



Guam Memorial Hospital Authority
Aturidat Espetat Mimuriat Guahan

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 OKA, TAMUNING, GUAM 96911
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February 19, 2019



MEMORANDUM

TO: Hospital Administrator/CEO
FROM: Personnel Services Administrator
SUBJECT: Above Step Recruitment Petition(s)
Re: Rodalyn May A. Gerardo-Chief Auditor

In accordance with the GMHA Above Step Recruitment guidelines set forth by the Civil Service Commission dated October 23, 1995, 4GCA Chapter 6, Section 6205- Recruitment Above-Step, and Board Resolution 08-65-Above-step Recruitment Delegated Authority, HR recommends to hire Ms. Rodalyn May A. Gerardo to the Chief Auditor position above the minimum step at pay Grade P, Step 10, \$76,174.00 per annum; \$36.62 per hour (see attached staff report).

Should you have any questions, please call 3-2219.

Your utmost consideration is appreciated.

Rose A. N. Cruz
 ROSE A. N. CRUZ

APPROVED DISAPPROVED

Lillian Q. Perez Posadas
 LILLIAN Q. PEREZ POSADAS, RN, MN
 HOSPITAL ADMINISTRATOR/CEO

Attachments
 A- HR- GVP 19-0617

GMHA HUMAN RESOURCES DIVISION

STAFF REPORT

Prepared By: Glenda V. Perez

SUBJECT: Above Step Recruitment
RE: Rodalyn May A. Gerardo, Chief Auditor

I. BACKGROUND:

On February 4, 2018, Ms. Benita A. Manglona, Chief Financial Officer, interviewed and recommended the selection of Ms. Rodalyn May A. Gerardo to the Chief Auditor position. Based on recruitment difficulty, HR recommends to recruit Ms. Gerardo above the minimum step at Pay Grade P, Step 10, \$76,174.00 per annum or \$36.62 per hour.

II. AUTHORITY:

GMHA Above Step Recruitment guidelines set forth by the Civil Service Commission dated October 23, 1995, 4GCA Chapter 6, Section 6205 - Recruitment Above-Step, and Board Resolution 08-65 - Above-step Recruitment Delegated Authority.

III. JOB CONTENT:

NATURE OF WORK:

Administers the audit programs and activities of the Internal Audit Office, Guam Memorial Hospital Authority.

QUALIFICATION REQUIREMENTS:

- a) One year of experience as an Auditor III or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Accounting or related field, including or supplemented by 24 semester hours of accounting/auditing course; or
- b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

IV: ADMINISTRATIVE REVIEW AND ANALYSIS:

- Ms. Gerardo applied for the Chief Auditor position through the competitive process, job announcement #19-0103 that is a continuous announcement. An eligibility list was established, there were a total of two (2) applicants. Ms. Gerardo was rated as eligible with a final earned rating of 76.709. The position was certified, an interview was conducted and Ms. Gerardo was selected for the position.
- Ms. Gerardo received a Bachelor's degree in Business Administration with the Major in Accounting from the University of Guam in December 2002.
- Ms. Gerardo has a total of (13) years (5) months creditable work experience which is beyond the minimum requirement of the position.
- Ms. Gerardo has Professional Licenses/Certifications in CPA, CIA, CGFM, CGAP, CGMA, CICA.
- Per Bureau of Labor Statistics for Guam as of May 2017, the National Mean Wage for Auditors is \$78,670.00.

Check list:

ITEM	YES	NO
Application Form & Resume	X	
Certificate of License		N/A
Rating	X	
Certification	X	

V. CONCLUSION:

HR recommends to recruit Ms. Gerardo to the Chief Auditor position above the minimum step at Pay Grade P, Step 10, \$76,174.00 per annum; \$36.62 per hour based on recruitment difficulty in accordance with the established guidelines for Above Step Recruitment.



Glenda V. Perez
Personnel Specialist I

APPROVED BY:

 2/22/19

ROSE A. N. CRUZ Date
Personnel Services Administrator