

# PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT

1026 Cabras Highway, Suite 201 Piti, GU 96915

Phone: (671) 477-5931 Fax: (671) 477-2689

Website: www.portguam.com



## NEWS RELEASE

### Creation of Assistant Procurement and Supply Manager

**Piti, Guam, October 3, 2023:** In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the position of Assistant Procurement and Supply Manager.

In the 2018 Transition report presented to the Leon Guerrero-Tenorio Administration, a government-wide deficiency in succession planning was recognized. With the creation of this position, the Port intends to address this deficiency within the Procurement and Supply Division by providing upward mobility and consolidate the existing Inventory Management Administrator position with the function of asset control thereby rightsizing the organization.

"Creating this position provides a continuity of leadership within the procurement division as well as additional risk mitigation, addresses conflict of interest concerns and provides checks and balances to ensure the Port's procurement process remains sound," said General Manager Rory J. Respicio. "The Port's Acting Procurement Manager has been able to accomplish more during her acting appointment while the current Procurement Manager is being trained at the General Services Agency. In order to illustrate that the Port is not attempting to bring in additional personnel, the following table shows that since being appointed the Acting Procurement Manager has been 25% more productive at processing requisitions and purchase orders, and more productive at processing IFBs for goods and services as well as construction at a staggering rate of more than 300%."

Productivity over a 2.5 year period			
	Procurement Manager	Acting Procurement Manager	Productivity Variance
Requisitions	1578	1967	25%
Purchase orders	1744	2186	25%
Small purchases IFBs	17	68	300%
Construction IFBs	6	29	383%
Requests for Proposals	2	3	50%

Request to the Board of Directors and supporting documents are available on the Port's website under "Public Notices" at <https://portofguam.com/news/public-notice> for public review and comment.

Please submit your comments to the Human Resources Division no later than October 17, 2023. For more information, please contact the Human Resources Division at 477-5931, ext. 244.



**PORT OF GUAM**  
ATURIDAT I PUETTON GUAHAN  
Jose D. Leon Guerrero Commercial Port  
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Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445  
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Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
Lieutenant Governor

September 29, 2023

**INTER-OFFICE MEMORANDUM**

To: All Division Heads

From: Rory J. Respicio, General Manager *Rory Respicio*

Subject: Proposed Creation of Position – Assistant Procurement & Supply Manager

*Hafa Adai!* The Board of Directors at their meeting of September 28, 2023 authorized management to begin the process to create the Assistant Procurement & Supply Manager position in the classified service. Doing so, gives me the corresponding authority to establish an Assistant Procurement & Supply Manager position pursuant to the Port's Personnel Rules and Regulations.

As reported in the Board meeting, the position will assist the Procurement & Supply Manager in managing the day-to-day activities of the division. By establishing this position will allow the Procurement & Supply Manager to collaborate with division heads and management and focus on ensuring the resiliency, reliability and supply chain is sustained for all Port users, U.S. Department of Defense's mission on Guam and the local community are not jeopardized.

To provide you with an opportunity to submit your inputs on the proposed position, we have posted the request to create the proposed position on the Port's website under "News – Public Notices" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than October 13, 2023.

Should you have any questions regarding this request, please feel free to contact the Human Resources Division.

Cc: Deputy General Manager, Administration & Finance  
Deputy General Manager, Operations & Maintenance  
Acting Personnel Services Administrator



**PORT OF GUAM**

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Lourdes A. Leon Guerrero  
Governor of Guam

Joshua F. Tenorio  
Lieutenant Governor

September 26, 2023

**MEMORANDUM**

To: Board of Directors

From: Rory J. Respicio, General Manager 

Subject: Request for Creation of Position – Assistant Procurement & Supply Manager

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*Hafa Adai!* The Port serves as the only commercial port on the island of Guam and serves as the primary transshipment hub for other islands in the Southwest Pacific region, such as, Commonwealth of the Northern Marianas Islands, Federated States of Micronesia, Republic of Marshall Islands and Palau. Citizens of Guam and neighboring islands depend on the Port to provide essential goods, most notably food products, medical supplies, building materials and fuel. Currently, more than 90 percent of the total volume of goods and supplies needed to support activities flow through the Port. In addition, the U.S. military relies on the Port to handle nearly all of the military cargo and equipment moving in and out of Guam to support Defense community's needs.

