



# 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)

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

<b>Position Title:</b> Management Analyst IV	<b>Announcement Number:</b> EOE 025-2019
<b>Salary:</b> MINIMUM: L5-D \$33.91/hour; \$70,531.00 PER ANNUM MAXIMUM: L6-D \$35.29/hour; \$73,395.00 PER ANNUM	<b>Open Date:</b> March 11, 2019 <b>Closing Date:</b> March 22, 2019

### MINIMUM QUALIFICATIONS:

- A. One year 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.

### 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/disapproval 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 public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

**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](http://WWW.GUAMWATERWORKS.ORG) TO VIEW THE JOB ANNOUNCEMENT AND TO DOWNLOAD THE EMPLOYMENT APPLICATION.

  
MIGUEL C. BORDALLO, P.E.  
GENERAL MANAGER 