

PERSONNEL MANAGEMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the personnel management programs and activities of the Civil Service Commission.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans, implements and administers the various programs and activities of the Commission, comprising of position classification and pay administration; affirmative action and equal employment opportunity administration; processing of employee appeals and grievances; enforcement and administration of the personnel laws, rules and regulations; and other subject areas involving the employment and merit system of the government of Guam.

Confers with governmental officials, labor organizations and employees to explain current and proposed programs, policies and action, and to otherwise aid and assure the acceptance and adherence to the programs, functions and responsibilities of the Commission.

Formulates, recommends and implements programs, policies and procedures involving the personnel functions and responsibilities of the Commission.

Plans and directs the conduct of surveys on wage and salary rates; recommends adjustments to the compensation plans of the government in accordance with salary survey results and living costs for approval by the Board, the Governor and the Legislature, as required.

Studies current labor laws and regulations, arbitration decisions, collective bargaining contracts as they impact on the functions and responsibilities of the Commission.

Consults with legal staff to insure adherence to laws, regulations, and other governing guidelines.

Promotes understanding of the objectives and methods of the merit system among government officials, employees and the general public.

Directs the review of personnel rules and regulations for the Board's adoption to insure compliance with established personnel laws and for consistency, uniformity and conformance with the objectives of the merit system in government of Guam employment.

Directs the investigation of conditions of government employment complaints of alleged violations of personnel laws, rules, policies and procedures; and recommends/determines appropriate corrective action to be taken.

Prepares and administers program budget.

Prepares technical and administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of public personnel and management principles and techniques and their practical application.

Knowledge of the principles and methods of administration and supervision.

Knowledge of the principles and techniques of position classification and salary administration.

Knowledge of the principles and techniques of affirmative action and equal employment opportunity administration.

Ability to plan and administer government-wide personnel management programs and operations under the cognizance of the Civil Service Commission.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, procedures, rules, regulations, contracts and other program guidelines.

Ability to formulate and recommend policies, procedures and other guidelines for the purpose of improving personnel and management operations and enhancing the merit system in government employment.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to prepare comprehensive reports and to present facts clearly and concisely, orally and in writing.

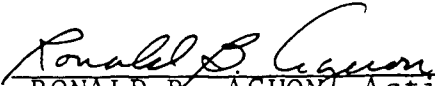
MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience as a Personnel Management Analyst III or equivalent work, one year of supervisory work and graduation from a recognized college or university with a Bachelor's degree; or

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

Established: SEPTEMBER, 1982

Pay Range: 47



RONALD B. AGUON, Acting Executive
Director, Civil Service Commission