



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



EMPLOYMENT OPPORTUNITY

DEPARTMENTAL COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION PROGRAM COORDINATOR IV	
Announcement No.: PDSC JA-02-2027	OPEN: October 23, 2026 CLOSE: November 09, 2026
Pay Grade: O (22%)	OPEN: Step O-1 \$61,353 P/A to Step O-10 \$84,225 P/A PROMOTIONAL: Step O-1 \$61,353 P/A to Step O-18 \$108,135 P/A
WHO MAY APPLY	Open to employees of Public Defender Service Corporation.
MINIMUM EXPERIENCE AND TRAINING	a) Four (4) years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelors degree, or b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	Administers the programs and activities of federally funded programs.
ILLUSTRATIVE EXAMPLES OF WORK	(The following may not include all the duties listed, nor do the examples cover all duties which may be performed.) Directs the Corporation’s holistic defense veterans’ program, coordinating services for justice-involved veterans with the courts, U.S. Department of Veterans Affairs, Guam Office of Veterans Affairs and community partners. Assists veterans and their dependents with applications and claims for benefits and services. Directs the planning, development, coordination and implementation of both locally and federally funded programs and projects to ensure program activities are consistent with applicable grant requirements, organizational objectives and approved program plans. Directs the development and preparation of comprehensive plans, annual work program, and related program documents to establish program objectives, activities, priorities and anticipated funding requirements. Monitors and evaluates the administration of both local and federal programs; implements corrective actions to improve effectiveness. Establishes program priorities for available federal funds; reviews, approves, rejects or modifies subgrantee application and funding requests. Reviews and analyzes budget requests, expenditures, obligations and payment requests; recommends adjustments based on program need. Provides consultation and technical assistance to program staff, agencies and stakeholders regarding federal program requirements. Directs research and statistical activities supporting federally programs and reviews program data and information to assess program performance, identify trends and support planning and decision-making. Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs. Maintains current knowledge of federal laws, regulations, policies and proposed legislation affecting federal grants and aid programs and evaluates their potential impact on program administration and operations. Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS & ABILITIES	Knowledge of the principles and practices of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid programs. Ability to administer the programs and activities of federally funded programs. Ability to evaluate operational effectiveness, implement changes in program functions to improve effectiveness. Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.
EVALUATION METHOD	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 minimum requirements of the position.
EDUCATION	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 in a specialized field required for the job pursuant to Public Law 29-113. Applicants claiming college educational accomplishments are required to submit official or verified copies of transcripts.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	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.
PRE-EMPLOYMENT DRUG SCREENING	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.
EMPLOYMENT MEDICAL EXAMINATION	Applicants who accept an offer of employment must undergo a medical examination and receive certification from a physician confirming their ability to perform the duties required for the position.
HOW AND WHERE TO APPLY	Government of Guam application forms are available for download on our website at www.guampdsc.org under the “Employment” section. You can submit your completed application in person at the Public Defender Service Corporation HR Office, located at 779 Route 4, Sinajaña, Guam 96910, during business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays and office closures. Applications with supporting documents may also be submitted electronically to Public Defender Human Resources at hr@guampdsc.org . All submissions must be received no later than 5:00 p.m. on the closing date of this job announcement.
FOR MORE INFORMATION	For additional information or assistance, please contact the Human Resources Office at (671) 475-3100.

“Public Defender Service Corporation is an Equal Opportunity Employer and Drug-Free Workplace”



SHANE G.L. NGATA

ADMINISTRATIVE DIRECTOR