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# ANNOUNCEMENT

August 4, 2023

## OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):

*Announcement No. 090-23*

***Code No. Position Title***  
**0.422 PAYROLL CLERK III**

**Salary Range:**

Open: I-01 \$34,886.00 – I-07 \$43,608.00 Per Annum  
 Prom: I-01 \$34,886.00 – I-18 \$61,487.00 Per Annum

**Opening Date:** August 4, 2023  
**Closing Date:** August 17, 2023

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Three (3) years of experience as an office clerk and two (2) years in payroll work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**QUALIFICATIONS REQUIRED:** Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

- 1. A high school diploma; or
- 2. Successful completion of General Education Development (GED) Test; or
- 3. The equivalent of a general education high school program; or
- 4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK IN THIS CLASS:**

This is complex clerical work involved in the preparation of payroll and the maintenance of payroll records under Computerized Payroll System. Employees in this class perform the full range of complex payroll clerical work independently on an ongoing basis.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of office management. Ability to learn existing compensation plan, withholding tax procedures, payroll accounting procedures, laws and regulations giving the legality of payroll actions, policies and procedures in accomplishing payroll work, and all types of actions affecting the salaries of a variety of employees. Ability to make decisions in accordance with appropriate program guidelines. Ability to make arithmetic computations. Ability to operate a computer terminal utilizing the payroll process. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain records and prepare reports.

**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.) Establishes employees names on the on-line payroll control master. Prepares and maintains payroll control master affecting necessary adjustments to employees' salaries, deductions, and related records. Processes personnel actions affecting employees' pay such as promotion, demotion, etc., computing retroactive adjustment for payments. Updates payroll control master at pay period ending; verifies against the Manual control Master; releases Control Master for check-write. Processes special payments manually for advance pay, lump sum payments, errors in leave processing, etc. Balances year-to-date on individual earnings. Controls accuracy, completeness, and current status of savings bonds records. Prepares bi-weekly payroll summary report, and payroll analysis every end of the pay period. May audit all special payments prior to signature of Payroll Supervisor. Performs related duties as required.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

**VETERANS / DISABILITY PREFERENCE:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans

## 0.422 PAYROLL CLERK III #090-23

Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).



Joseph Gumataotao (Aug 4, 2023 11:51 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer

*Payroll.Clerk.III 08/04/23*  
*Approved by CHRO 08/04/23*