

EA NO-FSM-038-15RIII  
OPENING DATE: 6/6/17  
CLOSING DATE: 7/6/17

# EXAMINATION ANNOUNCEMENT



Department of Finance & Administration  
Division of Personnel Administration  
F.S.M. National Government

It is the policy of the FSM Government that qualified FSM citizens are given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

## **POSITION AND SALRY:**

Personnel Specialist IV  
PL-36/1  
\$606.26 B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in case of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

## **LOCATION:**

Department of Finance & Administration  
Division of Personnel & Administration  
Palikir, Pohnpei FM 96941

## **DUTIES (ILLUSTRATIVE ONLY):**

Assist the Division Assistant Secretary in coordinating the personnel services administration which includes classification, recruitment, examination, and employment employee relations; assists the Division Assistant Secretary in developing the personnel standards procedures and policies; maintains the FSM classification Plan and responsible for updating the FSM class listing; assists in initiating studies of all organization in the FSM National Government in order to up-date organizational charts and position description; conducts position classification studies and recommends appropriate pay levels; conduct periodic classification studies and recommends appropriate pay levels; conduct periodic wages studies for appropriate changes in the FSM salary plan; reviews requests for job reallocation, class reassignment, and promotion; conducts job audits and determine the proper classification of positions; establishes effective working relationships with government officials and the general public; drafts memorandum and other relevant documents for the Assistant Secretary signatures; renders assistance and services to the state government upon requests; provides technical assistance to Assistant Secretary in regards to personnel policy and procedures; prepares the narrative and monthly reports as required; serves as acting Assistant Secretary in the absent of the Assistant Secretary for Division of Personnel & Administration; assists in preparing the Division of Budget preparation and sometimes justification in Congress; performs other related duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from a recognized college or university with a degree in Personnel Administration, Public Administration, political science or related fields plus four (4) years of progressively responsible work experience in Personnel Administration or equivalent.