

Re: Messages & Communications Doc. No. 38GL-26-2909 through 2914.

From: Guam Legislature Clerks <clerks@guamlegislature.gov>
 Date: Tue 9/29/2026 11:22 AM
 To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



Elijah Untalan
Clerks Office

I Mina'trentai Ocho na Liheslaturan Guåhan

Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

Voice: (671) 472-3465 / 3460 Fax: (671) 472-3524

guamlegislature.gov

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Thank you

From: 38th Committee On Rules <committeeonrules@guamlegislature.gov>

Sent: Tuesday, September 29, 2026 11:02 AM

To: Guam Legislature Clerks <clerks@guamlegislature.gov>

Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>

Subject: Messages & Communications Doc. No. 38GL-26-2909 through 2914.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2909 through 2914** for processing:

✓	38GL-26-2909	Department of Administration	Creation and Amendment of Positions Re: Payroll Specialist (DOA); Re: Payroll Supervisor (DOA); Re: Assistant Chief Payroll Officer and Chief Payroll officer; Re: Treasury Cashier, Treasury Cashier Specialist (DOA), and Treasury Cashier Supervisor*
✓	38GL-26-2910	Guam Solid Waste Authority	Unaudited Revenues and Expenditures Report for the month of August 2026*
✓	38GL-26-2911	Guam Board of Accountancy	Quarterly Board Attendance Report 4th Quarter FY2026.
✓	38GL-26-2912	Guam Board of Accountancy	Board Meeting Packet for September 17, 2026.
✓	38GL-26-2913	Guam Board of Accountancy	FY2026 Financial Statement for the month of August 2026.
✓	38GL-26-2914	Guam Public Library System	Board Meeting Packet for FY2026 from October 2025 to September 2026*

Kindly reply to this email.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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Messages and Communications 38GL-26-2909*

2 messages

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Mon, Sep 28, 2026 at 1:54 PM

To: 38th Committee On Rules <committeeronrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Håfa adai,

Please see attached M&C Doc. No. 38GL-26-2909

38GL-26-2909	Department of Administration	Creation and Amendment of Positions Re: Payroll Specialist (DOA); Re: Payroll Supervisor (DOA); Re: Assistant Chief Payroll Officer and Chief Payroll officer; Re: Treasury Cashier, Treasury Cashier Specialist (DOA), and Treasury Cashier Supervisor*
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*Si Yu'os Ma'åse'**Bernice Rivera*

Administrative Assistant

**Office of Speaker Frank F. Blas, Jr.**I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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----- Forwarded message -----

From: **Rosezette NT. Santos** <Rosezette.Santos@doa.guam.gov>

Date: Fri, Sep 25, 2026 at 4:25 PM

Subject: Filing of Amendment and Creation of Positions

To: speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>

Hafa Adai:

Please see the attached regarding the filing of newly created and amended positions with the Legislative Secretary. The positions are within the Department of Administration.

Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

4 attachments **Legislative Filing.pdf**
78K **HRD No. 26-358A.pdf**
599K **HRD No. 26-352A.pdf**
1402K **38GL-26-2909.pdf**
1103K

Håfa Adai,

Received, and thank you.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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[Quoted text hidden]



Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Filing of Amendment and Creation of Positions

2 messages

Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov>
To: "speakerblas@guamlegislature.gov" <speakerblas@guamlegislature.gov>

Fri, Sep 25, 2026 at 4:25 PM

Hafa Adai:

Please see the attached regarding the filing of newly created and amended positions with the Legislative Secretary. The positions are within the Department of Administration.

Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

Doc Type: 38GL-26-2909
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.
September 25, 2026
Time: 4:25 PM
Received:

3 attachments

Legislative Filing.pdf
78K

HRD No. 26-358A.pdf
599K

HRD No. 26-352A.pdf
1402K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>
To: "Rosezette NT. Santos" <Rosezette.Santos@doa.guam.gov>

Fri, Sep 25, 2026 at 4:38 PM

Hafa Adai,

Confirming receipt of your email.

Si Yu'os Ma'åse'

Bernice Rivera

Administrative Assistant



Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guahan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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[Quoted text hidden]



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

September 25, 2026

HRD NO.: 26-352B

MEMORANDUM

Honorable Speaker Frank F. Blas, Jr.
I Mina'trentai Ocho Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

Subject: **Creation and Amendment of Positions**
RE: Payroll Specialist (DOA), Payroll Supervisor (DOA)
Assistant Chief Payroll Officer & Chief Payroll Officer
Treasury Cashier, Treasury Cashier Specialist (DOA) &
Treasury Cashier Supervisor

Dear Speaker Blas,

Buenas yan Håfa Adai! The Legislative Secretary is respectfully requested to file for the record, the creations and amendments of the Classification Specifications for the above-referenced positions within the classified service pursuant to 4GCA §6303.

Pursuant to the Personnel Modernization Act of 2006, Public Law 28-112, all transparency and public disclosure requirements for the creation of the positions have been fulfilled.

Should you have any questions or require additional information, please contact the Classification and Pay Branch of our Human Resources Division at (671) 475-1174/1201.
Dångkolo na Agradesimiento!


EDWARD M. BIRN

Attachments



38GL-26-2909
Messages and Communications

RECEIVED
COMMITTEE ON RULES
September 28, 2026

1:54 p.m.
Marie Crisostomo



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo
Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

September 8, 2026

HRD NO.: 26-358A

To: Governor of Guam

From: Director of Administration

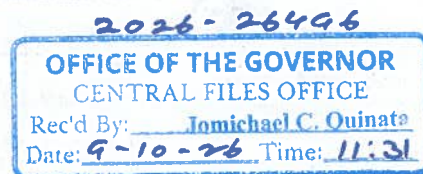
Subject: **Proposed Creation and Amendment of Positions**
RE: Treasury Cashier
Treasury Cashier Specialist (DOA)
Treasury Cashier Supervisor

Buenas yan Håfa Adail! This is to respectfully request your approval for the creation and establishment of classification specifications for the Treasury Cashier Specialist (DOA) in the classified service under the Financial Management Division of the Department of Administration (DOA).

The creation is based on the Classification and Pay Branch's review of the duties and responsibilities currently being performed by the positions that exist on the current staffing pattern for the Treasurer of Guam Section. Cashiers within the Treasurer of Guam are uniquely tasked with receiving, accounting and depositing of all monies collected from various agencies throughout the government of Guam. The creation of the Treasury Cashier Specialist position is essential in providing additional resources to carry out the overall mission of DOA and ensuring accurate reconciliation of payments and deposits, cashier transactions, and resolution of discrepancies or errors.

In addition to the creation of the above-mentioned positions, it is also necessary to update the job standards to accurately reflect the duties and responsibilities of the Treasury Cashier and Treasury Cashier Supervisor positions. The centralized administration of treasury cashier operations and activities necessitates a higher level of accountability and management to ensure accurate cashiering work involving the receiving and accounting of all monies received from agencies government-wide and by the general public.

Accordingly, the following is our recommended Hay Evaluation for the proposed positions:



POSITION TITLE	CURRENT PAY GRADE	PROPOSED PAY GRADE	KNOW HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS
Treasury Cashier (DOA)	G	I	D I 1 132	C 2 29% 29	C 1 C 33	194
Treasury Cashier Specialist (DOA)	(NEW)	J	D I 2 132	C 3 29% 38	C N IV 50	220
Treasury Cashier Supervisor (DOA)	I	K	D I 3 175	D 3 29% 50	D 1 C 57	282

Pursuant to 4 GCA §6303 (c)(2), all transparency and disclosure requirements for the creation and amendment of positions have been fulfilled. No comments or concerns were received regarding the proposal. The proposal was posted as follows:

- Department of Administration Website Posting – 8/21/26 through 9/4/26
- Notification of media via electronic submission – 8/21/26

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201.

Dangkolo na Agradesimiento!



EDWARD M. BIRN

Attachments

☒ APPROVED ☐ DISAPPROVED  LOURDES A. LEON GUERRERO Governor of Guam Date: 9/17/2026
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NATURE OF WORK IN THIS CLASS:

This is moderately complex cashiering work involving the receiving and accounting of money within the Treasurer of Guam under the Financial Management Division of the Department of Administration.

Employees in this class independently perform work activities which include receiving monies in the form of cash, check, debit or credit card or money order from the general public, processing and reconciling payments and deposits from various agencies throughout the government of Guam and maintaining records to ensure conformance to pertinent laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Verifies change funds and ensures adequate denomination of money for daily transactions; reconciles and balances change fund at beginning and end of each shift.

Receives and records over the counter and mail-in payments for fees or services provided by various agencies government-wide; issues receipts and any change due to patrons.

Verifies authorization in processing credit card transactions.

Inspects and examines currency to detect counterfeit, foreign or damaged currency; verifies and inspects checks received to ensure proper amount, date, signature and endorsement.

Processes, reconciles and posts various tax forms and payments from licensing fees, permits, violations and other corresponding fees from the Department of Revenue and Taxation.

Processes and reconciles Guam Power Authority and Guam Waterworks Authority utility payments into the Isla Pay System.

Validates and reconciles official receipts from the various governmental departments and agencies including semi-autonomous and autonomous agencies; prepares daily revenue report.

Reports unusual reporting data and/or mathematical discrepancies to the appropriate branch and supervisor for corrective action.

Maintain all vendor voucher registers and subsidiary listing of checks and payments received from the Division of Accounts.

Prepares deposit slips for various government agencies for respective bank accounts.

Posts all payments received into appropriate accounts in TPS/POS or AS400 system utilizing assigned revenue codes for financial reporting.

Reconciles cash receipts and prepares daily cash reports; balances general ledger daily on general fund.

Performs all technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, recording, depositing and accounting for cash receipts.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to accurately count money and tabulate receipts.

Ability to operate point of sale/register system, adding and calculating machines, and other office equipment.

Ability to maintain records and prepare reports.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations and handling large volume of cash bills.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two (2) years of cashiering experience or as a bank teller and graduation from high school or attainment of a General Education Development (GED); or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMENDED: **AUGUST 2026**

ESTABLISHED: **JULY 1980**

PAY GRADE: **I (GPP)**

HAY EVALUATION:	KNOW-HOW:	D I 1	132
	PROBLEM SOLVING:	C 2 29%	29
	ACCOUNTABILITY:	C 1 C	33
	TOTAL POINTS -		194



EDWARD M. BIRN
Director of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

NATURE OF WORK IN THIS CLASS:

This is complex cashiering work involving the receiving and accounting of money within the Treasurer of Guam under the Financial Management Division of the Department of Administration.

Employees in this class perform the full range of complex cashiering work involving the receipt of monies in the form of cash, check, debit or credit card or money order from the general public, processing and reconciling payments and deposits from various agencies throughout the government of Guam and maintaining records to ensure conformance to pertinent laws, rules and regulations. Employees serve as a lead on assigned projects and activities having a government-wide impact including independent work in various specialized projects or programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Performs all duties assigned to the Treasury Cashier in addition to advanced technical and program responsibilities.

Monitors and maintains change funds at each site location to ensure adequate funds are available for daily operations.

Reviews cashier transactions, reconciliations and reports for accuracy; provides technical guidance and refers unresolved discrepancies to the supervisor.

Assists with the process and monitoring of returned items received from banks, including dishonored checks.

Verifies change funds and ensures adequate denomination of money for daily transactions; reconciles and balances change fund at beginning and end of each shift.

Receives and records over the counter and mail-in payments for fees or services provided by various agencies government-wide; issues receipts and any change due to patrons.

Verifies authorization in processing credit card transactions.

Inspects and examines currency to detect counterfeit, foreign or damaged currency; verifies and inspects checks received to ensure proper amount, date, signature and endorsement.

Validates and reconciles official receipts from the various governmental departments and agencies including semi-autonomous and autonomous agencies; prepares daily revenue report.

Reports unusual reporting data and/or mathematical discrepancies to the appropriate branch and supervisor for corrective action.

Prepares deposit slips for various government agencies for respective bank accounts.

Posts all payments received into appropriate accounts in Isla Pay system utilizing assigned revenue codes for financial reporting.

Reconciles cash receipts and prepares daily cash reports; balances general ledger daily on general fund.

Performs all technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Responds to complaints or concerns from customers, taxpayers, employees and the general public; reports incidents to supervisor.

Coordinates and leads the training of and provides technical guidance to subordinate Treasury Cashiers.

Collaborates with agencies government-wide in coordination of technical processes and operational efficiency.

Communicates and coordinates with representatives of other agencies to review reports of inconsistencies or discrepancies with deposits and/or receipts or to obtain additional information.

Prepares and generates reports for supervisory review.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, recording, depositing and accounting for cash receipts.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to accurately count money and tabulate receipts.

Ability to operate point of sale/register system, adding and calculating machines, and other office equipment.

Ability to maintain records and prepare reports.

Ability to train and provide technical guidance to subordinate Treasury Cashiers.

Ability to analyze and resolve complex cash, receipt, deposit and reconciliation discrepancies.

Ability to coordinate technical processes and operational activities involving multiple government agencies.

Ability to prepare technical, operational and management reports.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations and handling large volume of cash bills.

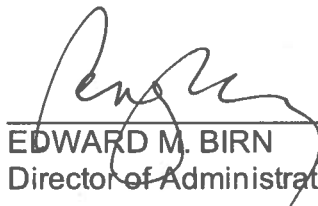
MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of progressively responsible cashiering or bank teller experience, including reconciliation, leadwork or training duties and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: **AUGUST 2026**

PAY GRADE: **J (GPP)**

HAY EVALUATION:	KNOW-HOW:	D I 2	132
	PROBLEM SOLVING:	C 3 29%	38
	ACCOUNTABILITY:	C N IV	50
	TOTAL POINTS -		220


EDWARD M. BIRN
Director of Administration


LOURDES A. LEON GUERRERO
Governor of Guam

NATURE OF WORK IN THIS CLASS:

This is complex cashiering and supervisory work involving the receiving, accounting and deposit of all monies collected within the Treasurer of Guam under the Financial Management Division of the Department of Administration.

Employees in this class perform the full range of complex cashiering and supervisory work including the processing and reconciling payments and deposits from various agencies throughout the government of Guam and the maintenance of records ensuring conformance to pertinent laws, rules and regulations. Employees perform independent work in various specialized projects or programs and on assigned projects and activities having a government-wide impact.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises subordinate level cashiers.

Coordinates the deposits of collections made from various departments and agencies of the Government of Guam.

Coordinates the timely submission of deposits; reviews deposits for discrepancies and makes corrections as necessary.

Communicates and coordinates with representatives of other agencies to resolve reports of inconsistencies or discrepancies with deposits and/or receipts or to obtain additional information.

Maintains accountability, replenishes and monitors change funds assigned to each site location to ensure proper control and adequate funds are available for daily operations.

Reviews and records of returned items received from banks, including dishonored checks, and returns items to respective agencies (DOA,DRT,AG).

Serves as a substitute cashier in the absence of a Treasury Cashier.

Coordinates the training of subordinate cashiers on various assignments and new processes.

Inspects and examines currency to detect counterfeit, foreign or damaged currency; verifies and inspects checks received to ensure proper amount, date, signature and endorsement.

Validates and reconciles official receipts from the various governmental departments and agencies including semi-autonomous and autonomous agencies; reviews daily cash revenue report and other reports as required.

Prepares deposit slips for various government agencies for respective bank accounts.

Posts all payments received into appropriate accounts in Isla Pay system utilizing assigned revenue codes for financial reporting.

Reconciles cash receipts and prepares daily cash reports; balances general ledger daily on general fund.

Assigns, reviews and evaluates the work of subordinate cashiers; coordinates staffing and operational coverage among cashier site locations and recommends corrective action as necessary.

Reviews and approves employee timekeeping records and ensures accurate and timely submission in accordance with established policies.

Collaborates with agencies government-wide in coordination of technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Responds to complaints or concerns from patrons, employees and the general public.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, recording, depositing and accounting for cash receipts.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to accurately count money and tabulate receipts.

Ability to supervise the work of others.

Ability to maintain records and prepare reports.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations and handling large volume of cash bills.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of progressively responsible cashiering or bank teller experience, including at least one (1) year in a lead or supervisory capacity and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMENDED: **AUGUST 2026**

ESTABLISHED: **JULY 1980**

PAY GRADE: **K (GPP)**

HAY EVALUATION:	KNOW-HOW:	D	I	3	175
	PROBLEM SOLVING:	D	3	29%	50
	ACCOUNTABILITY:	D	1	C	57
	TOTAL POINTS -				282



EDWARD M. BIRM
Director of Administration



LOURDES A. LEON GUERRERO
Governor of Guam

*Posted 7/9/2026—***Proposed Amendment of Position:** Chief Criminalist

(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Amendment-Chief-Criminalist.pdf>)

*Posted 6/17/2026—***Proposed Amendment of Position:** Personnel Services Administrator &

Asst. Personnel Services Administrator (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Amendment-PSA-and-Asst-PSA.pdf>)

*Posted 9/3/2025—***Proposed Amendment of Position:** Health Professional Licensing

Administrator (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/09/Notice-of-Proposed-Amendment-HPL-Admin.pdf>)



CREATION OF POSITIONS

Please email comments on any proposed creation of positions that maybe listed to doa.admin@doa.guam.gov (mailto:doa.admin@doa.guam.gov).

If you wish to comment in writing, please send it to the mailing address listed on our contact page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

*Posted 8/21/2026—***Proposed Creation of Position:** Treasury Cashier Specialist

(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/Proposed-Creation-Treasury-Cashier-Spec.pdf>)

*Posted 8/10/2026—***Proposed Creation of Positions:** Payroll Specialist (DOA) & Assistant Chief

Payroll Officer (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/Proposed-Creation-DOA-Payroll.pdf>)

*Posted 7/9/2026—***Proposed Creation of Positions:** DNA Analysts

(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Creation-DNA-Analysts.pdf>)

*Posted 7/9/2026—***Proposed Creation of Positions:** Firearms Examiners

(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Creation-Firearms-Examiners.pdf>)

*Posted 6/17/2026—***Proposed Creation of Position:** HR Technician I and II

(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Creation-HR-Technician-series.pdf>)

ANIMAL CONTROL OFFICER I

(View Specs) (<https://hr-hr-content/uploads/20CONTROL-OFFICER-I.pc>)

ANIMAL CONTROL OFFICER II

(View Specs) (<https://hr-hr-content/uploads/20CONTROL-OFFICER-II.p>)



Showing 1 to 50 of 1,041 entries

1 2 3 4 5 ... 21 >

AMENDMENT OF POSITIONS

Please email comments on any proposed amendments to positions that maybe listed to doa.admin@doa.guam.gov (<mailto:doa.admin@doa.guam.gov>).

If you wish to comment in writing, please send it to the mailing address listed on our contact page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

*Posted 8/31/2026—**Proposed Amendment of Position:** Vocational Rehabilitation Counselor Supervisor (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/DISID-Proposed-Amendment-Vocational-Rehab-Counselor-Supervisor.pdf>)*

*Posted 8/21/2026—**Proposed Amendment of Position:** Treasury Cashier (DOA) & Treasury Cashier Supervisor (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/Proposed-Amendment-Treasury-Cashier.pdf>)*

*Posted 8/10/2026—**Proposed Amendment of Position:** Payroll Supervisor (DOA) & Chief Payroll Officer (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/Proposed-Amendment-DOA-Payroll.pdf>)*

*Posted 7/10/2026—**Proposed Amendment of Position:** Assistant Chief Aquatic and Wildlife Resources (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Amendment-Assst-Chief-Aquatics-and-Wildlife-Resources.pdf>)*

MEDIA RELEASE

August 21, 2026

Pursuant to 4 GCA § 6303.1 – Transparency and Disclosure

PETITION FOR CREATION OF POSITION

The Department of Administration is petitioning to create the following position:

TREASURY CASHIER SPECIALIST (DOA)

This position is to be established in the Classified Service. Please visit our website at www.hr.doa.guam.gov.

PETITION FOR AMENDMENT OF POSITIONS:

The Department of Administration is petitioning to amend the following positions:

TREASURY CASHIER

TREASURY CASHIER SUPERVISOR

These positions have been established in the Classified Service. Please visit our website at www.hr.doa.guam.gov.

Comments are welcomed and may be submitted to the Personnel Services Administrator, Tony Aguon at tony.aguon@doa.guam.gov or Rosezette Santos, Personnel Specialist Supervisor at rosezette.santos@dog.guam.gov no later than September 4, 2026. Should you require additional information, please contact the Human Resources Division, Classification and Pay Branch at 475-1131/1201/1174.

Media Notice

From Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov>

Date Fri 8/21/2026 11:35 AM

To news@guampdn.com <news@guampdn.com>; editor@postguam.com <editor@postguam.com>;
kstokish@gmail.com <kstokish@gmail.com>; publisher@glimpsesofiguam.com
<publisher@glimpsesofiguam.com>; kishfm102.9@gmail.com <kishfm102.9@gmail.com>;
news@kanditnews.com <news@kanditnews.com>; newsdirector@kuam.com <newsdirector@kuam.com>;
raygibsonshow@gmail.com <raygibsonshow@gmail.com>

 1 attachment (71 KB)

MEDIA RELEASE - Notice of Creation and Amendment.pdf;

Hafa Adai,

Please see attached Notice of Proposed Creation and Amendment of Positions within the Department of Administration.

Regards,
Rosezette Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Telfon): (671) 475-1101/1250 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'hôga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'hôhi)

August 31, 2026

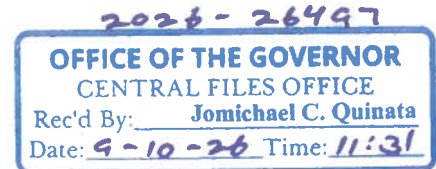
HRD NO.: 26-352A

MEMORANDUM

To: Governor of Guam

From: Director of Administration

Subject: **Proposed Creation and Amendment of Positions**
RE: Payroll Specialist (DOA), Payroll Supervisor (DOA)
Assistant Chief Payroll Officer & Chief Payroll Officer



Buenas yan Håfa Adail This is to respectfully request your approval for the creation and establishment of classification specifications for the Payroll Specialist (DOA), the re-establishment of the Assistant Chief Payroll Officer position in the classified service and the amendment of the Payroll Supervisor and Chief Payroll Officer positions within the Payroll Branch, Department of Administration (DOA).

The creation is based on the Classification and Pay Branch's review of the duties and responsibilities currently being performed by the positions that exist on the current staffing pattern for the Payroll Section. The creation of the Payroll Specialist position is essential to carrying out the overall mission of DOA. The Payroll Branch is uniquely tasked with the centralized delivery of critical government payroll services across the entire government, including to some extent, autonomous and semi-autonomous departments and agencies.

In addition to the creation of the above-mentioned positions, it is also necessary to update the job standards to accurately reflect the duties and responsibilities of the Payroll Supervisor and the Chief Payroll Officer positions. The centralized administration of payroll operations and activities necessitates a higher level of accountability and management to ensure accurate and timely compensation for employees.

Accordingly, the following are our recommended Hay Evaluations for the proposed positions:

POSITION TITLE	KNOW HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Payroll Specialist (DOA)	D 1 2 175	D 3 29% 50	D 1 C 66	291	L

Payroll Supervisor (DOA)	E I 3 230	E 3 33% 76	E 3 C 100	406	N
Assistant Chief Payroll Officer	E II 3 264	E 3 38% 100	E 2+ C 115	479	O
Chief Payroll Officer	E II 3 304	E 3 38% 115	E 3 C 132	551	P

Pursuant to 4 GCA §6303 (c)(2), all transparency and disclosure requirements for the creation and amendment of positions have been fulfilled. No comments or concerns were received regarding the proposal. The proposal was posted as follows:

- Department of Administration Website Posting – 8/10/26 through 8/24/26
- Notification of media via electronic submission – 8/10/26

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201.
Dangko na Agradescimiento!


EDWARD M. BIRN

Attachment

☒ APPROVED ☐ NOT APPROVED  LOURDES A. LEON GUERRERO Governor of Guam Date: <u>9/11/2024</u>

NATURE OF WORK IN THIS CLASS:

This is complex technical payroll work involved in the preparation of payrolls and the maintenance of payroll records for a centralized financial management system within the Payroll Branch of the Department of Administration.

Employees serve as a lead on assigned projects and activities having a government-wide impact including independent work in various specialized projects or programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Reviews and ensures the accuracy of employees timesheets; ensures payroll processing are in compliance with established guidelines, rules, regulations and policies.

Serves as team leader; may assist management in the absence of a supervisor.

Audits and updates employee payroll master record at pay period ending and verify updates against system updates; releases control master for check write.

Calculates and files payroll taxes relating to taxation of salaries; calculates benefits and other payroll factors; reviews and processes direct deposit of payroll checks ensuring completeness and accuracy of recordings in payroll systems.

Assists in the preparation and submission of electronic checks for all government of Guam line agencies.

Reviews and conducts audits of payroll records; reconciles general ledger regarding payroll transactions; ensures compliance in accordance with established rules, federal and local statutes, taxation laws and policies.

Collaborates with other Department of Administration Divisions, such as Human Resources, Insurance and Benefits, and Accounting, as well as external agencies government wide to ensure payroll integration with timekeeping systems and employee records to ensure timely processing of personnel actions and other external financial compensation.

Prepares bi-weekly payroll summary report and payroll analysis following each payroll period, including the Time Balance Report and the Payroll Register report.

Audits time and attendance reports, including both manual and electronic records; ensures time and pay details are properly coded and calculations align correctly with position title, pay grade and step.

Ensures all additional pay compensation is appropriately applied in accordance with federal and local statutes.

Verify the validity of payroll transactions to ensure compliance with salary accounts established by the Bureau of Budget Management (BBMR).

Prepares year-to-date social security contributions deductions.

Update Annual and Sick leave accruals, implement transfer of excess annual leave to sick leave at the beginning of each fiscal year in accordance with established policies.

Reviews and compiles service records of employees' separating from agency/department in preparation of Annual Leave Lumpsum payout.

Identifies and investigates problems with automated payroll system and recommends improvements and/or resolution of system errors or anomalies; ensures compliance with regulatory standards.

Leads the training of subordinate payroll staff.

Performs all technical processes and procedures as assigned in accordance with established policies, Civil Service Commission rulings, Governor's Executive Orders, and federal and local mandates.

Prepares financial reports and other relevant payroll reports as required by management for review.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll accounting principles and procedures.

Knowledge of payroll techniques and procedures to execute pay.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to learn and apply existing pay compensation plans appropriately and accurately.

Ability to learn withholding tax procedures; payroll accounting procedures and all types of actions affecting the salaries of employees.

Ability to maintain records and prepare reports; ability to maintain confidentiality.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to make decisions and work independently in accordance with appropriate program guidelines and policies.

Ability to apply strong analytical and problem-solving skills.

Ability to make arithmetic computations.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the public.

Ability to lead the work of subordinate staff.

Ability to communicate effectively, both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Five (5) years of experience in payroll work, including one year as a Payroll Technician and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: **AUGUST 2026**

PAY GRADE: **L (GPP)**

HAY EVALUATION: KNOW-HOW:

PROBLEM SOLVING:

ACCOUNTABILITY:

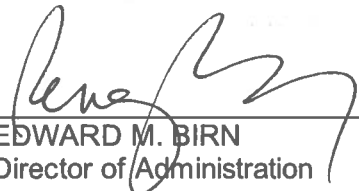
TOTAL POINTS:

D I 2 175

D 3 29% 50

D 1 C 66

291


EDWARD M. BIRM
Director of Administration


LOURDES A. LEON GUERRERO
Governor of Guam

RECEIVED SPECIALIST UNIT

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NATURE OF WORK IN THIS CLASS:

This is supervisory work involved in the preparation of payroll for all government of Guam line agencies and the maintenance of payroll records for a centralized financial management system within the Payroll Branch of the Department of Administration.

Employees perform independent work in various specialized projects or programs and on assigned projects and activities having a government-wide impact.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the daily payroll activities of the department.

Reviews and audits the work of subordinates and certifies the accuracy of the payroll summary.

May assist management in the absence of an Assistant Chief Payroll Officer.

Reviews direct deposits of payroll checks ensuring completeness and accuracy of recordings in payroll systems. Verifies calculations of payroll taxes relating to taxation of salaries; verifies calculation of benefits and other payroll factors.

Supervises and participates in the submission of electronic checks for all government of Guam line agencies.

Participates in audits of payroll records; reconciliation of general ledger regarding payroll transactions; ensures compliance in accordance with established rules, federal and local statutes, taxation laws and policies.

Collaborates with agencies government-wide in coordination of technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Responds to complaints or concerns from internal and external government employees and the general public.

Identifies and investigates problems with automated payroll system and recommends improvements and/or resolution of system errors or anomalies; ensures compliance with regulatory standards.

Recommends improvement in policies and procedures required to ensure adequate controls of the disbursement of funds for payroll purposes.

Coordinates the training of subordinate payroll staff on various assignments and new processes.

Performs all technical processes and procedures as assigned in accordance with established policies, Civil Service Commission rulings, Governor's Executive Orders, and federal and local mandates.

Reviews and participates in the preparation of financial reports and other relevant of payroll reports as required by management for review.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll accounting principles and procedures.

Knowledge of payroll techniques and procedures to execute pay.

Knowledge of laws and regulations governing the legality of payroll actions, policies and procedures.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to learn and apply existing pay compensation plans, withholding tax procedures and payroll accounting procedures and other actions affecting the salaries of employees appropriately and accurately.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to maintain records and prepare reports; ability to maintain confidentiality.

Ability to make decisions and work independently in accordance with appropriate program guidelines and policies.

Ability to apply strong analytical and problem-solving skills.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the public.

Ability to supervise the work of subordinate staff.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations.

MINIMUM EXPERIENCE AND TRAINING:

PAYROLL SUPERVISOR (DOA)

0.423

- A. Four (4) years of experience in the preparation and maintenance of pay records and graduation from a recognized college or university with an associate's degree in accounting or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

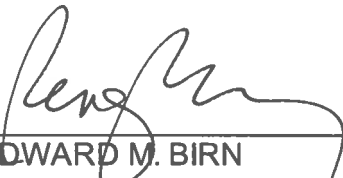
ESTABLISHED: JULY 1980

**AMENDED: AUGUST 2026
DECEMBER 2011**

PAY GRADE: N (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 3	230
	PROBLEM SOLVING:	E 3 33%	76
	ACCOUNTABILITY:	E 2 C	<u>100</u>
	TOTAL POINTS:		406

This standard revises and supersedes the standard established in July 1980 and amended in December 2011.



EDWARD M. BIRN
Director of Administration



LOURDES A. LEON GUERRERO
Governor of Guam

NATURE OF WORK IN THIS CLASS:

Assists the Chief Payroll Officer in administering all programs and activities associated with the Payroll Branch of the Department of Administration; providing services and guidance to all government of Guam departments and agencies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in directing and supervising daily payroll operations and activities to meet workload deadlines.

Serves as the Chief Payroll Officer in their absence.

Performs quality control audits to ensure accurate and efficient payroll processes are in compliance with government regulations, tax laws, internal policies and local and federal mandates.

Reviews and approves all payroll payments before filing and archiving payroll information.

Maintains accurate payroll records to ensure data integrity; performs internal controls to detect and prevent fraud or manual entry errors.

Collaborates with agencies government-wide in coordination of technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Coordinates and facilitates the review of external audits, IRS inquiries, Worker's Compensation information and other records and documents requested by auditors.

Manages payroll software, analyzes data and prepares reports on earnings, taxes and deductions and ensures accurate posting of account balances.

Identifies and investigates problems with automated payroll system and recommends improvements and/or resolution of system errors or anomalies; ensures compliance with regulatory standards.

Coordinates the training of subordinate payroll staff on various assignments, updated regulations and benefits and any new processes.

Evaluates operations, develops and modifies plans and procedures; works with administrators and supervisors to determine needs of the department; plans programs, interprets or recommends new policies and procedures; recommends solutions to problems.

Recommends improvement in policies and procedures required to ensure adequate controls of the disbursement of funds for payroll purposes.

Performs all technical processes and procedures assigned in accordance with established policies, Civil Service Commission rulings, Governor's Executive Orders, and federal and local mandates.

Reviews and participates in the preparation of financial reports and other relevant payroll reports as required by management for review.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll accounting principles and procedures.

Knowledge of payroll techniques and procedures to execute pay.

Knowledge of laws and regulations governing the legality of payroll actions, policies and procedures.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to learn and apply existing pay compensation plans, withholding tax procedures and payroll accounting procedures and other actions affecting the salaries of employees appropriately and accurately.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to maintain records and prepare reports; ability to maintain confidentiality.

Ability to make decisions and work independently in accordance with appropriate program guidelines and policies.

Ability to apply strong analytical and problem-solving skills.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the public.

Ability to supervisor the work of subordinate staff.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of experience in payroll work including the preparation and maintenance of payroll processes and records; one (1) year in an administrative or supervisory capacity and graduation from a recognized college or university with a bachelor's degree in accounting, finance, business administration or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

RE-ESTABLISHED: AUGUST 2026

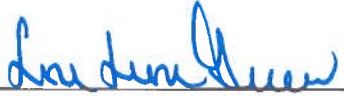
ESTABLISHED: JULY 1980

PAY GRADE: O (GPP)

HAY EVALUATION:	KNOW-HOW:	E II 3 264
	PROBLEM SOLVING:	E 3 38% 100
	ACCOUNTABILITY:	E 2+ C 115
	TOTAL POINTS:	479

This standard revises and supersedes the standard established in July 1980 and abolished in June 2011.


 EDWARD M. BIRN
 Director of Administration


 LOURDES A. LEON GUERRERO
 Governor of Guam

SUBJECT: [Illegible]

[Illegible text block]

RE: [Illegible]

DATE: [Illegible]

BY: [Illegible]

IN WITNESS WHEREOF, I have hereunto set my hand and seal at the City of [Illegible] this [Illegible] day of [Illegible] 19[Illegible].

Very truly yours,

[Illegible Signature]

[Illegible Title]

[Illegible text block]

[Illegible Signature]

[Illegible Title]

[Illegible Signature]

[Illegible Title]

NATURE OF WORK IN THIS CLASS:

Directs and administers all programs and activities associated with the Payroll Section of the Department of Administration (DOA). This position may provide services and guidance to all government of Guam departments and agencies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs, oversees and administers all payroll operations and activities for a centralized financial management system within DOA; ensures compensation for employees is accurate, timely and in compliance with federal, state and local labor regulations.

Manages financial disbursements; determines legality of entitlements and/or collection actions; performs accurate reconciliations in adherence to strict deadlines.

Reviews quality control audits to ensure internal and external accounting systems and administrative controls are accurate and payroll processes are in compliance with government regulations, tax laws, internal policies and local and federal mandates.

Reviews and analyzes the effectiveness of internal controls to safeguard funds against fraud, waste, abuse, loss, misappropriation or manual entry errors. Maintains accurate payroll records to ensure data integrity.

Analyzes financial management methods, practices, precedent cases and procedures to resolve difficult or complex financial issues.

Conducts analysis and periodic audits on payroll procedures and processes to determine efficiency of operations, reliability of transactions and validity of supporting documentation; recommends improvements and best practices in accordance with established policies and procedures.

Collaborates with agencies government-wide in coordination of payroll related technical processes and procedures in accordance with established rules, regulations and policies; provides guidance to departments/agencies government wide to include semi- and autonomous departments/agencies as requested.

Coordinates and facilitates the review of external audits, IRS inquiries, Worker's Compensation information and other records and documents requested by auditors.

Develops and formulates budget and financial forecasting for the operation and maintenance of the payroll section; prepares periodic financial status reports to include tax reports and financial statements; develops and implements financial policies and procedures.

Identifies and investigates problems with automated payroll system and recommends improvements and/or resolution of system errors or anomalies; ensures compliance with regulatory standards.

Evaluates operations, develops new processes and modifies procedures to reflect updates to regulations; works with administrators and supervisors to determine needs of the department; interprets or recommends new policies and procedures; recommends solutions to problems.

Reviews and audits the work of subordinates and certifies the accuracy of the payroll summary for payment.

Communicate with staff and employees to resolve payroll-related inquiries, concerns or discrepancies received from internal and external government employees and the general public.

Analyzes fiscal data to support reconciliations, account adjustments and resolution of out-of-balance conditions; performs accurate reconciliations while adhering to strict deadlines.

Implements and manages payroll software and systems; manages payroll software, analyzes data and prepares reports on earnings, taxes and deductions and ensures accurate posting of account balances.

Recommends improvement in policies and procedures required to ensure adequate controls of the disbursement of funds for payroll purposes,

Performs all technical processes and procedures assigned in accordance with established policies, Civil Service Commission rulings, Governor's Executive Orders, and federal and local mandates.

Keeps abreast of current payroll legislation, applicable laws, rules, regulations, policies and procedures pertaining to payroll functions to ensure compliance with legal requirements.

Prepares monthly, quarterly and annual progress reports, financial reports and other relevant payroll reports as required by management for review; maintains financial records and provides accurate and timely financial reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll accounting and auditing principles and procedures.

Knowledge of payroll functions, techniques and practices including audits, wage calculation and tax deductions.

Knowledge of federal, state, and local laws and regulations governing the legality of payroll actions, policies and procedures and reporting requirements.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to apply new pay compensation plans, withholding tax procedures and payroll accounting procedures and other actions affecting the salaries of employees appropriately and accurately.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to maintain records and prepare reports; ability to maintain confidentiality.

Ability to perform audits and maintain internal controls to protect against fraud, abuse or errors.

Ability to make decisions and work independently in accordance with appropriate program guidelines and policies.

Ability to apply strong analytical and problem-solving skills to resolve complex financial data, accounts and other payroll discrepancies.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the public.

Ability to manage and supervise subordinate staff.

Ability to communicate effectively, both orally and in writing.

Ability to meet deadlines and handle sensitive employee information.

Skill in the use of software applications systems and specialized payroll software.

Skill in performing arithmetic computations.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of experience in the preparation and maintenance of pay records; one (1) year in an administrative or supervisory capacity and graduation from a recognized college or university with a bachelor's degree in accounting, finance, business administration or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

CHIEF PAYROLL OFFICER

0.429

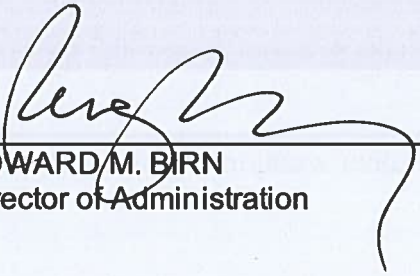
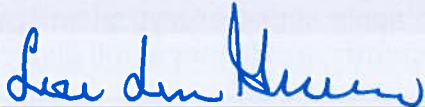
ESTABLISHED: DECEMBER 1986

**AMENDED: AUGUST 2026
MAY 2005
JULY 1994**

PAY GRADE: P (GPP)

HAY EVALUATION:	KNOW-HOW:	E II 3 304
	PROBLEM SOLVING:	E 3 38% 115
	ACCOUNTABILITY:	E 3 C <u>132</u>
	TOTAL POINTS:	551

This standard revises and supersedes the standard established in December 1986 and amended in July 1994 and May 2005.


EDWARD M. BIRN
Director of Administration
LOURDES A. LEON GUERRERO
Governor of Guam

Media Notice

From Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov>

Date Mon 8/10/2026 10:12 AM

To news@guampdn.com <news@guampdn.com>; editor@postguam.com <editor@postguam.com>; kstokish@gmail.com <kstokish@gmail.com>; publisher@glimpsesofofguam.com <publisher@glimpsesofofguam.com>; kishfm102.9@gmail.com <kishfm102.9@gmail.com>; news@kanditnews.com <news@kanditnews.com>; newsdirector@kuam.com <newsdirector@kuam.com>; raygibsonshow@gmail.com <raygibsonshow@gmail.com>

 1 attachment (71 KB)

MEDIA RELEASE - Notice of Creation and Amendment.pdf;

Hafa Adai,

Please see attached Notice of Proposed Creation and Amendment of Positions within the Department of Administration.

Regards,
Rosezette Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

MEDIA RELEASE

August 10, 2026

Pursuant to 4 GCA § 6303.1 – Transparency and Disclosure

PETITION FOR CREATION OF POSITION

The Department of Administration is petitioning to create the following position:

ASSISTANT CHIEF PAYROLL OFFICER

PAYROLL SPECIALIST (DOA)

This position is to be established in the Classified Service. Please visit our website at www.hr.doa.guam.gov.

PETITION FOR AMENDMENT OF POSITIONS:

The Department of Administration is petitioning to amend the following positions:

PAYROLL SUPERVISOR

CHIEF PAYROLL OFFICER

These positions have been established in the Classified Service. Please visit our website at www.hr.doa.guam.gov.

Comments are welcomed and may be submitted to the Personnel Services Administrator, Tony Aguon at tony.aguon@doa.guam.gov or Rosezette Santos, Personnel Specialist Supervisor at rosezette.santos@dog.guam.gov no later than August 21, 2026. Should you require additional information, please contact the Human Resources Division, Classification and Pay Branch at 475-1131/1201/1174.

ANIMAL CONTROL OFFICER I

(View Specs) (<https://hr-hr-content/uploads/20CONTROL-OFFICER-I.pc>)

ANIMAL CONTROL OFFICER II

(View Specs) (<https://hr-hr-content/uploads/20CONTROL-OFFICER-II.p>)



Showing 1 to 50 of 1,041 entries

1 2 3 4 5 ... 21 ›

AMENDMENT OF POSITIONS

Please email comments on any proposed amendments to positions that maybe listed to doa.admin@doa.guam.gov (mailto:doa.admin@doa.guam.gov).

If you wish to comment in writing, please send it to the mailing address listed on our contact page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

Posted 8/10/2026—Proposed Amendment of Position: Payroll Supervisor (DOA) & Chief Payroll Officer (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/Proposed-Amendment-DOA-Payroll.pdf>)

Posted 7/10/2026—Proposed Amendment of Position: Assistant Chief Aquatic and Wildlife Resources (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Amendment-Asst-Chief-Aquatics-and-Wildlife-Resources.pdf>)

Posted 7/9/2026—Proposed Amendment of Position: Chief Criminalist (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Amendment-Chief-Criminalist.pdf>)

Posted 6/17/2026—Proposed Amendment of Position: Personnel Services Administrator & Asst. Personnel Services Administrator (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Amendment-PSA-and-Asst-PSA.pdf>)

*Posted 9/3/2025—***Proposed Amendment of Position: Health Professional Licensing Administrator** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/09/Notice-of-Proposed-Amendment-HPL-Admin.pdf>)

CREATION OF POSITIONS



Please email comments on any proposed creation of positions that maybe listed to doa.admin@doa.guam.gov (<mailto:doa.admin@doa.guam.gov>).

If you wish to comment in writing, please send it to the mailing address listed on our contact page and indicate “Attn: Classification & Pay Branch”. All comments however must be received within 10 workdays from the date posted.

*Posted 8/10/2026—***Proposed Creation of Positions: Payroll Specialist (DOA) & Assistant Chief Payroll Officer** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/08/Proposed-Creation-DOA-Payroll.pdf>)

*Posted 7/9/2026—***Proposed Creation of Positions: DNA Analysts** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Creation-DNA-Analysts.pdf>)

*Posted 7/9/2026—***Proposed Creation of Positions: Firearms Examiners** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/07/Proposed-Creation-Firearms-Examiners.pdf>)

*Posted 6/17/2026—***Proposed Creation of Position: HR Technician I and II** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Creation-HR-Technician-series.pdf>)

*Posted 6/17/2026—***Proposed Creation of Position: HR Analyst I, II, III, and IV** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Creation-HR-Analyst-series.pdf>)

*Posted 5/18/2026—***Proposed Creation of Position: Health Professional Licensing Board Investigator** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/DOA-Memorandum-HRD-No.-25-491-Notice-of-Proposed-Creation-HPPL-Board-Investigator.pdf>) (See Position Description (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/HPL-Board-Investigator-PD.pdf>))

*Posted 5/14/2026—***Proposed Creation of Position: Assistant CFO** (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/Notice-of-Creation-Assistant-CFO.pdf>)