



GHURA



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

JOB ANNOUNCEMENT AMENDMENT

March 10, 2023

THE FOLLOWING JOB ANNOUNCEMENT IS HEREBY
AMENDED TO READ:

Ann. No.	Position Title	Amend	From	To
007-23	ARCHITECTURAL/ ENGINEERING MANAGER (Classified Limited-Term*)	Closing Date	March 10, 2023	<u>Continuous</u>

***PUBLIC LAW 28-187:** "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."

For more information, please call (671) 475-1368 / 1419, or visit the Human Resources Division located at the GHURA Main Office, 117 Bien Venida Ave., 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



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JOB ANNOUNCEMENT

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

TITLE: ARCHITECTURAL/ENGINEERING MANAGER (Classified Limited-Term*) (6.269)	Announcement No.: 007-23
SALARY: Pay Grade "RM3" [STARTING PAY NEGOTIABLE] Open: Step(Substep) 1(A) - 10(F) \$73,350 - \$130,119 Per Annum Promotional: Step(Substep) 1(A) - 20(A) \$73,350 - \$221,927 Per Annum (100% Federally Funded)	Opening Date: February 10, 2023 Closing Date: March 10, 2023
DIVISION: Architectural/Engineering	

***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:

Administers the programs and activities of the overall Architectural & Engineering (A/E) Division of the Authority. Reports directly to the Executive Director.

MINIMUM EXPERIENCE & TRAINING:

(A) Three years of progressively responsible specialized experience in the field of architect or engineering, or in capital improvement projects, one year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in the field of architect or engineering or public administration.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

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: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers the programs and activities related to architect & engineering services and capital improvements functions.

Administers all community redevelopment and housing development projects, including modernization projects under the purview of the Authority.

Develops proposals for professional architectural & engineering professional services.

Maintains liaison with other departments or agencies in conceiving, planning and executing development and capital improvement projects or programs.

Develops and implements standards, technical data and procedures to serve as guide for in-house professional staff or professional consultants.

Originates new concepts, methods, and techniques for research, planning, program guidance, program evaluation, technological forecasting, and resource allocation.

Directs and monitors budget development and administration.

Approves drawings, designs and specifications for construction projects as required by federal & local laws and regulations.

Monitors progress of projects or programs through the various stages; recommends or makes modifications in schedule or scope of work projects to ensure fulfillment of statutory requirements and technical objectives.

Oversees contract administration on construction & capital improvements projects.

Represents the Executive Director in meetings and conferences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of general engineering & architectural fields applied in pertinent projects.

Knowledge of authoritative reference works in the general fields of architect & engineering fields.

Knowledge of local & federal laws and regulations related to architect & engineering functions.

Ability to administer the programs and activities of the overall development & capital improvements functions.



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Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

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 certification, Professional Engineer (PE) certification, Engineer-in-Training (EIT) certification, or apprenticeship 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."**

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., FRIDAY, MARCH 10, 2023**. 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 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 475-1368 or 1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.


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Executive Director

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