

Government of Guam

Procedures for Evaluating Employment Applications of Job Applicants

Purpose and Scope

This serves as a guide to help determine the qualifications of applicants for government of Guam employment. This guide contains policies and procedures for assigning job applicants with an employment rating score based on education and experience. These procedures are to be used to determine the eligibility of all applicants seeking appointment in the classified service.

Unless otherwise specified, the same policies and procedures apply to both competitive and non-competitive appointments. Nothing in these guidelines shall prevent the use of additional examination methods as deemed appropriate.

Responsibilities

Departments and Agencies: Departments and Agencies are responsible for creating positions and establishing qualification standards. In addition, departments and agencies may abolish positions and amend qualification standards.

Departments and Agencies are responsible for applying these procedures accurately and consistently when examining positions to fill authorized vacancies.

Department and Agencies are authorized to develop selective factors, when needed, to supplement the standards established in class specifications.

In those rare instances where qualification standards do not meet department or agency requirements, departments and agencies are responsible for proposing new requirements.

Department and Agencies are responsible for verifying employee's qualifications prior to appointment or selection.

Explanation of Terms

Accredited Education: Education above the high school level completed in a U.S. college, university or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Class of Positions: Including all positions which are sufficiently similar, as to (1) kind and subject matter of work; (2) level of difficulty and responsibility; and (3) the qualification requirements of the work and warrant similar treatment in personnel and pay administration.

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Qualification Rating Schedule

Depending on the degree of job relatedness between the knowledge, abilities and skills earned by the applicant to those delineated on the class specification, one of the following would be given for each experience and training listed:

A. Full-Credit (FC)

Given for all formal or informal experience and training which provides the **full scope** and all of the knowledge, abilities and skills pertaining to the applicable class specification. Factors such as the degree of job relatedness and the adaptability of the knowledge, abilities and skills obtained by the applicant as compared to the minimum qualification requirements expressed in terms of knowledge abilities and skills are major considerations.

B. One-Half Credit (1/2)

Given for all formal or informal experience which **relatively** provides for most of the knowledge, abilities and skills or which provides all the knowledge, abilities and skills but not in the full scope or level necessary to perform the job satisfactorily. Factors such as the degree of the job relatedness and the adaptability of the knowledge, abilities and skills obtained by the applicant are major considerations.

C. One-Forth Credit (1/4)

Given for all formal or informal experience and training which provides **some** of the knowledge, abilities and skills necessary to perform the job satisfactorily. Factors such as the degree of job relatedness and the adaptability of the knowledge, abilities and skills obtained by the applicant are major considerations.

D. No Credit (NC)

Given for all formal or informal experience and training which **does not provide for any** of the minimum knowledge, abilities and skills required to perform the job satisfactorily, i.e., the knowledge, abilities and skills earned by the applicant does not relate to any of the knowledge, abilities and skills listed in the applicable class specification.

An applicant must meet the minimum job qualification requirements in order to receive a passing grade of 70.000 percent. Credit in excess of the minimum requirements would be given in accordance with the Rating Schedule and the Conversion Table from Credit Hours into Creditable Years and Months Experience.

Preference points, provided a passing grade is received and if applicable, such as veterans, handicapped, Guam Combat Patrol and Guam Community College will be added on accordingly.

Class Series: Consists of two or more classes that are similar as to line of work but differ as to level of responsibility and difficulty.

Class Specification: An official document which describes the general characteristics of the class, including title, nature of work summary, statement of examples of typical duties performed, a statement of minimum qualifications, and the minimum knowledge, abilities and skills needed to perform the work which provides the criteria for placing each position in its proper class.

Class Title: The official name given to a class of positions to identify the class and all positions in the class and shall be used for personnel, budget and fiscal purposes.

Classified Service: Government service of which employees have attained permanent status and cannot be removed from employment without cause.

Comparable Position: Position of equivalent or lower grade and pay in the same occupational category.