With over 90% of containerized and breakbulk commodities passing through its wharves and the lifeline between Guam, the region and the rest of the world, it is critically important that the Port invests in initiatives to upgrade its infrastructure, facilities, equipment to achieve resiliency, ensure supply chain sustainability and enhance operational capacity and services.

Over the past decade, the Port has grown and evolved into a world-class commercial port and has had significant success, evidenced with the recent successful completion of the \$50 million Port Modernization Program, the recent ground-breaking for Hotel Wharf Rehabilitation Projects, and federal funding to repair Golf Pier and F-1 and F-6 wharves. Moving forward, the Port continues to develop its maintenance and capital improvement projects with future development partnership with U.S. Department of Defense's Indo-Pacific Strategy and Pacific Deterrence Initiatives.

Typhoon Mawar hit Guam on May 24, 2023 and left behind a massive trail of destruction. Port employees worked tirelessly to get the Port back up and in three days the Agency was fully operational. Based on the assessment conducted by Engineering staff, it was determined that the estimated cost of \$9 million plus would be needed to repair or replace the Port facilities due to damages sustained.

To ensure the Port issues the necessary procurement solicitations required which will focus on making certain that future readiness and resiliency of the modernized port through hardening its assets and resources are done, there is a need to establish an Assistant Procurement & Supply Manager position within the Port's Classification and Compensation Plan. The proposed position will assist the Procurement and Supply Manager in managing the day-to-day activities of the division. By employing an individual to occupy this position will allow the Procurement and Supply Manager to collaborate with division heads and management and focus on ensuring the resiliency, reliability and supply chain is sustained for all Port users, the U.S. Department of Defense's mission on Guam and the local community are not jeopardized.

We are attaching classification report and analysis justifying the need to create an Assistant Procurement & Supply Manager position in the classified service under the Port Classification and Compensation Plan.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

1. The justification for the new position.
2. The essential details concerning the creation of the position.
3. An analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4, GCA, Section 4101.1(d).
4. The position description.
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA.
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 *et seq.*; and any other pertinent information.

If the Board agrees to establish the Assistant Procurement & Supply Manager, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

1. The petition for request for creation is posted on the Port's website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted).
2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

After the transparency process has been completed, this office shall forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of positions is approved by resolution, which copies is transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

<b>PROCESS</b>	<b>ESTIMATED TIMELINE</b>
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website.	September 28, 2023
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments	September 29, 2023
Posting of proposed creation of position on Port's website.	September 29, 2023 to October 13, 2023
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	September 29, 2023
Request to be re-submitted to the Board for final approval and adoption by resolution.	October 26, 2023
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	October 27, 2023
Process job announcement for positions and/or effective date of reallocation of positions.	November 28, 2023

In light of the above, we are transmitting our request to create the Assistant Procurement & Supply Manager position in the classified service for your initial review and approval to begin the transparency and disclosure process for the creation.

Your approval of the above is greatly appreciated.

**Attachments**

Cc: Deputy General Manager, Administration & Finance  
Deputy General Manager, Operations & Maintenance  
Corporate Services Manager  
Acting Personnel Services Administrator

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

**PETITION FOR**  
**CREATION OF POSITION – ASSISTANT PROCUREMENT AND SUPPLY MANAGER**  
**POSITION**

**REQUEST:**

On August 31, 2023, the General Manager requested the Board of Directors to begin the transparency process to create the Assistant Procurement & Supply Manager position. Approval was granted by the Board of Directors and Human Resources Division was asked to review the Port's current organizational structure and establish an Assistant Procurement & Supply Manager position.

**AUTHORITY:**

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
  1. *the justification for the new position;*
  2. *the essential details concerning the creation of the position;*
  3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);*
  4. *the position description;*
  5. *the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
  6. *a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq.; and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*
- D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*



In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions*, states:

- A. *Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. *The petitions required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. *Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

**References of Compliance:**

2 GCA §9101, *Restrictions Against Unfunded Appropriations*, “All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available....”

4 GCA §4105(a) *Departmental Rules* “Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment.”

4 GCA §4101.1(d). *Responsibilities of the Director of Administration Regarding Personnel Policy of the Government*. “The Director of Administration shall perform the following functions... (d) Maintain, post and keep current on the Department’s website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position....”

4 GCA §6301. *Compensation Policy*.

- “(a) *Employee compensation shall be based on internal equity and external competitiveness.*
- (b) *To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (c) *Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
- (d) *Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (e) *All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- (f) *A program of ongoing communications and training shall be a critical component of compensation administration.”*

**AGENCY BACKGROUND:**

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

**JUSTIFICATION:**

The Port serves as the only commercial port on the island of Guam and serves as the primary transshipment hub for other islands in the Southwest Pacific region, such as, Commonwealth of the Northern Marianas Islands, Federated States of Micronesia, Republic of Marshall Islands and Palau. Citizens of Guam and neighboring islands depend on the Port to provide essential goods, most notably food products, medical supplies, building materials and fuel. Currently, more than 90 percent of the total volume of goods and supplies needed to support activities flow through the Port. In addition, the U.S. military relies on the Port to handle nearly all of the military cargo and equipment moving in and out of Guam to support Defense community needs.

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Over the past decade, the Port has grown and evolved into a world-class commercial port and has had significant success, evidenced with the recent successful completion of the \$50 million Port Modernization Program, the recent ground-breaking for Hotel Wharf Rehabilitation Projects, and federal funding to repair Golf Pier and F-1 and F-6 wharves. Moving forward, the Port continues to develop its maintenance and capital improvement projects with future development partnership with U.S. Department of Defense's Indo-Pacific Strategy and Pacific Deterrence Initiatives.

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individual to occupy this position will allow the Procurement and Supply Manager to collaborate with division heads and management and focus on ensuring the resiliency, reliability and supply chain is sustained for all Port users, the U.S. Department of Defense's mission on Guam and the local community are not jeopardized.

### **METHODOLOGY:**

Human Resources staff reviewed the duties and responsibilities of the proposed Assistant Procurement & Supply Manager position using the job evaluation systematic process for assessing the content, relative size and importance of the job within our organization using a total of 12 measurement factors. Each factor indicates a point rating and sum of all points representing the total "points" value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job;
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. Objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

### **CLASSIFICATION REVIEW:**

The proposed Assistant Procurement & Supply Manager position will assist in directing the programs and activities of the Procurement & Supply Division. The position will assume the duties of the Procurement and Supply Manager in his/her absence.

The position requires knowledge of:

- Modern principles, practices and techniques of public procurement and supply administration
- Principles and practices of public administration

The position requires skill:

- Negotiating contracts
- Managing budget
- Writing reports and correspondence

The position requires ability to:

- Administer, coordinate and direct the work of subordinate staff.
- Interpret, apply and make decisions in accordance with applicable laws, policies, regulations and to other program guidelines.
- Apply and enforce work practices on the job.
- Communicate effectively, orally and in writing.
- Work effectively with the public and employees.
- Maintain records and prepare reports.

The position will be assisting the Procurement & Supply Manager in the daily activities of the division and work products produced by the following staff:

1	Contracts Management Administrator
1	Buyer Supervisor
1	Buyer II
1	Buyer I
1	Inventory Management Administrator
1	Supply Supervisor
2	Supply Technician I
1	Administrative Officer
1	Administrative Assistant

The position reports to the Procurement & Supply Manager. The dimensions of the position are:

No. of Personnel:	10
Operating Budget:	\$1,209,454

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in local and federal procurement.

The experience and training of the position requires possession of a Bachelor's degree in public or business administration and five (5) years of experience in the various phases of technical procurement and supply management work, including two (2) years in supervisory experience in public procurement and contract negotiations.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility). Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed Assistant Chief Procurement Officer position; however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that an Assistant Procurement & Supply Manager position be established under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Assistant Procurement & Supply Manager:

Structural Adjustment – Minimum		Structural Adjustment – Maximum	
M-6A	\$86,774.00	M-7A	\$90,297.00

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Assistant Procurement & Supply Manager position and the resultant pay grade allocations at the pay grades indicated above in the classified service.

  
SHAWN B. CEPEDA  
Acting Personnel Services Administrator

## **ASSISTANT PROCUREMENT AND SUPPLY MANAGER**

### **NATURE OF WORK:**

Assists in directing the programs and activities of the Procurement & Supply Division of the Jose D. Leon Guerrero Commercial Port.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (These examples do not include the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Assists in directing the procurement and supply program operations, including purchasing and contracting for materials and supplies, inventory management, surplus property, warehousing, distribution, competitive sealed bidding, and other legally authorized method, customer service including technical and research support for divisions and related activities with respect to supplies and services.

Coordinates and confers with division heads and employees regarding general and specific supply and services needs and problems. Coordinates the implementation of approved supply and services programs and procedures.

Evaluates operations, develops and modifies plans and procedures; works with management and supervisors to determine needs; plans program, interprets and recommends policies and procedures; recommends solution to problems.

Participates in preparing and administering division's budget and administrative policies for personnel, training and safety.

Disseminates and promotes understanding of the objectives and methods of the Authority's legal mandate among employees and division heads.

Maintains records and prepare reports.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of modern principles, practice sand techniques of public procurement and supply administration and operations.

Knowledge of the principles and practices of public administration.

Ability to administer the programs and activities of the various procurement and supply management functions an autonomous agency.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and other program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend changes in program requirements and operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in negotiating contracts; managing properties and budget and writing reports and correspondence.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Five (5) years of experience in the various phases of technical procurement and supply management work, including two (2) years in supervisory experience in public procurement and contract negotiations and possession of a Bachelor's degree in public or business administration and
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.



**JOB EVALUATION**  
For  
**ASSISTANT PROCUREMENT AND SUPPLY MANAGER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	I 132	Tertiary/Journeyman: Requires e.g. 4-5 years high schooling plus highly technical training or advanced practical courses of study at a more advanced level. Training relates to and emphasizes specific technical training toward a specific trade or profession rather than generalized management training. Application may also apply to certification in technological or para-professional occupations or subsequent completion of undergraduate or higher professional certifications.
Experience	I 132	The job requires advanced/specialized experience in a technical, scientific or professional field often gained through the attainment of additional relevant qualifications and/or post qualification practical experience. It may also be necessary to work in harmony with conflicting and diverse activities and this may involve the control of resources and people, e.g., 5 – 7 years related experience.
Complexity	D 55 264 132.0	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 264	Managerial: Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 115	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 115	Guidance: Jobholder is expected to work with a large degree of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	A1 12	Work is performed indoors in office conditions with almost no unpleasant environmental influences.

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 76	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	E3 76	Sensitive/responsive: extensive contact with a large part of the organization and/or need to lead, motivate and direct staff in sensitive employee relations conditions.
Authority Exercised	F2 115	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$200,000 to \$2 million
Supervisory & Managerial Responsibility	B1 25	Has full supervisory/managerial responsibility for up to 10 staff to include allocation of work, accountability for the outputs, quality, etc. and appraisal of their performance.
<b>TOTAL POINTS</b>	<b>1005</b>	

**PAY GRADE ALLOCATION**

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1005	M-6A	\$86,774	M-7A	\$90,297

**Fiscal Year 2024**  
**FUNCTIONAL STATEMENT FOR**  
**PROCUREMENT & SUPPLY DIVISION**

**INTRODUCTION**

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

**BOARD OF DIRECTORS**

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

**GENERAL MANAGER**

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

**DEPUTY GENERAL MANAGER, ADMINISTRATION & FINANCE**

The Deputy General Manager for Administration & Finance is responsible for the overall operations and administration of Marketing/Public Relations, Corporate Services, General Administration, Commercial, Human Resources, Information Technology, Procurement & Supply, and Finance Divisions.

**PROCUREMENT AND SUPPLY DIVISION**

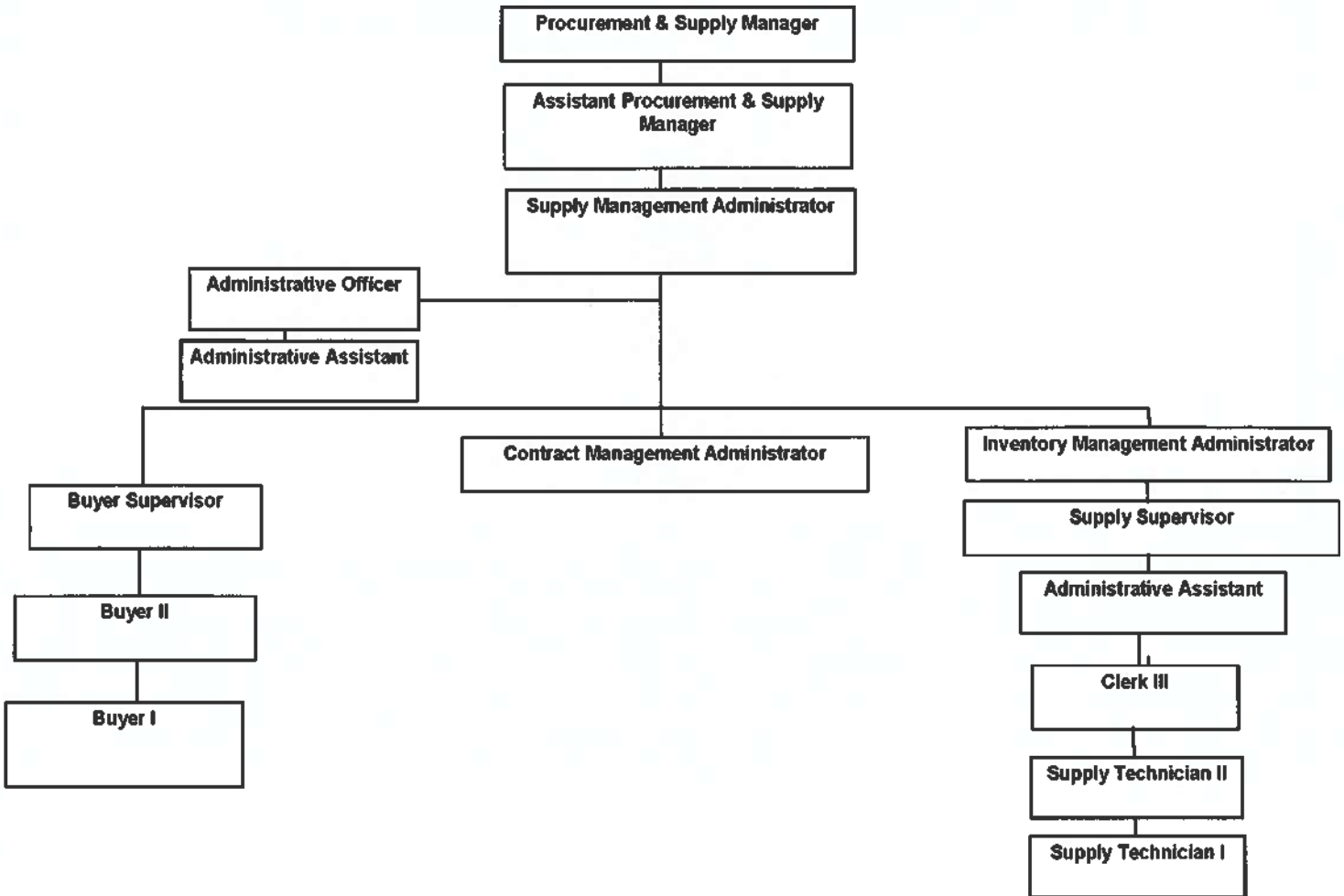
This division is responsible for the procurement and supply, inventory and surplus property programs for the Agency.

**Procurement Section:** This section is responsible for ensuring that the General Manager's delegation of procurement authority is safe guarded and ensures that all applicable federal and territorial procurement rules and regulations are adhered to.

**Supply Section:** This section is responsible for multi-million dollar parts/supplies inventories; operate and maintain the sole parts/supply warehouse for the entire Port Authority.

**JOSE D. LEON GUERRERO COMMERCIAL PORT  
ORGANIZATIONAL CHART – FISCAL YEAR 2024**

**PROCUREMENT AND SUPPLY DIVISION**



# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	<b>Assistant Procurement &amp; Supply Manager</b>
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	New
<b>NAME OF DIRECT SUPERVISOR</b>	Pacifico Martir
<b>TITLE OF DIRECT SUPERVISOR</b>	Deputy General Manager, Administration & Finance
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Procurement & Supply
<b>DEPARTMENT</b>	Corporate Services
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	1005
<b>PAY GRADE</b>	M-6A
<b>POSITION DESCRIPTION (Reviewed)</b>	



**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSESNTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below:

- a ) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b ) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c ) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	Assists the Procurement & Supply Manager in directing the procurement and supply programs for the Authority.
2	Coordinates and collaborates with division heads and end users regarding general and specific supply and services needs and problems.
3	Evaluates operations, develops and modifies plans and procedures. Works with management and supervisor to determine needs; plans, programs, interprets and recommends policies and procedures and recommends solution to problems.
4	Participates in preparing and administering division budgets and administrative policies for personnel, training and safety
5	Disseminates and promotes understanding of the objectives and methods of the Authority's' legal mandates among employees and division heads.
6	Maintains records and prepare reports.
7	Performs related duties as assigned.

**2.2 NON-ESSESNTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities
	None

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor.  
 Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
X	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.)
	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Contracts Management Administrator	Monitors contracts for capital development and major maintenance projects to ensure contractor compliance.
1	Inventory Supply Administrator	Administers and monitors inventory management and control programs of all Port properties, materials, supplies equipment, furniture and furnishing.
1	Buyer Supervisor	Supervises procurement activities
1	Supply Supervisor	Supervises the operation of a storeroom
1	Administrative Officer	Complex administrative work in providing administrative and support services to the division

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
	Personal Computer

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months


c) Specialized Years    Months

Various phases of technical procurement and supply management work	5	0

d) Supervisor / Management Years    Months

Two years in supervisory experience in public procurement and contract negotiations		

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years    Months


**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

Below High School. Show number of years:

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position:


Some College. Show number of  Semester Hours, or  
 Quarter Hours

Detail below specific courses required by the essential functions of this position:


College Degree. Show major area of study required:

Associates	
Bachelors	Public or business administration
Masters	
Beyond Masters	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:

Skill in negotiating contracts, managing properties and budget and writing reports and correspondence
Modern principles, practices and techniques of public procurement and supply administration and operations
Administer programs and activities of the various procurement and supply management functions

**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:




**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	<b>Sitting</b>	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	<b>Sitting</b>	Employee is required to sit for extended periods or time without being able to leave the work area.
X	<b>Sitting/Standing/Walking</b>	The employee is required to sit, stand, walk most of the time.
	<b>Climbing</b>	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	<b>Lifting</b>	Employee is required to raise or lower objects from one level to another regularly.
	<b>Pulling and/or Pushing</b>	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
	<b>Carrying</b>	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	<b>Reaching</b>	The employee is regularly required to use the hands and arms to reach for objects.
	<b>Stooping and Crouching</b>	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	<b>Crawling</b>	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	<b>Speaking</b>	The job requires expressing ideas by the spoken word.
X	<b>Listening</b>	The job requires the perception of speech or the nature of sounds in the air.
	<b>Other</b>	See description below

Describe any other physical job requirements below:


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)

- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


### 7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent:

%

- 90    Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 10    Outdoors but in an enclosed vehicle protected from extreme weather conditions.

### 7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:  
Position Description - Chief Engineer  
Page 10

%

- Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause bearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.
- Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)

Lifting or carrying items or objects. Describe item/object and weight:

--	--

Heat. Describe source and degree of high temperature.

--	--

Cold. Describe source and degree of cold temperature:

--	--

Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

Regular - Standard Eight (8) hours daily, Monday - Friday

Irregular - Shift work - A 24-hour work operation.

Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:


The information given on this position is complete and correct.

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Date

## FISCAL NOTE

1. A. Fiscal effect: Identify the fiscal effect on the agency appropriations compared to funding levels and appropriations anticipated under current Budget.

	FY 2023				FY 2024			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures					\$90,297			
Budget								

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact*

The Port is in the process of petitioning the creation of an Assistant Procurement & Supply Manager under the Port's Classification and Compensation Plan. The salaries and benefits for the positions has also been identified. The following are different levels recommended for the Assistant Procurement & Supply Manager position and its corresponding salary range.

### Assistant Procurement & Supply Manager

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1005	M-6A	\$86,774	M-7A	\$90,297

B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

The General Manager will be presenting to the Board on September 28, 2023, the creation of position – Assistant Procurement & Supply Manager. The funding for this position will come from the Vacancy Pool.

3. Fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*

A. Revenues:

B. Expenditures: If the Port decides to hire based on the minimum salary for this position starting October 1, 2023 it will increase the salary for FY 2024 to \$86,774.

C. Budget: Explain the appropriations amounts. Provide detail, when appropriate, for each agency and fund affected. *Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.*

The appropriation for the new position creation will come from the Vacancy Pool budget for FY 2024. The expenditures for FY 2024 are indicated in section 1A.

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 Division: Finance Division  
 Telephone: (671) 477-5931 ext. 211  
 Date Prepared: 9/27/2023