



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÄT ESPETÄT MIMURIÄT GUÄHÄN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



MEMORANDUM

10/7/2021

TO: Hospital Administrator/CEO  
 VIA: Associate Administrator, Clinical Services  
 FROM: Personnel Services Administrator  
 SUBJECT: **PETITION FOR ABOVE STEP RECRUITMENT**  
 RE: Employee: MAI HABIB  
 Position: HOSPITAL MARKETING AND COMMUNICATIONS DIRECTOR

**I. Type of Above-step Recruitment** Market Premium Position/Contractual:   
 New Hire:  Temp/LTA:  Competitive Transfer:  Pursuant to 4GCA 6229:

**II. Department's Request**  
 Recruitment Difficulty (RD):  Exceptional Qualifications (EQ):   
 Pay Grade:  Recommended Step:  7  
 Recommended Salary: \$75,602.00 Per Hour: \$36.35  
 Current/Last/Requested Salary: \$161,360.00 (BLS)

**III. Human Resources Review**

1 Does the recommended salary exceed the salary of existing employee(s) in comparable position(s) in the relevant work unit(s) with similar or greater education, experience, knowledge, skills, and competencies? YES:  NO:

2 Does the current, last, or requested salary exceed the recommended salary? YES:  NO:

Brief Summary of Justification (see attachments for details): RD Points:  0 EQ Points:  9 Total Points:  9

This recruitment is primarily based on EQ; Ms. Habib brings with her years of management and journalism experience. She possesses a Master's Degree in Public Policy and a Bachelor's Degree in Journalism and Communications. She has demonstrated experience in supporting GMHA services and is an invaluable asset.

**IV. Recommendation**  Recommend Approval as Requested- Step  7  
 Recommend Approval with Changes Below:  
 Pay Grade:  Step:  0  
 Approval Not Recommended Remarks:

**V. Hospital Administrator/CEO Review**  Approved as Requested- Step:  7 \$75,602.00  
 Approved with Changes (See HRD Changes)  
 Refer to HR-BOT  
 Not Approved Remarks:

TONY C. AGUON, MPA  
 Personnel Services Administrator

LILLIAN Q. PEREZ-POSADAS, MN, RN  
 Hospital Administrator/CEO  
 10/8/2021 Date