



**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



June 5, 2025

HRD NO.: 25-069

**MEMORANDUM**

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

**From:** Personnel Specialist IV, Classification and Pay Branch

**Subject:** Notice of Proposed Amendment and Creation of Positions  
RE: Vocational Rehabilitation Administrator and Assistant Vocational Rehabilitation Administrator

***Buenas yan Håfa Adai!*** This is to request your approval to proceed with the proposed amendment of the Class Specifications for the Vocational Rehabilitation Administrator (VRA) position and the creation of an Assistant Vocational Rehabilitation Administrator position, at the request of the Director, Department of Integrated Services for Individuals with Disabilities (DISID).

To reflect updates that align with current compliance requirements, programmatic needs, and leadership responsibilities of the VRA position, DISID has requested to an amendment to the job standard for the VRA position. Although the position was last amended in July 2021, the changes did not fully capture the evolving complexity, expanded leadership role, and enhanced compliance and federal program oversight requirements with federal and state mandates, necessary for the administration of the Division of Vocational Rehabilitation (DVR).

In addition to the amendment, DISID has requested to create an Assistant VRA position within the Division of Vocational Rehabilitation (DVR), to provide support and assistance to the VRA in overseeing the division, to include policy development, monitoring compliance, facilitating interagency partnerships, coordinating training initiatives, and managing structural improvements and staffing performance, to ensure quality and effective island-wide vocational rehabilitation programs are available for all individuals with disabilities. The creation of the Assistant VRA position is vital in enhancing DISID's capacity to deliver comprehensive vocational rehabilitation services and strengthen program oversight and improvement initiatives to fulfill the organization's mission of promoting independence, employment and full inclusion for individuals with disabilities in Guam.

To properly align the positions within the organization, the following is our recommended Hay Evaluation for the proposed positions:

| POSITION TITLE                                    | KNOW-HOW   | PROBLEM SOLVING | ACCOUNTABILITY | TOTAL POINTS | PAY GRADE |
|---------------------------------------------------|------------|-----------------|----------------|--------------|-----------|
| Vocational Rehabilitation Administrator           | F I 3 350  | E 4 43% 152     | E 2 P 175      | 677          | R         |
| Assistant Vocational Rehabilitation Administrator | E II 3 304 | E 4 43% 132     | E 3 C 152      | 588          | Q         |

Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days, with a copy of the proposal being forwarded to the requesting department to be posted on their website, pursuant to 4 GCA §6303 (c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Director of Administration and the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201. ***Dangkolo na Agradesimiento!***



ROSEZETTE NT SANTOS

Attachments

|                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> APPROVED<br><br><input type="checkbox"/> DISAPPROVED<br><br><br><hr/> TONY C. AGUON, PSA<br>Human Resources Division<br><br>Date: |
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**Lourdes A. Leon Guerrero**  
GOVERNOR

**Joshua F. Tenorio**  
LIEUTENANT GOVERNOR

## Department of Integrated Services For Individuals with Disabilities

Dipåttamenton Programa Para I Maninutet



**Michelle L. C. Perez**  
DIRECTOR

May 4, 2024

To: Director, Department of Administration  
From: Director, Department of Integrated Services for Individuals with Disabilities  
Subject: Request for Creation of Position: Assistant Vocational Rehabilitation Administrator

Hafa Adai Director Birn,

I am writing to request your assistance in creating an Assistant Vocational Rehabilitation Administrator position within the DISID's Division of Vocational Rehabilitation (DVR).

As an agency committed to promoting equal opportunities for individuals with disabilities, we believe establishing this role is essential. We've consulted with both our federal counterparts and grantor, and all agree this position is crucial to enhancing our capacity to deliver comprehensive vocational rehabilitation services.

Creating this position is not only vital for our organization's growth but also imperative for ensuring compliance with federal mandates. The Rehabilitation Act of 1973, particularly Section 100, underscores the need for DISID's DVR to have the necessary leadership and infrastructure to effectively promote and provide these mandated services.

The creation of the Assistant Vocational Rehabilitation Administrator position is justified by several key factors:

- 1. Legal Mandate Under the Rehabilitation Act:** The Rehabilitation Act of 1973, particularly Section 100 of the Act, mandates the provision of vocational rehabilitation services to individuals with disabilities. This federal statute underscores the importance of ensuring that individuals with disabilities have access to the necessary support and resources to achieve employment outcomes and economic self-sufficiency.
- 2. Complexity of Programs and Policies:** The landscape of vocational rehabilitation is becoming increasingly complex, with evolving federal and state regulations, policies, and programs. Having a dedicated Assistant Vocational Rehabilitation Administrator will enable us to navigate these complexities more effectively, ensuring compliance and optimal utilization of resources.

