



**PUBLIC DEFENDER SERVICE CORPORATION**  
Government of Guam



**JOB ANNOUNCEMENT**

**OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
PROGRAM COORDINATOR III  
(SELECTIVE FACTOR)**

Announcement No.: **CLC JA-02-2025** **OPENS: November 6, 2024**  
**CLOSES: November 20, 2024**

Pay Grade: N (6%+16%) **OPEN: Step 1 \$55,349.21 P/A – Step 10 \$75,984.36 P/A**  
**PROMOTION: Step 1 \$55,349.21 P/A – Step 18 \$97,554 P/A**

<b>WHO MAY APPLY</b>	Open to Government of Guam employees only.
<b>SELECTIVE FACTOR</b>	Knowledge in administering federal grants to include but not limited to grants to provide legal services to the elderly, advocacy and legal services to victims of family violence, sexual assault and stalking, and legal services to at-risk veterans, and ensuring compliance with all grant requirement, such as submission of financial reports, requests for extensions and modifications and timely grant applications.
<b>MINIMUM EXPERIENCE AND TRAINING</b>	Three (3) 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 Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
<b>NATURE OF WORK</b>	This is complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects. Employees in this class perform a 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.
<b>ILLUSTRATIVE EXAMPLES OF WORK</b>	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 development 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.
<b>MINIMUM KNOWLEDGE ABILITIES &amp; SKILLS</b>	<p>Knowledge of the principles and practices of modern public administration.</p> <p>Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs related to program guidelines.</p> <p>Ability to plan, develop, implement and coordinate federally funded projects and programs.</p> <p>Ability to make work decisions in accordance with appropriate program guidelines.</p> <p>Ability to work effectively with the public and employees.</p> <p>Ability to communicate effectively, orally and in writing.</p> <p>Ability to maintain records and prepare reports.</p>
<b>EVALUATION METHOD</b>	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.
<b>EDUCATION</b>	<p>All new employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational 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, or a successful completion of certificate program from a recognized accredited or certified vocational technical institution pursuant to Public Law 29-113.</p> <p>Applicants claiming educational accomplishments are required to submit official or verified copies of transcript or diplomas.</p>
<b>PROHIBITION PURSUANT TO PUBLIC LAW 28-98</b>	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.
<b>DRUG SCREENING</b>	Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before 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.
<b>WHERE TO APPLY</b>	You may pick up and/or submit an employment application form at the Public Defender Service Corporation Office, MVP Sinajãña Commercial Building, Unit B, 779 Route 4, Sinajãña, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Employment applications are also available online at <a href="http://www.guampdsc.org">www.guampdsc.org</a> . – Applications may be submitted online with all supporting documents and cover letter to <a href="mailto:hr@guampdsc.org">hr@guampdsc.org</a>
<b>FOR MORE INFORMATION</b>	Please call our Human Resources at 475-3100 x 823.

“The Civil Law Center and Public Defender Service Corporation is an Equal Opportunity employer”

*Robbie T. Call*

Acting **ADMINISTRATIVE DIRECTOR**  
**ROBBIE T. CALL**

**EXECUTIVE DIRECTOR**  
**STEPHEN P. HATTORI**