



**JOB ANNOUNCEMENT  
(IN-HOUSE)**

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
MANAGEMENT ANALYST II				25-016	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	J2-C	\$29.40	PER HOUR	DATE OPEN:	MAY 08, 2025
	\$61,152.00		PER ANNUM		
MAXIMUM:	J3-C	\$30.59	PER HOUR	DATE CLOSED:	MAY 22, 2025
	\$63,635.00		PER ANNUM		

**WHO CAN APPLY:**

Only permanent government of Guam employees from the **Guam Waterworks Authority (GWA)** can apply. The General Manager has identified this position as a career development opportunity for **GWA** employees pursuant to rule 4.A.1.1.(a) of Public Law 28-159.

**HOW AND WHERE TO APPLY:**

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2<sup>nd</sup> Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to [hrjobs@guamwaterworks.org](mailto:hrjobs@guamwaterworks.org). ***All applications received via electronic mail or fax, must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement.*** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at [www.guamwaterworks.org](http://www.guamwaterworks.org).

**MINIMUM EXPERIENCE AND TRAINING:**

- A. One year of experience as a Management Analyst I 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 moderately complex technical work involved in analyzing and developing improved managerial procedures and practices. Employees in this class perform moderately complex management analysis work independently on an on-going basis and participate in the full range of complex professional duties under close 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.)*

Analyzes organizational units, processes and functions; evaluates and recommends improvements in organization utilization of personnel, space, equipment and material. Evaluates existing and proposed policies and techniques as assigned; prepares factual reports and proposes revision based upon findings; assists in presenting and discussing recommendations with administrators. Studies work flow and layout; prepares charts and reports; makes recommendations. Studies forms and publication used in operations; designs new forms and proposes revision to existing forms and publications. Performs assigned phases of management studies; gathers and organizes data; applies statistical techniques to analyze data; prepares reports and recommendations based upon findings. Conducts studies of work output for specific operations; makes recommendations concerning the establishment of certain standards. Assists in the implementation of approved management reviews and studies. Studies the applications of office service machines and assists in adapting data processing equipment to specific operations. 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 computer system application and office service equipment. Ability to gather, organize, correlate and analyze facts and devise solutions to assigned problems. Ability to make oral and written reports and presentations and prepare charts and graphs clearly and concisely. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

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**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”.

**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.

**DOCUMENTATION REQUIREMENTS:**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency.

**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 a certification program, from a recognized, accredited or certified vocational-technical institution, in the specialized field required for the job.” Applicants claiming degrees or credit hours are required to provide a copy of their college transcript. All new employees (meaning not a current government of Guam employee, to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position.

**DRUG SCREENING:**

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

**EMPLOYMENT MEDICAL EXAMINATION:**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the essential duties of the position being hired for.

**PREFERENCE POINTS:**

Applicants claiming veteran’s preference are required to provide a copy of their DD-214, Member 4 Form. Applicant’s claiming a disabled veterans are required to provide a copy of a letter from the U.S. Veterans Administration.

**ELIGIBLE RATING:**

After receiving an eligible rating, your chances for an interview depend on (1) the number of available vacancies; (2) whether your rating score is high enough to be certified (see CERTIFICATION FOR INTERVIEW); (3) whether or not a registered Enhanced Placement Program (EEP) eligible, Priority Placement Program (PPP) eligible, or a Bonafide preferential hire is on the same eligibility list as you. For these reasons we cannot give definite information about how soon you might be contacted for an interview.

**INTERVIEWING PROCEDURES:**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

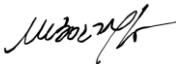
**EXPIRATION OF ELIGIBLE RATING:**

Your eligible rating score expires after one (1) year your score is established, which is indicated on your Notice of Rating. If you applied under a continuous job announcement and the job announcement has yet to close, you may update your rating score by submitting a new employment application form. For closed job announcements, you may update your rating by reapplying and repeating the application process when the position is re-announced. If your rating score expires under a closed job announcement, you can only be eligible again by reapplying and repeating the application process when the position is re-announced. In general, though, you are encouraged to apply for any and all job announcements that you feel you qualify for, and are eligible to apply for. (Please note, that depending upon the needs of a particular department, positions may be announced with Selective Certifications, aka Selective Factors (SF) requirements which may affect your eligibility for a position, under a particular job announcement).

**CERTIFICATION FOR INTERVIEW:**

For each vacancy, the top eight (8) applicants with the highest scores are scheduled for interviews (ten applicants for the laborer and custodial vacancies.) However, in the event of tie scores with the eighth eligible, all eligibles with the same score as the eighth eligible will be referred. When your name is reached, you will be notified by mail and/or telephone, and/or email to report for an interview. You may or may not be selected as a result of the interview. If you are not selected, your name will be placed back on the eligible list for consideration in filling future vacancies until your score expires.

MANAGEMENT ANALYST II (25-016)



Miguel C. Bordallo, P.E.  
GENERAL MANAGER 

***“WE ARE AN EQUAL OPPORTUNITY EMPLOYER”***