Competitive Appointment: An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, which is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Demotion (Involuntary): Demotion of an employee for cause.

Demotion (Voluntary): Demotion request by an employee in order to retain employment, when lay-off from his position is eminent or for other reasons when the action is entirely voluntary on the part of the employee and not for cause.

Detail: The temporary assignment of an employee by a department or agency head to perform a particular function. Details shall not be for a period more than 120 days except where the Department of Administration has granted an extension of up to an additional 120 days per calendar year.

Dismissal: Separation, discharge or removal for cause of an employee from his/her position.

Essential Functions: Those functions contained in a job specification that the appointing authority believes to be important in accomplishing the purpose of the job.

Graduate Education: Successfully completed education in a graduate program for which a bachelors or higher degree is normally evidence for admission. To be creditable, such education must show evidence of progress through a set of curriculum, i.e., it is part of a program leading to a masters or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Gradual Accretion of Duties and Responsibilities: The acquiring of duties and responsibilities over a period of time. The employee must continue to perform the same basic function and his former position must be adsorbed in the new one.

High School Graduation or Equivalent: The applicant has received a high school diploma, General Education Development (GED) equivalency certificate, or proficiency certificate from a State or territorial-level Board of Department of Education.

Job Content: Duties and responsibilities assigned to a particular position.

Knowledge, Skills and Abilities (KSAs): The attributes required to perform a job and generally demonstrate through qualifying experience, education, or training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.

Known Promotion Potential: Upward career mobility in a series of positions within an organization without competition and where at an earlier date an employee was selected under a competitive examination.

Limited Term Appointment (LTA): An appointment to positions which are permanent in nature, not to exceed one year.

Merit Career: Promotion within the classified service with is covered under the Merit Career Plan if these rules.

Minimum Qualification: Minimum experience and training requirements derived from the knowledge, skills and abilities and other qualifications required to perform the duties and responsibilities of the position.

Nexus: Refers to a conflicting link between a job and a criminal offense where there is a strong likelihood that employment will impair the government's ability to provide safe and efficient government services.

Non-Permanent Status: Those employees in the Government's merit personnel system who do not have permanent status are non-permanent employees until such time as they acquire permanent status.

Open Competitive: An examination which permits the competition of persons who meet the requirements of the official announcement for the position and is not restricted to persons currently employed in the classified service.

Original or Initial Appointment: First-time permanent appointment to the classified position via the competitive process.

Promotional Competitive: Competitive recruitment under the merit system that are only open to permanent status employees of the Government of Guam.

Reallocation (Reclassification): The change in the allocation of the position by assigning it to a higher or lower class or another class the same level for any of the following reasons:

- A. Significant changes in the nature or variety of work which influence the overall level of difficulty.
- B. Redetermination of the initial classification judgment without a change in duties and responsibilities.

Reappointment: A former permanent classified employee who returns to government service with four (4) years of separation in good standing via the competitive process, and to the same or comparable position, but to a different department or agency from where he was formerly employed.

Reemployment: A former permanent classified employee who returns to government service within four (4) years of separation in good standing without competition and, to the same or comparable job in the same department.

Reinstatement: A former permanent classified employee who returns to his former position as a result of CSC ruling or as a result of military service in accordance with Rule 4.503.

Related Education: Education above the high school level that has equipped the applicant with the knowledge, skills and abilities to perform successfully the duties of the position being filled. Education may be related to the duties of a specific position or to the occupation, but must be appropriate for the position being filled.

Resignation: The voluntary termination of employment by an employee without cause.

Selective Factor: Knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Series of Classes: Consist of two or more classes that are similar as to kind of work, but differ as to level in or related to the work of responsibilities and difficulty.

Specialized Experience: Experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

Temporary Appointment: An appointment to positions which are permanent in nature, not to exceed one hundred twenty (120) work days or nine hundred sixty (960) hours, whichever comes first, within a calendar year.

