



GUAM POWER AUTHORITY JOB ANNOUNCEMENT

IN-HOUSE announcement to establish a list for the position of:

Position Title: Information Security Analyst I (02.696)		Announcement Number: 2026-056
Grade: J	<u>MINIMUM</u> Step 03 / Sub-Step D \$66,026.10	<u>MAXIMUM</u> Step 04 / Sub-Step D \$68,707.02
Promotion: * * Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.		Opening Date: 8/4/2026
Department/Division Engineering and Technical Services/Information Technology		Closing Date: 8/17/2026

MINIMUM EXPERIENCE AND TRAINING:

- A. One (1) year of progressively responsible experience in information security and, network protection and maintenance, systems support, or cyber security-related work, and a Bachelor's Degree in Computer Science, Computer Information Systems (CIS), Information Technology, Cybersecurity, or a closely related field; or
- B. Any equivalent combination of experience and training that provides the required knowledge, abilities, and skills.

NATURE OF WORK IN THIS CLASS:

This is routine professional work in supporting and analyzing the information security of networked computer systems and information assets. Employees in this class assist in security monitoring, log review, and basic analysis to support the implementation, configuration, maintenance, and testing of cybersecurity tools, controls, and protective measures. Work includes performing routine security checks, validating backups, assisting with vulnerability assessments, and providing end-user support on security-related matters.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic applicable principles, practices, methods, techniques, and tools used in cybersecurity monitoring, incident response, and security administration. Knowledge of applicable basic principles of troubleshooting common security-related issues in computer systems, applications, and networks. Ability to assist in configuring, monitoring, maintaining, and supporting cybersecurity tools, user access controls, endpoint security measures, and related protective technologies under supervision. Ability to recognize, document, and promptly report potential vulnerabilities, security alerts, suspicious activity, or policy violations, and assist in applying standard corrective actions or mitigations. Ability to perform routine troubleshooting of security-related problems, apply established solutions, and appropriately escalate more complex issues. Ability to work collaboratively with colleagues, departments, and external partners in a

professional and effective manner to support cybersecurity operations. Ability to communicate effectively with users and staff while providing support for security awareness and safe computing practices. Ability to understand and follow cybersecurity policies, procedures, oral instructions, and written guidelines.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Assists in collecting, organizing, and analyzing security log data to support threat monitoring, identify trends or anomalies, and prepare reports for management review and operational decision-making. Provides support in the setup, configuration, and maintenance of endpoint devices, user accounts, passwords, multifactor authentication tools, and basic security controls under established procedures and supervision. Troubleshoots routine security-related issues involving user access, antivirus alerts, endpoint protection systems, email security, and monitoring tools; performs preventative maintenance and coordinates escalations when necessary. Performs routine verification of system, server, and database backups; assists in validating backup integrity, retention schedules, and compliance with established procedures for safeguarding backup media and recovery data. Assists with the deployment of approved security patches, firmware updates, and software upgrades to systems, applications, and devices; coordinates with vendors or technical staff for product support, warranty issues, and service requests as necessary. Supports cybersecurity personnel in evaluating, testing, and implementing security tools, software enhancements, configuration changes, and technology upgrades designed to strengthen the organization's security posture. Monitors and reviews system, server, and network activity to identify potential security concerns, suspicious behavior, or performance issues; analyzes basic trends and promptly escalates matters requiring advanced review. Assists in administering security processes, including reviewing user access permissions, monitoring account activity, supporting password controls, and helping maintain the confidentiality, integrity, and availability of data across platforms. Provides end-user support by responding to routine security inquiries, assisting with access requests, preparing documentation, and delivering basic training on secure computing practices, reporting procedures, and acceptable use requirements. Assists with vulnerability scans, log reviews, and monitoring of security alerts to ensure compliance with established cybersecurity procedures. Performs other related duties as required.

HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254 All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Education Development (GED) test or any equivalent of a general education high school program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

PROHIBITION AGAINST SEX OFFENDERS: Pursuant to P.L. No. 28-98, “No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam”.

EVALUATION METHOD:

A written test maybe required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

INTERVIEWING PROCEDURE/INTERVIEW CONTACT:

Applicants certified for interview based on GPA Eligibility List will receive a **Notification of Certification and Interview Schedule**, Form #HR-NOC-01 via USPS mailing to their last known address. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview. For rescheduling of interview applicants must contact the Human Resources Division 2 days prior to date of scheduled interview. Applicants are responsible to update personal contact information to the GPA Human Resources Division at gpahr@gpagwa.com as necessary.

Interviews for all certified, eligible candidates, whether in-person, virtual, or telephonic, will be held by the General Manager or his designee(s). **Individuals with disabilities requiring special accommodations must submit their request to the GPA Human Resources Division at gpahr@gpagwa.com or (671) 648-3130 no later than 2 business days prior to the scheduled interview date.** In accordance with Personnel Rules and Regulations Section 4.A.3.11, the General Manager, at his discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

DISABILITY PREFERENCE:

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

VETERANS PREFERENCE:

Applicants claiming veteran preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are required to submit official or verified copies of transcripts or high school diploma or GED certification.

HOW AND WHERE TO APPLY:

Interested applicants may call or visit the Human Resources Division at the Gloria B. Nelson Public Service Building at Route 15 Fadian, Mangilao, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment (Form A). You may also visit <http://www.guampowerauthority.com/how-do-i/find-job-openings> to view current openings and download the GPA Employment Application. You may submit your application in person, through facsimile (671) 648-3160, or e-mail to gpahr@gpagwa.com. *NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

DRUG TESTING:

As approved by Board of Directors effective May 30, 1995, **all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

IMPORTANT INFORMATION:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility to all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

FOR FURTHER INFORMATION:

Call us at (671) 648-3130, e-mail us at gpahr@gpagwa.com or visit our office.

APPROVED BY:



**JOHN M. BENAVENTE, P.E.
GENERAL MANAGER**

“The Guam Power Authority is an Equal Opportunity Employer”

P.O. Box 2977, Hagatna, Guam 96932 Telephone No.: (671) 648-3130 Fax No.: (671) 648-3160 or
www.guampowerauthority.com

