



Government of Guam  
 Department of Administration  
 Human Resources Division  
**Job Announcement**



**Benita A. Manglona**  
 Director

**Eddie Baza Calvo**  
 Governor  
**Ray Tenorio**  
 Lieutenant  
 Governor

**John A. B. Pangelinan**  
 Acting Deputy Director

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**Auditor III**

**Announcement Number:** DOA 49-15

**Open:** February 5, 2015

**Close:** February 26, 2015

**Pay Grade:**

**OPEN:** N-01; \$45,014 P/A – N-07; \$56,268 P/A  
**PROMOTION:** N-01; \$45,014 P/A – N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 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 inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualification Requirements**

Two (2) years of experience as an Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Accounting or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; 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 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. Employees in this class perform the full range of complex professional auditing duties, including independent work in specialized areas of the profession, and serve as auditor-in-charge in large auditing assignments.

**Illustrative Examples of Work**

Leads in the conduct of complex financial, operational, and compliance examinations and evaluations of a variety of programs and activities of the government involving varied and large funding; develops and writes audit program for large audit assignments; tests accounting records and evaluates adequacy and application of accounting financial, and operational control; evaluates the adequacy and application of accounting financial, and operational control; evaluates the degree of compliance with established laws, regulations, policies and procedure; evaluates reliability of reports, records, and other supporting data; evaluates quality of department's/agency's performance in carrying out assigned responsibilities and the extent to which desired results or benefits are being achieved. Confers with department/agency officials regarding audit findings and problems. Writes reports of audit findings, conclusions, and recommendations for more efficient management of government funds and programs. 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. Ability to lead the work of others. Ability to interpret and apply pertinent laws, rules and regulations, and other 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 employees and the public. Ability to communicate effectively. Ability to maintain records and prepare audit reports. Skill in internal auditing techniques and practices. 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.

**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 475-1141/1128/1174**

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# AUDITOR III

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## **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 you 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 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 Test Designated Positions (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 you 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 accommodation 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)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to 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/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm) or email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov)

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

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**