



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
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JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

**MANAGEMENT ANALYST II
(2.021)**

Open: July 2, 2026 Close: July 16, 2026

ANNOUNCEMENT NO. HRD-080-2026

2023 General Pay Plan (GPP)

OPEN: M-1; \$49,731.00 per annum – M-10; \$68,269.00 per annum
PROMOTION: M-1; \$49,731.00 per annum – M-18; \$87,650.00 per annum

Employment: Probational/Permanent
Appointment Location: **ANY DIVISION**
Funding: Local

We are an Equal Opportunity Employer

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.

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "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 of a general 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."

NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

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 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.)*

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, public administration and statistical analyses.

Knowledge of computer system applications and office service equipment.

Ability to gather, organize and analyze facts and devise solutions to assigned problems.

Ability to make oral and written reports and presentation 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.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position with any division. 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 & 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 period per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our [website https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html](https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html) or at the GDOE Human Resources Division located at Building B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Thursday, July 16, 2026** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of DOE job applications -one for FCH PA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete a 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 any 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 humanresources@gdoe.net.



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