



GHURA

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

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

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| TITLE: COMPUTER SYSTEMS ANALYST I (2.621) (Classified Limited-Term*) | Announcement No. 014-24 |
| SALARY: Pay Grade "LG5" Open: Step(Substep) 1(A) - 10(F) \$40,305 - \$71,480 Per Annum Promotional: Step(Substep) 1(A)-20(F) \$40,305-\$128,010 P/Annum (100% Federally Funded) | Opening Date: May 24, 2024 Closing Date: June 17, 2024 |
| DIVISION: Management Information Systems | |

***PURSUANT TO Public Law 28-187 (codified as Title 4 GCA §4103(g)):** "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional systems analysis work. Employees in this class analyze, document and design various administrative, reporting and statistical systems or processes of limited scope and complexity for electronic data processing.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience as a Computer Programmer II or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

PLUS PURSUANT TO PUBLIC LAW 27-61: Requirement of a high school diploma or a successful completion of a General Educational Development ('GED') Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

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.)

- Determines the feasibility of implementing electronic data processing through the study and appraisal of the cost and practicality of the proposed electronic data processing system as compared to the existing work system or processes.
- Determines the requirements or changes necessary to adapt from the existing work systems or processes to electronic data processing techniques.
- Works with the client-user, supervisory and administrative personnel to secure approval and facilitate understanding of all phases of adaptation and implementation procedures.
- Develops system, prepares written procedural narratives, flow charts, diagrams and forms design that assist the operations in terms that the client-user can understand.
- Translates the logical requirements of the system into the capabilities of the computer.
- Works with programmers to de-bug or eliminate errors from the system.
- Prepares specifications, program guidelines, input/output requirements, and any other procedural and technical items.
- Assists computer programmers in resolving problems involving program extent.
- Evaluates existing programs and systems for possible improvement and develops new or revised systems and programs as necessary.
- Performs related duties as required.



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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the functions and capabilities of data processing.
Knowledge of the principles and practices of computer programming.
Ability to learn and apply the administrative, reporting or statistical systems commonly used in government.
Ability to think logically and pay close attention to details.
Ability to analyze and document work systems and processes for adaptation to electronic data processing techniques.
Ability to make decisions in accordance with appropriate program guidelines.
Ability to work effectively with the public and employees.
Ability to communicate effectively, orally and in writing.

EXAMINATION REQUIREMENTS

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

SECTION 3 PREFERENCE

Residents of GHURA who are recipients of the Section 3 covered assistance and who are low income and very low income shall be given preference 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 Authority after separation or after an initial job offer is declined).

VETERAN'S PREFERENCE

Applicants claiming veteran's preference are required to provide a copy of their DD-214 (**Military Discharge**) Form. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans' Administration.

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 this office prior to any scheduled examinations or interviews.

DRUG SCREENING

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."**

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

All interested applicants must complete a "Government of Guam – Employment Application-Form A" and submit to the Human Resources Division **on or before 5:00 p.m., TUESDAY, JUNE 17, 2024**. The Government of Guam – Employment Application-Form A can be downloaded from the GHURA website at www.ghura.org.

FAIR CHANCES HIRING PROCESS ACT (FCHPA)


This is a covered position. For covered positions, pursuant to Guam Public Law 34-22, we will not ask for criminal history information until a conditional job offer is given. If you choose to submit 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 numbers 475-1368/1419, 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