



# GHURA CDBG-DR

Guam Housing and Urban Renewal Authority  
Aturidat Ginima' Yan Rinueban Siudad Guam  
117 Bien Venida Avenue • Sinajana, Guam 96910  
Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY #: (671) 472-3701



## JOB ANNOUNCEMENT

OPEN COMPETITIVE  
TO ESTABLISH A LIST FOR THE TEMPORARY POSITION OF  
(SUBJECT TO AVAILABILITY OF FUNDS)

<b>TITLE: PROGRAM COORDINATOR III (2.121)</b> <b>(SELECTIVE FACTOR)</b> (Temporary*) *APPOINTMENT WILL ONLY LAST FOR THE DURATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY FUNDS (6 YEARS)	Announcement No.: <b>CDBG-DR-005-25</b>
<b>SALARY:</b> Pay Grade "NGF" <b>Open:</b> Step(Substep) 1(A) - 10(F) <b>\$47,211 - \$83,727</b> Per Annum (100% Federally Funded)	<b>Opening Date: March 21, 2025</b> <b>Closing Date: Continuous</b>
<b>DIVISION: CDBG-DR OPERATIONS</b>	

**\*\*SELECTIVE FACTOR\*\*:**

Knowledge of Federal Programs and requirements.

**NATURE OF WORK IN THIS CLASS:**

This complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

**MINIMUM EXPERIENCE AND TRAINING:**

(A) Three years of experience in planning, developing, coordinating or implementing programs or projects or closely related 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.

**PLUS pursuant to Title 4 GCA §4101(c):** "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job."

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid Guam driver's license.

**PURSUANT TO Title 4 GCA §4203.3(a):** "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, 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."

**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.)

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assists in the promotion and coordination of Federal Grant and Aid Laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Assists in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs.

Performs related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs.

Ability to plan, develop, implement, and coordinate federally funded projects and programs.



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Ability to interpret and apply pertinent laws, regulations, and related program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**EXAMINATION REQUIREMENTS**

A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position.

**SECTION 3 PREFERENCE**

Applicants who are recipients of the Section 3 covered assistance, and who are low income and very low income, shall be given preference credit to jobs within the Authority for which they have applied and are qualified. Such preference shall be applicable only in selection for initial employment (does not apply to subsequent applications for employment in the government after separation).

**VETERANS PREFERENCE**

Applicants claiming veterans' preference credit are required to provide a copy of their DD Form 214 (**Certificate of Release or Discharge from Active Duty**). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service-connected disability.

**DISABILITY PREFERENCE**

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

**EDUCATION and CERTIFICATION**

Applicants claiming educational degrees or credit hours are required to submit original official or verified copies of university/college transcripts, high school diploma, GED certificate, or apprenticeship program certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

**INTERVIEWING PROCEDURE**

A panel of interviewers designated by the Executive Director will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (**regardless of duration of stay**) must inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (**if off-island**), will be scheduled by the appointing authority, or his designee, for all eligibles referred via certification. Individuals with disabilities who require special accommodations should contact the Human Resources Division prior to any scheduled examinations or interviews.

**DRUG SCREENING TEST**

Pursuant to GHURA's Drug Free Work Place Policy, as adopted by the Board of Commissioners on August 16, 1995: "**ALL APPLICANTS TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENT.**"

**REQUIREMENTS of POLICE & COURT CLEARANCES, DRUG SCREENING TEST, and PRE-ENTRY MEDICAL PHYSICAL EXAMINATION**

If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on the pre-entry medical physical examination. You will have five (5) business days to submit police and court clearances that are no older than one (1) month from the date of your notification of selection. Off-island applicants must obtain clearances from their last place of residency. Police and court clearances are at the applicant's expense.

**PRE-ENTRY MEDICAL PHYSICAL EXAMINATION:**

If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense

**HOW AND WHERE TO APPLY**

The Government of Guam – Employment Application-Form A can be downloaded from the CDBG-DR website at [www.guamcdbgdr.org](http://www.guamcdbgdr.org). All interested applicants must complete a "Government of Guam – Employment Application-Form A", and submit to the Human Resources Division. Please call 300-8432 / 475-1419, or email [kbersamin@ghura.org](mailto:kbersamin@ghura.org) / [congklungel@ghura.org](mailto:congklungel@ghura.org) to pre-arrange a specific time during normal business hours to drop off your application.

**FAIR CHANCES HIRING PROCESS ACT (FCHPA)**

This is a covered position. For covered positions, pursuant to PL 34-22, we will not ask for criminal history information until a conditional job offer is given. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.


**IMPORTANT INFORMATION**

Title 8 USC Section 1324A requires the Government of Guam 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 in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

**FOR MORE INFORMATION**

Contact telephone number 300-8432 or 475-1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.

  
**ELIZABETH F. NAPOLI**  
Executive Director



The Guam Housing and Urban Renewal Authority (GHURA) does not discriminate on the basis of race, color, national origin, political affiliation, creed, sex, religion, age, familial status, and disability status in employment or the provision of services.

**GHURA IS AN EQUAL OPPORTUNITY EMPLOYER**