the specific experience described above.

NATURE OF WORK IN THIS CLASS:

This is an administrative position responsible for training and employee development involved in directing the performance of needs analysis for a variety of job classes within the agency. This position is also responsible for developing a curriculum that focuses on training needs.

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.)

- Administers a training and development program for the agency to include a variety of training workshops, modules and government supported educational and apprenticeship training program.
- Confers with department heads and supervisory personnel the availability of training or apprenticeship requirements.
- Evaluates operations; develops and/or modifies plans and procedures; participates in management decisions.
- Directs the performance of needs analysis and research relative to new training and employee development programs for departmental application; directs the implementation of periodic needs assessment surveys to determine need for and scope of programs at all employee levels.
- Confers with departmental managers and administrators regarding performance based objectives by identifying work situations that may require preventative or remedial training and development programs in attaining these objectives.
- Directs the development of a formal Comprehensive Training Plan based on a training needs analysis or needs assessment.
- Directs and manages the development of the Authority's Apprenticeship Program.
- Directs the development of training programs through the input of the professional and technical staff, research and evaluation of relevant and topical material, and the development of training curriculum.
- Facilitates management and staff development through the use of organizational development techniques such as process consultation, team building, and problem solving.
- Reviews employee classifications including knowledge, skills, and abilities to ensure requested training is consistent and relevant to job duties and responsibilities.
- Manages the maintenance of employee training history records.
- Prepares training budget; projects outside consultant cost and incorporates into preliminary budget document; ensures budget items conform to appropriate training needs; prepares justification for manager; performs cost benefit analysis to determine most practical and effective means to achieve objective within budget constraints.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of employee training and development administration.
- Knowledge of the principles and practices of public administration.
- Knowledge of current trends, developments and theories in organizational development and training.
- Knowledge of in-service training principles and techniques.
- Knowledge in organization and employee development principles and techniques.
- Knowledge of principles and practices of operating budget formulation and administration.

- Ability to administer a training and apprenticeship program.
- Ability to coordinate and/or conduct training workshop.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to evaluate operational effectiveness and recommend changes in rules, regulations, policies and procedures to improve program effectiveness.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and implement a budget for the overall training function.
- Ability to assess areas of staff development and training needs.
- Ability to plan, develop, conduct and evaluate training and development programs in a variety of occupational areas.
- Ability to establish and maintain effective working relationships with departmental officials, government employees, and the community.
- Ability to determine the cost/ benefit analysis of training and its effectiveness.

WORK ELIGIBILITY

Public Law 99-603 (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 to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) 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 education 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."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, 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".

PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Personnel Services Division – Human Resources Section Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 by 5:00pm on the job vacancy announcement closing date. For more information call the Personnel Office at 671-300-6076/5/4 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER 