



Government of Guam  
Department of Administration  
Human Resources Division



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

Christine W. Baleta  
Director

**DEPARTMENTAL COMPETITIVE EXAMINATION**

To establish a list for the position of

**AUDITOR II**

**Area of Consideration:** Office of Public Accountability

**Announcement Number:** DOA 35-17

**Open:** November 9, 2016

**Close:** November 28, 2016

**Pay Grade:** OPEN: M-01; \$40,762 P/A – M-07; \$50,953 P/A  
PROMOTION: M-01; \$40,762 P/A – M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.doa.guam.gov](http://www.doa.guam.gov).

**Who Can Apply**

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

**Qualification Requirements**

One (1) year of experience as an Auditor I or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in Accounting or related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing course; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

**Necessary Special Qualification**

Possession of a valid driver's license may be required.

**Nature of work**

This is moderately complex professional auditing work involved in financial, operational, and compliance examinations and evaluations of varied programs of the government with varied funding sources under the Internal Audit Division, Bureau of Budget and Management Research; or under the Internal Audit Section, Guam Power Authority; or under the Internal Audit Section, Guam Memorial Hospital Authority; the Office of the Public Auditor, and the Department of Education or the Department of Administration. Employees in this class perform moderately complex professional auditing work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

**Illustrative Examples of Work**

Conducts moderately complex financial and compliance audits of varied federal grant programs. Reviews grant application/contracts, grant/sub-grant awards, grantee/sub-grantee financial report and other documents. Determines the accuracy and propriety of transactions, accounts, and reports presented. Determines degree of compliance with laws, federal regulations and principles of sound financial management. Evaluates internal controls to determine the reliability of reported results. Prepares and coordinates the formulation of the government's cost allocation plan and indirect cost rate proposals for approval by cognizant federal agency. Audits moderately complex general fund accounts and programs, non-appropriated activity funds, revolving fund accounts, and off-island travel. Examines and evaluates financial records and management controls to determine the degree of financial management compliance with governing laws, regulations and other guidelines, and of operating control in terms of reasonableness, consistency, and adherence to accepted accounting principles and management practices. Prepares detailed audit reports on findings, identifying discrepancies and irregularities noted and recommendations for corrective action and/or for improvement in internal controls, accounting system, and management practices. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the principles, practices, and techniques of accounting and auditing. Knowledge of the basic principles and practices of management. Knowledge of internal auditing techniques and practices. Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines. Ability to make work decisions in accordance with program guidelines. Ability to learn and apply computer system application in the accounting field. Ability to examine and evaluate financial documents, statements, and other operating reports. Ability to work effectively with public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare audit reports. Skill in the safe operation of a motor vehicle may be required.

**Minimum Educational Requirements**

All new employees (meaning not a current government of Guam employee to include reemployment/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 list approved by the DOA Human Resource Manager.

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## AUDITOR II (DEPARTMENTAL)

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### Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1120.

### Suitability Determination Form

Your employment application will not be deemed completed 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 occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

### Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

### Examination Requirements

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

### Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

### Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

### Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

### Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

### Police & Court Clearances Requirements

If 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 conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

### Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 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)475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov) for additional information.



For: SHANE G. L. NGATA  
PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION