



**JOB ANNOUNCEMENT  
(IN-HOUSE)**

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
PERSONNEL SPECIALIST II				25-021	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	J2-C	\$29.40	PER HOUR	DATE OPEN:	JUNE 26, 2025
		\$61,152.00	PER ANNUM		
MAXIMUM:	J3-C	\$30.59	PER HOUR	DATE CLOSED:	JULY 11, 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 Personnel Specialist I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related fields; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possess a valid driver's license may be required.

**NATURE OF WORK IN THIS CLASS:**

This is moderately complex professional public personnel administration work. Employees in this class perform moderately complex duties in one or more functional areas of the profession independently on an ongoing basis and participate in the more complex professional 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.)*

Conducts job analysis on a variety of technical and labor and trades positions to obtain an assessment of job content; participates in work sessions with job knowledge experts to assess, select and documents tests items or criteria; participates in developing written and performance tests; participates in the development of oral interview examinations and supplemental application forms; and assists more experienced staff in conducting criterion-related validity studies and administering assessment center programs. Analyzes positions and other classification data and makes appropriate classification and pay allocations; reviews requests for creation of new classes of positions, reassignment of pay ranges, amendments to class standards and recommends appropriate action; participates in the conduct and disposition of classification appeals; conducts position audits; reviews requests for pay adjustment and recommends appropriate action. Participates in instructing and presenting training workshops for government employees; selects and utilizes teaching aids; learns and applies the teaching methodology of a variety of training packages; compiles statistical and narrative reports and evaluates effectiveness of training given to employees; coordinates local or federally sponsored training programs; monitors assigned federally or locally supported training and development programs. Evaluates job applications for a wide variety of job announcements for eligibility determination and certification; participates in developing sources of recruitment and writes materials publicizing job openings; reviews status of eligible lists, availability of applicants and other recruitment factors and recommends improved procedures and techniques to enhance recruitment efforts. Responds to inquiries regarding the application of personnel laws, rules, regulations, policies and procedures. Conducts studies and analyses directed toward improving the personnel programs and merit system. Maintains records and prepares technical reports. Performs related duties as required.

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**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles, practices, and techniques of public personnel administration. Knowledge of the principles, practices, and techniques of position classification and salary administration, as required. Knowledge of the principles, theory, and practices of test validation and personnel selection procedures, as required. Knowledge of the principles, practices, and techniques of employee training and development, as required. Knowledge of recruitment principles, practices, and techniques with particular reference to eligibility determination, rating and certification, as required. Ability to apply, interpret, and make decisions in accordance with personnel laws, rules and regulations, policies and other appropriate guidelines. Ability to gather and analyze facts and provide technical recommendations. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle may be required

**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


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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.

  
**Miguel C. Bordallo, P.E.**  
GENERAL MANAGER



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

