The Department of Education is currently accepting job applications for the following position to ESTABLISH A LIST:

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-028-2020)

PROGRAM COORDINATOR IV (2.123)*

OPENING DATE: June 24, 2020 CLOSING DATE: July 8, 2020

SALARY: Pay Grade Q – General Pay Plan (GPP)
Open: Step 1-10, $49,897.00 - $68,498.00 Per Annum
Promotional: Step 1-20, $49,897.00 - $87,943.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: FEDERAL PROGRAMS
CONSOLIDATED GRANT/EDUCATION STABILIZATION FUND

FUNDING: Federal

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING: Four years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS: Administers the programs and activities of federally funded 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.) Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids; Directs the development and preparation of comprehensive plans and annual work program; Provides consultation and technical assistance to program staff; Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program; Establishes program priorities and determine the most effective distribution of available federal funds; approves, rejects or modifies sub grantee applications; Confers with public officials and others to achieve the fullest utilization of federal grants and aids; Oversees the maintenance and proper control of records of all expenditures and obligations relating to the program; reviews payment requests and recommends appropriate adjustments to budgetary requirements or needs; Reviews and analyzes budget requests for federal funding submitted by departments and agencies; Directs various phases of research and statistical activities in support of the programs; Assesses staff training and technical assistance needs according to short and long range goals; Keeps abreast of developments and changes in federal laws, regulations, and congressional bills on federal grants and aid 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 programs; Ability to administer the programs and activities of federally funded programs; Ability to evaluate operational effectiveness, implement changes in program functions to improve effectiveness; Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems; Ability to work effectively with the public and employees; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS: This is a permanent, full-time position under Federal Programs. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.
Special Note: Due to COVID19 Pandemic, the Guam Department of Education highly encourages applications to be submitted electronically. If submission is in person, you will be required to wear a facial mask before entering into the GDOE Building. Additionally, application must be filled out completely prior to visiting our office, must be prepared to have your own use of a pen, must make your own copies of documents prior (if needed).

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our website https://sites.google.com/a/gdoe.net/personnel/home/forms or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until Wednesday, July 8, 2020 at the Human Resources Division Office between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

*FAIR CHANCES HIRING PROCESS ACT (FCHPA):* This is a **Covered** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or email Iris M. Cruz, Personnel Specialist at iriscruz@gdoe.net.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator