



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
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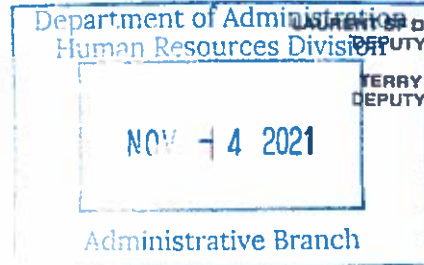


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**MEMORANDUM**

**TO:** Director, Department of Administration  
**FROM:** Director, Department of Public Health & Social Services  
**SUBJECT:** Recruitment of Health Services Administrator (in lieu of the Public Health Nutrition Administrator)

*Hafa Adai!* We are in receipt of Ms. Cathy Borja, Personnel Specialists email regarding the above subject matter. We request your assistance to cancel the current continuous announcement of the Public Health Nutrition Administrator and instead announce the Health Services Administrator position, also on continuous announcement. Additionally, we request the attached position description be used for the recruitment of Health Services Administrator.

Furthermore, the Public Health Nutrition Administrator position be canceled due to the following reasons.

- 1) The need to fill the top management position in the Guam WIC Program is paramount. The position has been vacant since October 4, 2019, 2 years;
- 2) Zero qualified applicants – the latest announcement was open to the public on January 13, 2021 and closed on February 3, 2021. Even today with a “Continuous” announcement there has been no qualified applicants;
- 3) The WIC Program is guided by CFR 7 246. Under 246.3, Administration State staffing standards (excerpt below, the requirement for a full-time or equivalent administrator applies when the monthly participation level exceed 1,500 or a half-time equivalent administrator when the monthly participation exceeds 500;

*(e) State staffing standards.* Each State agency shall ensure that sufficient staff is available to administer an efficient and effective Program including but not limited to, the functions of nutrition education, certification, food delivery, fiscal reporting, monitoring, and training. Based on the June participation of the previous fiscal year, each State agency, as a minimum, shall employ the following staff:  
(1) A full-time or equivalent administrator when the monthly participation level exceeds 1,500, or a half-time or equivalent administrator when the monthly participation exceeds 500.

- 4) Even with the name change to Health Services Administrator, the role and responsibility of this position has not changed as well as the mission of the program. Hence, the restrictive qualification requirements (i.e. Certified Nutritionist, RD, etc.) is helpful but not required; and
- 5) Lastly, the attached, written email from WIC Program's federal grantor, Western Region Office (WRO), Food and Nutrition Services, USDA citing there is no regulation that requires the WIC Director position to be a registered dietitian or certified nutritionist. Hence, WRO supports removing any unnecessary restrictive barriers of the qualification requirements.

With the above, we request your favorable assistance in expediting the process and not be delayed in having the immediate announcement and abolishment contingent upon the other.

Thank you for your assistance. If you have any questions, please contact Ms. Laurel Villagomez, Special Projects Coordinator at 671-922-2504 or via email at [laureal.villagomez@dphss.guam.gov](mailto:laureal.villagomez@dphss.guam.gov).

  
ARTHUR U. SAN AGUSTIN, MHR

Attachment