



**EDWARD M. BIRN**  
Director (Direktot)  
**BERNADINE C. GINES**  
Deputy Director (Sigundo Direktot)

## DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



**LOURDES A. LEON GUERRERO**  
Governor (Maga'håga)

**JOSHUA F. TENORIO**  
Lt. Governor (Sigundo Maga'låhl)

October 5, 2022

HRD No: 22-486A

### MEMORANDUM

**TO:** Personnel Services Administrator, Human Resources Division

**FROM:** Personnel Specialist III, Classification and Pay Branch

**SUBJECT:** Notice of Proposed Creation  
**RE:** Chief Children's Services Administrator

*Buenas yan Håfa Adai!* This is written to respectfully request approval for the creation and establishment of job specifications for the "Chief Children's Services Administrator" position, into the classified service of the government of Guam. This request is based on the memorandum received from the Director, Department of Public Health & Social Services (DPHSS), dated August 16, 2022.

In their August 16<sup>th</sup> memorandum, DPHSS stated that the position will be with the Division of Children's Wellness (DCW), which was established in accordance with Executive Order 2021-26, signed by the Governor of Guam on October 29, 2021.

The creation of the Chief Children's Services Administrator position is vital to DCW to ensure that the bureau's programs are administered effectively and the essential needs of DCW are met. The Chief Children's Services Administrator will oversee and direct the programs of the Bureau of Social Services Administration and its component units, including Child Protective Services, and the Bureau of Child Care Development in childcare services, social services, pre-school readiness, and child development.

Accordingly, the Classification Branch recommends the following Hay Evaluation:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Chief Children's Services Administrator	F II 3 400	E 4 43% 175	E 4 C 200	775	S

Upon approval of this request, the Classification Branch will cause copies of the attached proposed job specifications to be posted on the DPHSS and Department of Administration's respective websites, for a period of ten (10) work days (Saturdays, Sundays and government of

Guam holidays excepted) [4 GCA §6303(c)(2)]. Additionally, electronic copies will be provided to the various local media [4GCA §6303.1(a)].


We look forward to your response. If you have any questions or require further information, please do not hesitate to contact the Classification Branch at 475-1131/1201/1265. *Dangkolo na Agradesimiento!*

  
CATHERINE L.P. BORJA

#### Attachments

☒ APPROVED

☐ DISAPPROVED

  
SHANE G.L. NGATA, Personnel  
Services Administrator  
Human Resources Division

Date: 10/5/22



LOURDES A. LEON GUERRERO  
GOVERNOR, MAGA'HAGA'

JOSHUA F. TENORIO  
LT. GOVERNOR, SIGUNDO MAGA'LAHI

GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



ARTHUR U. SAN AGUSTIN, MHR  
DIRECTOR

LAURENT SF DUENAS, MPH, BSN  
DEPUTY DIRECTOR

TERRY G. AGUON  
DEPUTY DIRECTOR

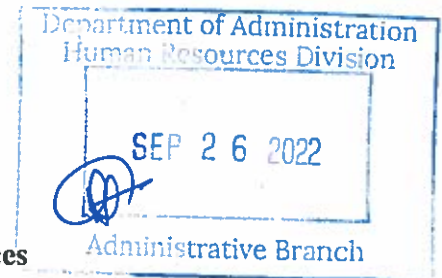
AUG 16 2022

**Memorandum**

**To:** Director, Department of Administration

**From:** Director, Department of Public Health & Social Services

**Subject:** Request to Establish New Position- Chief Children's Services Administrator



Executive Order No. 2021-26, signed by the Governor of Guam on October 29, 2021, established the Division of Children's Wellness (DCW) within the Department of Public Health & Social Services and is comprised of the Bureau of Social Services Administration (BOSSA) and the Bureau of Child Care Services (BCCS).

I am requesting review and approval to establish one new classified position for the recently established Division of Children's Wellness (DCW).

The Chief Children's Services Administrator oversees and directs programs and activities of BOSSA and BCCS in childcare services, social services, preschool readiness, and child development. This leadership position is necessary to ensure bureaus are administered effectively.

Thus, creating this new position is essential to meet the needs of DCW.

Attached are the job descriptions and the position description questionnaires for your review.

If you have any questions or need additional information, contact Liza Ann Camacho, Interim Personnel Officer, at 671-922-2519 or email [lizaann.camacho@dphss.guam.gov](mailto:lizaann.camacho@dphss.guam.gov).

Your immediate attention to this request is appreciated.

  
ARTHUR U. SAN AGUSTIN, MHR

Attachments

**RECEIVED**

SEP 23 2022 2:41 PM

Department of Administration  
Director's Office



## **CHIEF CHILDREN'S SERVICES ADMINISTRATOR (PROPOSED)**

**3.082**

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### **NATURE OF WORK IN THIS CLASS**

Directs the social services, child welfare and childcare programs and activities of the Division of Children's Wellness, Department of Public Health and Social Services.

**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 bureau programs in Childcare Services, Social Services and Preschool Readiness and Child Development.

Plans, develops and organizes the implementation of programs to ensure clients are given an effective and efficient delivery of service, coordinates the delivery of service to eligible recipients.

Promotes public interest and support for existing and new programs through the interpretation of unmet community needs.

Review and evaluates existing program activities, operations and requirements and implement changes as necessary to improve program effectiveness.

Monitor, interpret and ensures program compliance with pertinent laws, policies, regulations, and other program guidelines.

Manages administrative policies and regulations for personnel, training and safety.

Supervises the preparation of the Division's budget and administers the funds.

Research, identifies and analyzes the needs of children in the community to develop innovative solutions.

Advises the Director of program activities.

Maintains records and prepares reports.

Performs related duties and specified.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of social services and child development.

Knowledge of social welfare program administration.

Knowledge of the principles and practices of public administration.



## CHIEF CHILDREN'S SERVICES ADMINISTRATOR (PROPOSED)

3.082

Ability to develop and administer island-wide coverage of social services, child welfare, and childcare programs of the Department of Public Health and Social Services.

Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations, policies and other program guidelines.

Ability to evaluate program effectiveness and implement/recommend changes in organizational policies and procedures to enhance effectiveness.

Ability to establish and maintain cooperative working relationships with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to accurately prepare and maintain records, files and reports.

### **MINIMUM EXPERIENCE AND TRAINING:**

- a) Three (3) years of experience in children's services administration, three (3) years of supervisory experience, and graduation from a recognized college or university with a Master's Degree in the field of Human Services, Business Management, or Public Administration; or
- b) Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

**ESTABLISHED:      SEPTEMBER 2022**

**PAY GRADE:        S**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>F II 3</b>	<b>400</b>
	<b>PROBLEM SOLVING:</b>	<b>E 4 43%</b>	<b>175</b>
	<b>ACCOUNTABILITY:</b>	<b>E 4 C</b>	<b><u>200</u></b>
	<b>TOTAL POINTS</b>		<b>775</b>

EDWARD M. BIRN, Director  
Department of Administration

LOURDES A. LEON GUERRERO  
Governor of Guam

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

Official Position Title: <u>Chief Children's Services Administrator</u>		Official Position No.: _____	
Job Location: <u>Department of Public Health &amp; Social Services</u>		Division of <u>Division of Children's Wellness</u>	
(Department/Agency)		(Division)	
Name: _____		State Office (Section/Unit)	
Last		First	
Middle Initial			
Pay Grade: <u>S</u>		<input checked="" type="checkbox"/> Classified	
		<input type="checkbox"/> Unclassified	
Supervisor: <u>Arthur U. San Agustin, MHR</u>		<input checked="" type="checkbox"/> Position Vacant	
(Name of Direct Supervisor)		Director, Department of Public Health & Social Services Title of Supervisor	

### II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input checked="" type="checkbox"/> (3)</p>
50%	<p><b>Program Administration</b></p> <ul style="list-style-type: none"> <li>• Direct the administration of island-wide children's services of the Division of Children's Wellness, Department of Public Health and Social Services.</li> <li>• Directs the administration of bureau programs in Childcare Services, Social Services, and Preschool Readiness &amp; Child Development. These programs include childcare and support services, child care licensing, Preschool Development Grant (PDG), child protective services, foster care and adoption, and family preservation.</li> <li>• Direct oversight of the division programs' preparation, review, and submittal of federal and local budgets according to federal and local laws and administrative guidelines. Ensures timely preparation and submittal of complete and accurate federal and local budgets.</li> <li>• Direct oversight of the division programs' preparation, review, and submittal of program financial and administrative federal and local reports. Ensures timely preparation and submittal of complete and accurate federal and local financial and administrative reports.</li> <li>• Promote public interest and support for existing and new programs by interpreting unmet community needs.</li> <li>• Administers administrative policies and regulations for personnel, training, and safety.</li> <li>• Interprets and ensures program compliance with applicable federal and local laws, federal regulations, policies, and other program guidelines.</li> </ul>
25%	<p><b>Program Planning, Coordination, and Development</b></p> <ul style="list-style-type: none"> <li>• Lead, plan, and organize the implementation of program priorities and policies and ensures compliance with federal and local laws and procedures, including available resources and children's service needs.</li> <li>• Review state plans and grant applications for federal grant-in-aid programs for new programs or to continue ongoing programs; Negotiate contracts and interagency agreements with both federal grantor agencies and local government or community-based organizations.</li> <li>• Provide guidance and technical assistance in appropriate areas of expertise.</li> <li>• Evaluate the effectiveness of coordination and collaborative activities with other professionals, community groups, and the general public in identifying child welfare or childcare needs, developing or updating childcare plans, coordinating and mobilizing community resources, and/or evaluating the delivery of children's services.</li> <li>• Evaluate existing program activities, operations, and requirements in the network of federal and local agencies to deliver services and benefits; Initiate changes as necessary to improve or enhance program effectiveness.</li> <li>• Ensures collaboration with other state agency departments in coordinating services or verifying status, especially as it relates to child welfare, child care resource, and referral agencies, and adherence to individual or family service plans.</li> <li>• Lead, plan, and coordinate the development and implementation of corrective action and corrective compliance plans of federal program requirements and administration.</li> <li>• Lead, serve, and/or participate in councils, task forces, boards, planning committees, and/or Guam delegations to provide technical assistance for developing and planning programs, services and legislation, and policies.</li> </ul>

25%	Supervision
	<ul style="list-style-type: none"> <li>Lead, guide, and direct bureau administrators, managers, and section supervisors in their daily operations.</li> </ul>
	<ul style="list-style-type: none"> <li>Meet and keep bureau administrators of the department informed about the division of program issues and events.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensures timely submittals of complete and accurate financial and program administrative reports.</li> </ul>
	<ul style="list-style-type: none"> <li>Advise Department Director of program issues, needs, accomplishments, and milestones.</li> </ul>
	<b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.
	<ul style="list-style-type: none"> <li>Represents Director in meetings as assigned.</li> </ul>
	<ul style="list-style-type: none"> <li>Lead and direct department activities and events as assigned.</li> </ul>

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:

- ☐ None
 ☐ Up to 15% of total working hours
 ☐ 15 – 50% of total working hours
 ☒ Over 50%

B. Outside your department / agency. Mark (X or √)

- ☐ None
 ☐ Up to 15% of total working hours
 ☒ 15 – 50% of total working hours
 ☐ Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (X or √) one correct response.

- ☐ Detailed and specific instructions / procedures received or followed for each assignment.  
☐ General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.  
☐ Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)  
☒ General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
2	Human Services Program Administrator	Responsible for the operations and administration of the assigned bureau. Ensures program compliance of local and federal budget, financial and administrative requirements. Ensures assigned staff is informed and trained on program and operational requirements. Ensures continuity of program functions.
2	Program Coordinator IV	Serves as Acting Administrator in the assigned bureau. Responsible for operations and administration of the bureau. Ensures program compliance with the local and federal budget and financial and administrative requirements. Ensures continuity of program functions.
1	Management Analyst IV	Responsible for maintaining ledgers and monitoring expenditures for the division. Coordinates the preparation and compliance of the bureaus' budgets. Assist the Administrative Services Officer in certifying funding.
1	Administrative Officer	Responsible for providing administrative and office support services. Expedites requests for personnel action, purchase requisitions, and other administrative transactions.



**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Personal Desktop Computer	85%
Microsoft Office	5%
Copier Machine	5%
Collaboration tools such as Zoom/Teams/Webex	5%

**VII. JOB REQUIREMENTS**

- ☐ Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**A. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

<b>1. WORK EXPERIENCE:</b> List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."	
<input type="checkbox"/> No work experience is required.	
General:	
Specialized:	
Supervisor / Management:	
Five years of experience in children or public services administration, management, and supervision.	
If no work experience is required, list the knowledge, abilities, and skills a qualified applicant needs before employment to perform the essential job functions.	
<b>2. FORMAL EDUCATION OR TRAINING:</b>	
Mark (✓ or X) the <b>most</b> applicable education level required.	
a. <input type="checkbox"/> Below High School – Show Number of Years	
b. <input type="checkbox"/> High School Graduation / GED	
c. <input type="checkbox"/> Vocational / Technical School	
Show specific training that is required by this position.	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
d. <input type="checkbox"/> Some College	
Show number of <del>Semester</del> <input checked="" type="checkbox"/> Semester Hours _____ or Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
e. College Degree (Show major area of study required.)	
<input type="checkbox"/> Associate's : _____	
<input checked="" type="checkbox"/> Bachelor's: <u>Early Childhood Development, Human Services, Business Management, or Public Administration</u> from a recognized university or	
<input checked="" type="checkbox"/> Master's: <u>Early Childhood Development, Human Services, Business Management, or Public Administration</u>	
<input type="checkbox"/> Beyond Masters: _____	

**3. CRITICAL SKILLS / EXPERTISE:** List specialized skills or specialization needed to perform essential functions.

Knowledge of principles, practices, and techniques of Social Services, Human Services, Child Welfare, Early Childhood Development, Business or Public Administration; Ability to plan, develop, and administer comprehensive children's service programs; Ability to interpret, apply and make decisions in accordance with federal and local laws, regulations, policies and program guidelines; Ability to evaluate program effectiveness and efficiency and implement/recommend change in organization policies and procedures; Ability to prepare state plans and grant applications; Ability to provide professional consultation in an area of specialty; Ability to prepare budget for division in accordance with law and administrative guidelines; Ability to work and communicate effectively with employees and the general public; Ability to administer child service programs according to federal and local laws and regulations; Ability to prepare, implement and carry through corrective actions and compliance plans.

**4. LICENSE, REGISTRATION OR CERTIFICATION:**

List possession of required license, professional registration/certification needed to perform essential functions.

Guam Drivers License

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:****1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.**

- ☒ Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- ☒ Sitting Employee is required to sit for extended periods or time without being able to leave the work area.
- ☒ Sitting/Standing/Walking The employee is required to sit, stand, walk most of the time.
- ☐ Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- ☐ Lifting Employee is required to raise or lower objects from one level to another regularly.
- ☐ Pulling and/or Pushing The job requires exerting force up to \_\_\_\_\_ pounds on a regular basis to move the object to or away from the employee.
- ☐ Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- ☐ Reaching The employee is regularly required to use the hands and arms to reach for objects.
- ☐ Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- ☐ Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- ☒ Speaking The job requires expressing ideas by the spoken word.
- ☒ Listening The job requires the perception of speech or the nature of sounds in the air.
- ☐ Other Describe the requirement.

**2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.**

- ☒ General Intelligence (typical requirement for machine operators, office staff, etc.)
- ☐ Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- ☒ Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- ☒ Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- ☒ Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[XX] Other:

Analytical

**3. The job's most appropriate work environment and the weather exposure.**

Show what percent of a typical workday is spent.  
(Select one response only)

- 100 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).  
\_\_\_\_ % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)  
\_\_\_\_ % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)  
\_\_\_\_ % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions**

[X] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- \_\_\_\_ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).  
\_\_\_\_ % Vibration (i.e., operating jackhammer, impact wrench).  
\_\_\_\_ % Noise (Exposure at a level enough to cause hearing loss or fatigue).  
\_\_\_\_ % An improperly illuminated or awkward and confining work space.  
\_\_\_\_ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).  
\_\_\_\_ % Lifting or carrying items or objects. Describe item/object and weight:  
\_\_\_\_ % Heat. Describe source and degree of high temperature.  
\_\_\_\_ % Cold. Describe source and degree of cold temperature:  
\_\_\_\_ % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

[X] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

**C. Work Schedule/Hours** – Mark (✓ or X) the most appropriate work schedule/hours for the job.

<input type="checkbox"/>	Regular – Standard Eight (8) hours daily, Monday – Friday
<input type="checkbox"/>	Irregular – Shift work – A 24-hour work operation.
<input checked="" type="checkbox"/>	Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: <div style="border: 1px solid black; padding: 5px;"><u>Routine 8am to 5pm schedule at 40 hours per week. Prior authorization from DPHSS Director required for overtime entitlement.</u></div>
<input type="checkbox"/>	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period:  _____  _____

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ ] Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

  
Terry G. Aguon, DPHSS Deputy Director  
Signature of Immediate Supervisor

  
Arthur U. San Agustin, MHR, DPHSS Director  
Signature of Department/Agency Head

8/12/2022  
Date

AUG 16 2022

\_\_\_\_\_  
Date