



GHURA CDBG-DR

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guam
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JOB ANNOUNCEMENT

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

TITLE: BUYER II (1.446) (Temporary*) <i>*APPOINTMENT WILL ONLY LAST FOR THE DURATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY FUNDS (6 YEARS)</i>	Announcement No.: CDBG-DR-006-25
SALARY: Pay Grade “ IG5 ” Open: Step(Substep) 1(A) - 10(F) \$32,507 - \$57,650 Per Annum (100% Federally Funded)	Opening Date: March 21, 2025 Closing Date: Continuous
DIVISION: CDBG-DR OPERATIONS	

NATURE OF WORK IN THIS CLASS:

This is complex technical purchasing work involving large scale or specialized procurement of supplies, materials, and equipment.

Employees in this class perform the full range of complex purchasing duties, including independent work in specialized areas of procurement.

Employees often serve as team of group leaders over lower level technical or clerical staff.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of experience in the procurement of supplies, materials, and equipment and graduation from high school; 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.)

Receives requisitions and drafts specifications; prepares invitations for competitive bids; secures written and telephone price quotations; presides at bid openings; analyzes bid tabulations and awards bids.

Negotiates contracts and price agreements; inspects merchandise quality and compliance with specifications; investigates complaints and secures adjustments.

Works with departmental representatives concerning availability of commodities which can be more economically purchased on a contract basis.

Confers with vendors of their representative's concerning availability of commodities, price changes, and cash discounts.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices, procedures, and shipping methods.

Knowledge of the types and grades of materials purchased.

Knowledge of the sources of supply and of market and price trends.

Knowledge of the standard types, forms, and legal requirements of contracts.

Knowledge of the laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment.

Ability to analyze bids and specifications and in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

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.



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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. 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 / 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