# Department of Integrated Services For Individuals with Disabilities

Dipattamenton Programa Para I Maninutet

3. **Enhanced Program Oversight and Coordination:** With an Assistant Vocational Rehabilitation Administrator in place, we can strengthen our capacity for program oversight, coordination, and strategic planning. This position will play a pivotal role in developing and implementing initiatives to improve the quality, accessibility, and impact of our vocational rehabilitation services.
4. **Leadership and Succession Planning:** Establishing the role of Assistant Vocational Rehabilitation Administrator provides an opportunity for leadership development and succession planning within our organization. By investing in the growth and advancement of our staff, we can cultivate a strong leadership team capable of guiding our division into the future.

In conclusion, the creation of the Assistant Vocational Rehabilitation Administrator position is essential to fulfilling our mission of promoting independence, employment, and full inclusion for individuals with disabilities in Guam.

Your assistance in this matter is greatly appreciated. Should you have any questions regarding this submission, please feel free to contact our office at 671-475-4624.

Put Respetu,

  
Michelle L.C. Perez

**ASSISTANT VOCATIONAL REHABILITATION  
ADMINISTRATOR  
(PROPOSED)**

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3.351

**NATURE OF WORK IN THIS CLASS:**

Assists the Vocational Rehabilitation Administrator (VRA) in overseeing the Division of Vocational Rehabilitation's (DVR) operations, ensuring effective program implementation, regulatory compliance, and service delivery improvements.

**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.)

Assists the Vocational Rehabilitation Administrator in specific aspects of the Division of Vocational Rehabilitation operations.

Assists in the development and implementation of initiatives to improve the quality, accessibility, and impact of vocational rehabilitation services.

Support the development and implementation of program plans and policies under the direction of the Vocational Rehabilitation Administrator.

Provide oversight and coordination for vocational rehabilitation service delivery, including outreach and client engagement.

Strengthen interagency partnerships and community relationships to improve program effectiveness.

Assists in organizing and facilitating training initiatives under the guidance of the Vocational Rehabilitation Administrator.

Assists in reviewing budget expenditures and providing financial updates to the Vocational Rehabilitation Administrator as needed.

Keeps abreast of current relevant laws, regulations and funding requirements to ensure division is in compliance with legal mandates under The Rehabilitation Act of 1973.

Assists with managing performance evaluations, staffing and structural improvements.

Support public education and awareness campaigns to enhance the visibility of vocational rehabilitation services and optimal utilization of resources.

Assists in promoting initiatives to support employment, independent living and community participation to ensure that individuals with disabilities have access to the support and resources necessary to achieve employment outcomes and economic self-sufficiency.

Act as a liaison with government agencies, advocacy groups, and business partners.

**ASSISTANT VOCATIONAL REHABILITATION  
ADMINISTRATOR  
(PROPOSED)**

3.351

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Serve as acting Vocational Rehabilitation Administrator in their absence.

Perform other related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of vocational rehabilitation principles, services and resources.

Knowledge of laws and regulations related to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Knowledge of vocational rehabilitation programs and services and the availability of community resources.

Knowledge of program management, human resources, and financial oversight.

Ability to coordinate and oversee service delivery improvements.

Ability to establish and maintain effective working relationships with others to promote community support and awareness for vocational rehabilitation goals and objectives.

Ability to communicate effectively, both orally and in writing.

Ability to provide guidance and leadership to subordinates within the Division of Vocational Rehabilitation.

Skill in the implementation of rehabilitation programs and system performance measures relative to the goals of the Division.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Graduation from a recognized college or university with a Master's degree in vocational rehabilitation services or closely related field and two (2) years of experience in vocational rehabilitation services, with at least one (1) year in a supervisor role; **or**
- B. Graduation from a recognized college or university with a Bachelor's degree in Rehabilitation Counseling, Special Education, Social Work, Psychology or related field and three (3) years of experience in vocational rehabilitation services, with at least one (1) year in a supervisor role; **or**
- C. Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

**ASSISTANT VOCATIONAL REHABILITATION  
ADMINISTRATOR  
(PROPOSED)**

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**3.351**

**ESTABLISHED: JULY 2025**

**PAYGRADE: Q (GPP)**

**FLSA STATUS: EXEMPT**

|                        |                         |                |                   |
|------------------------|-------------------------|----------------|-------------------|
| <b>HAY EVALUATION:</b> | <b>KNOW-HOW:</b>        | <b>E II 3</b>  | <b>304</b>        |
|                        | <b>PROBLEM SOLVING:</b> | <b>E 4 43%</b> | <b>132</b>        |
|                        | <b>ACCOUNTABILITY:</b>  | <b>E 3 C</b>   | <b><u>152</u></b> |
|                        | <b>TOTAL POINTS</b>     |                | <b><u>588</u></b> |

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**EDWARD M. BIRN, Director**  
Department of Administration

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**LOURDES A. LEON GUERRERO**  
Governor of Guam