Original Probationary Period: Original probationary period is that period which an employee initially serves to attain permanent status as a Government of Guam employee. This also applies to former employees who have not been employed in the Government of Guam service after four (4) years of separation in good standing.

Pay Grade Reassignment: Change of the pay grade allocation of a class as determined by the Department of Administration.

Pay Grade Schedule: A systematic arrangement of salary grades set forth by the Department of Administration's Unified Pay Schedule.

Permanent Appointment: An appointment made by an appointing authority to a position subject to the probationary period requirements.

Permanent Status: Permanent Status is attained once an employee completes a satisfactory original probationary period.

Planned Management Action: Refers to the predetermination of a position via the vehicle of management budget or classification review where the new position is not a clear successor to the former position of where a promotion is recommended from a non-supervisory position to a supervisory or management position. The requirements for competitive examination shall apply.

Position: The work consisting of the duties and responsibilities assigned by an appointing authority for performance by an employee whether part-time or full-time, temporary or permanent, occupied or vacant.

Position Description: A statement of the duties and responsibilities comprising the work assigned to an employee/position.

Priority Placement List: A list established for displaced permanent classified employees to be afforded first offer of employment to positions that they previously filled or to comparable positions they are qualified for.

Probationary Appointment: The initial appointment by an appointing authority of an employee to a class of position in which the employee will commence serving a probationary period.

Probationary Period: A working test period and is part of the examination process of following an appointment from the certification list during which an employee is required to demonstrate fitness for the position to which appointed by the satisfactory performance of the duties and responsibilities of the position.

Promotion: The movement of a permanent employee to a position with a higher maximum salary rate.

Transfer: The lateral movement of an employee without any changes in position title or salary of from one class of position to another class of position having similar duties and responsibilities and qualification requirements of a movement from one department to another department.

Unclassified Service: Government service of which employees serve at the pleasure of the appointing authority and do not attain permanent status.

Workday: A regularly recurring period of eight (8) consecutive hours exclusive of lunch hour.

Workweek: A regularly recurring period of seven (7) consecutive 24-hour intervals. A workweek need not coincide with a calendar week. It may begin any day of the week at any hour of the day. Workweek must remain the same unless any change is intended to be permanent.

Description of Qualification Standards

As defined earlier, class specifications describe general characteristics of a position and provide specific statements to determine applicant eligibility. For rating purposes, the class specification is used as the official document from which the minimum qualification requirements for a position are established. The minimum qualification requirements help determine which applicants would be able to perform satisfactorily in the positions to be filled.

Minimum Qualifications – Standards from class specifications determined to be essential in assessing applicant eligibility include the following:

1. Minimum experience and training to include necessary special qualifications
2. Minimum knowledge, abilities and skills.

The experience, education, training or other requirements included under the minimum experience and training standards are minimum qualifications, i.e., it would be unlikely that an applicant for employment would be able to perform satisfactorily in a particular position if he or she did not possess these requirements.

Other helpful standards include the nature of work and the illustrative examples of work. These additional standards, along with position descriptions, help to establish the required type, level and complexity of duties from which a job match can be determined with each applicant to determine their eligibility.

Most qualification requirements permit applicants to qualify on the basis of education/training, experience, or a combination of the two. Some qualification requirements have specific educational, licensure or certification requirements. In addition, qualification requirements can be supplemented by selective factors as mentioned earlier.

Job announcements – Applicants are informed of job employment opportunities and the minimum qualification requirements of the position via job announcements. At a minimum job announcements contain the following information: Position title; pay grade; announcement period; qualification

requirements; nature of work; illustrative examples of work; minimum knowledge, abilities and skills; examination requirements; documentation requirements; drug screening requirements; and application information.

Qualification standards are taken directly from the established class specification for the position to be announced.

Applicant Information

To determine applicant eligibility in accordance with established qualification standards for the position, applicants must document information about themselves and their employment history on an approved job application form. A completed and signed job application form submitted and accepted within the approved job announcement period serves as an affidavit and as an examination paper from which an applicant's eligibility can be determined.

