



OPEN JOB ANNOUNCEMENT

Management Analyst II

ANNOUNCEMENT NO.: 2055
DATE POSTED: March 7, 2023
CLOSING DATE: March 24, 2023
Pay Grade: L PAY RANGE: \$37,100.00 - \$55,650.00

Position Title: Management Analyst II

Reports to: Controller

Qualifications/Requirements:

- One year of experience as a Management Analyst I or equivalent work and graduation from a recognized college or university with a
- Bachelor's degree in public or business administration, industrial management, or a closely related field; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.
- Valid U.S. passport and driver's license

Essential Functions:

These examples do not list all the duties assigned; any one position may not include all the duties listed.

- Analyzes organizational units, processes, and functions; evaluates and recommends improvements in organization utilization of personnel, space, equipment, and material.
- Evaluates existing and proposed policies and techniques as assigned; prepare factual reports and propose revision based upon findings; assist in presenting and discussing recommendations with administrators.
- Studies workflow and layout; prepares charts and reports; makes recommendations.
- Studies forms and publications used in operations; design new forms and proposes a revision to existing forms and publications.
- Performs assigned phases of management studies; gathers and organizes data; applies statistical techniques to analyze data; prepares reports and recommendations based upon findings.
- Conducts studies of work output for specific operations; makes recommendations concerning establishing certain standards.
- Assists in the implementation of approved management reviews and studies.
- Studies the applications of office service machines and assists in adapting data processing equipment to specific operations.
- Performs related duties as required.

Knowledge, Abilities & Skills:

- Knowledge of the principles, practices, methods, and techniques of modern management, public administration, and statistical analyses.
- Knowledge of computer system applications and office service equipment.
- Ability to gather, organize and analyze facts and devise solutions to assigned problems.
- Ability to make oral and written reports and presentations and prepares charts and graphs clearly and concisely.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports

Work Environment:

This moderately complex technical work involves analyzing and developing improved managerial procedures and practices. Employees in this class perform moderately complex management analysis work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

Interested internal and external applicants may pick up and/or submit a GVB job application at/to the GVB Main Office, 401 Pale San Vitores Road, Tumon, Guam 96913, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except designated holidays. Applications will be available online at the GVB website. For further or additional information, please call the GVB office at 1 (671) 646-5278. GVB requires pre-employment drug testing.

GVB is an Equal Opportunity Employer and a Drug-Free Workplace.


/s/ CARL T.C. GUTIERREZ
PRESIDENT and CEO