



**PORT AUTHORITY OF GUAM
 ATURIDAT I PUETTON GUAHAN
 Jose D. Leon Guerrero Commercial Port
 GOVERNMENT OF GUAM**

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FELIX P. CAMACHO
 Governor of Guam

MICHAEL W. CRUZ
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

Position Title: <p style="text-align: center;">BUDGET ANALYST</p>	Job Announcement No: <p style="text-align: center;">09-10</p>
Grade: J <u>MINIMUM</u> <u>MAXIMUM</u> Step 3/Sub-Step C Step 7/Sub-Step B \$39,514.00 \$45,874.00	Opening Date: <p style="text-align: center;">February 25 2010</p>
Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Closing Date: <p style="text-align: center;">March 10, 2010</p>

JOB LOCATION: The position is located in the Port Authority of Guam, Cabras Island.

AREA OF CONSIDERATION: Open to the public, Port Authority of Guam and Government of Guam employees. All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age, and religion or disability factors.

NATURE OF WORK: Moderately complex technical work involved in the formulation and administration of the Authority's fiscal budget.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties and responsibilities, which may be assigned; nor do the examples cover all the duties which may be performed.)

Compiles and analyzes statistical, fiscal and program information for budget formulation and administration; examines budget estimates for completeness, accuracy and conformance with policies, procedure, federal and other program requirements. Writes periodic budget variance narratives and departmental trends analysis; performs research in general economic trends affecting the Authority's spending patterns; recommends new formats of spending levels; advises superiors on budgetary problems; develops instructions and guidelines for the preparation, analysis and control of divisional budgets. Provides technical advice and assistance to supervisors in the preparation of their program budget estimates; prepares and assembles fiscal and statistical data, charts, graphs and reports for use in budgetary evaluations and budget hearings; maintains files of budgetary information. Analyzes accounting records for the purpose of maintaining expenditure controls; prepares periodic budgetary reports and financial reports and statements. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the:

- principles, practices and techniques of budget administration and management.

Ability to:

- comprehend program goals, objectives and operations and to relate these to budgetary analysis.
- Apply and promote the use of management techniques to obtain budgetary savings.
- Evaluate and advise on budgetary problems.
- Interpret and apply pertinent laws, regulations and other program guidelines.
- Prepare and interpret financial reports and statements.
- Work effectively with employees and the public.
- Communicate effectively, orally and in writing.
- Maintain records and prepare technical and management reports.

QUALIFICATION REQUIREMENTS:

- A. Graduation with a bachelor's degree in business or public administration, economics or related field; or
- B. Any equivalent combination of experiences and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT: The following documents must be submitted with the employment application to qualify for the position:

- A.
 - 1. High school diploma; or
 - 2. A successful completion of a General Education Development (GED) Test, or
 - 3. Any equivalent of a general education high school program, or
 - 4. A successful completion of a certification program a recognized accredited vocational technical institution in a specialized field required for the job."

(Public Law 26-87, Education Training stipulates all employment in the service of the Government of Guam shall have as a reasonable job performance any one of the listed documents to be eligible.)

- B. Police clearance and Court clearance. Such clearances must be no more than 3 months old.

(Public Law 28-98, Sex Offenders, stipulates that no person convicted of a sex offense shall be employed with Government of Guam.)

PRE-ENTRY MEDICAL EXAMINATION: All applicants selected for this position must take and pass a pre-entry physical examination as a condition of continued employment. The applicant must pay expense for the physical/medical examination.

DRUG SCREENING: The Port Authority of Guam has implemented a drug testing as part of the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. The selection is contingent upon a negative drug test result, and thereafter, the selectee will be subject to a drug testing for an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support

the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the General Manager before a final selection is made. Situations in which an applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

PROBATIONARY PERIOD: The applicant must satisfactorily serve at least six (6) months and not more than 12 months probationary period to gain permanent status with the Authority.

EVALUATION METHODS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position. Applicants will be credited for their experience and training shown on their applications. Therefore, entries should be described accurately and concisely and each job described separately. List all awards or outstanding ratings and any other information which will be helpful in the job-element-examining process. **DO NOT ATTACH ORIGINALS OF ANY VALUABLE DOCUMENTS.** Applicants who do not file in accordance with these procedures will be rated **INELIGIBLE**.

INTERVIEW TECHNIQUES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews. Techniques to be used in the interview may consist of one of the following:

- (1) Work sample and performance evaluation examinations,
- (2) Practical and/or written tests,
- (3) Individual oral examinations.

EDUCATION: Applicants claiming educational accomplishments, degrees or credit hours are required to submit official or verified copies of transcripts of diplomas.

PREFERENCE POINTS:

- **Disability:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services.
- **Veteran's:** Applicants claiming veteran's preferences are required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from Department of Veteran's Affairs, which specifically states entitlement to civil service preference for a service connected disability.

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BUDGET ANALYST

IMPORTANT INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port 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 Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931 -4, extensions 306, 307, 368, 341, or 564 should you need additional information.


FRANCINE T. ROCIO
Personnel Services Administrator

BUDGET ANALYST

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