To receive an accurate evaluation rating, applicants must provide accurate, concise and detailed information regarding their education/training and work experience. Complete information must be provided on the job application form and supporting documents for educations/training and experience received or required by the qualification standards should be provided.

The evaluator may reject job applications deemed to be incomplete or which lack supporting documentation.

Job applications must be submitted within the job announcement period, otherwise, the application cannot be accepted. Late submission of applications may be authorized for employees only, provided appropriate justification in writing is submitted to the Director for approval.

Once an application is submitted and evaluated, new information cannot be added in an attempt to influence the evaluation results.

General Rating Process

Experience Requirements –

Crediting Combinations of Education and Experience –

Certification and Placement

Certification of eligibles: Certification of eligibles shall consist of five (5) [ten(10) for labor/custodial] or such fewer eligibles as may be available for the class. Eligibles shall be certified in the order that they appear on the eligible list provided that:

- A. Eligibles with reappointment rights shall be accorded priority certification.
- B. When the fifth [tenth for labor/custodial] eligible to be certified is one of two or more eligibles who have identical examination scores, such two or more eligibles shall be certified

notwithstanding the fact that more than five (5) [ten (10) for labor/custodial] persons are thereby certified to fill a vacancy.

- C. For unskilled labor and custodial positions, the top ten (10) eligibles on the eligibility list shall be certified.
- D. In the event one or more eligibles decline or fail to respond to an employment interview, the appointing authority shall be entitled to such additional eligibles as would provide him with a full certification. (see Supplemental Certification.)
- E. If an appointing authority rejects one or more of the eligibles certified, he shall submit in writing to the Director the reasons for rejection. If the rejections are approved by the Director, the appointing authority shall be entitled to such additional eligibles as would provide him with a full certification. (see Supplemental Certification.)
- F. A certification of eligibles shall be effective for no more than 30 days after the date of certification, unless extended by the Director.

Certification of Eligibles for More than One Vacancy:

- A. For more than one vacancy, the Director shall certify an additional eligible for each additional vacancy.
- B. When the last eligible to be referred is one of two or more eligibles who have identical examination scores, such two or more eligibles shall also be certified.
- C. For example, when certification is made for two vacancies, certification of eligibles will appear as follows:

First Ranked Eligible
Second Rank Eligible
Third Rank Eligible
Fourth Ranked Eligible
Fifth Ranked Eligible
Sixth Ranked Eligible

The Appointing authority shall make his selection according to the following:

- 1. Appointing Authority may select two persons from the six certified to fill two vacancies.
- 2. Should the appointing authority decide to fill only one of the two vacancies, he shall be restricted to select from the first five eligibles on the certification and may not select the sixth ranked eligible.
- 3. Should an additional vacancy exist and certification was not made for such vacancy, the appointing authority may not select from among the six eligibles to fill the third vacancy.

He must request for an additional eligible and then make selection for the third vacancy from among the seven certified eligibles.

4. If the appointing authority does not wish to select any of the eligibles certified, he must justify to the Director reasons for non-selection of each eligible, before a new certification is authorized.

Supplemental Certification:

The Director may submit a supplemental certification of eligibles to provide the appointing authority with a full certification.

- A. The supplemental certification may be used only upon the failure to appear for an interview, refusal of appointment by eligibles or the rejection of eligibles by appointing authority for cause.
- B. The additional eligibles to be certified shall be of such number that will provide the appointing authority with a full certification.
- C. The Director shall contact eligibles in descending order to ascertain their interest in the vacant position. If the last eligible contacted is one of two or more eligibles with identical examination scores, such two or more eligibles shall also be contacted.

Interview of Eligibles and Notification of Selection/Non-Selection:

- A. The Director shall establish procedures for interviewing certified eligibles for interviewing certified eligibles for selection.
- B. Within 30 calendar days from the date a selection is made, the appointing authority shall notify, in writing, all eligibles certified as to whether they were selected or not.