



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**FAMILY SUPPORT GROUP COORDINATOR  
(CLTA)**

(CLTA - Competitive Limited Term Appointment  
(Project Karinu's Family Partner)  
(Position Code No. 02.105)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA92-10

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JULY 19, 2010 - CONTINUOUS

PAY GRADE:

OPEN: N-1; \$31,064 P/A - N-10; \$46,596 P/A  
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Four years of experience in planning, developing, coordinating or implementing of Family Support Group programs or equivalent family support activities and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

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, with the exception of those positions listed on the circular/list approved by the DOA Human Resources Manager (e.g. Solid Waste Technician). All government of Guam employees (classified and unclassified) who were employed prior to October 1, 2008, will not be required to possess or show proof of a high school diploma or equivalent as allowed by law in their current position and for other positions they are considered for within their class series (if any) that clearly do not require a high school diploma. However, once an employee who was exempted under this law ends their employment (e.g. by way of resignation or adverse action termination) and the former employee attempts to return to active service, the law will apply accordingly to those former employees and such applicants must now possess and show proof of a high school diploma or equivalent as required for most if not all government positions.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers the programs and activities of the Family Support Group for the Department of Military Affairs. Employees in this class train and assist Guard family members in organizing, implementing, and sustaining the units.

## FAMILY SUPPORT GROUP COORDINATOR (CLTA)

### ILLUSTRATIVE EXAMPLES OF WORK

Directs the planning, development, coordination and implementation of programs and projects. Directs the development, preparation and management of the Family Support Group. Provides consultation and technical assistance to various personnel. Provides a support and communication network for families and prepares them for the soldier's absence during deployment. Enables the Guard family members to establish and operate a program through which they can effectively gather information, solve problems, and maintain a system of mutual support. Improves the Guard's readiness and combat power, while also lowering the "costs" associated with caring for unit family members. Provides support to families while maintaining support and cooperation from the military units chain of command. Participates in the preparation of the fiscal year program budget requirements under federal and local programs. Ensures that each assigned project has a functional evaluation design; evaluates completed project for cost effectiveness. Collects and analyzes statistical data; prepares program studies and performs research. Performs related duties as required.

### KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles and practices of the Family Support Group program. Knowledge of the principles, practices and techniques of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding the Family Support Group. Ability to evaluate operational effectiveness, implement changes in project functions to improve effectiveness. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement and coordinate federally funded or local projects and programs. 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 Guard members, their dependents, the Department of Military employees and the community. Ability to communicate effectively. Ability to maintain records and prepare technical reports.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### 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.

### DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govquamdcs.com/doa/index\\_doa.htm](http://www.govquamdcs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**