

# 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



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## NEWS RELEASE

### Creation of Positions Port Terminal Worker and Port Terminal Supervisor

**Piti, Guam, February 25, 2022:** 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 positions for Port Terminal Worker and Port Terminal Supervisor.

In the upcoming year, the Port will be embarking on major renovation and enhancement of its wharves, buildings, infrastructure and container yard to prepare for the demands of increased cargo movement as a result of the military build-up. The Port anticipates to see over 200,000 TEUs beginning in 2022 up to 2033.

The positions of Port Terminal Worker and Port Terminal Supervisor will assist the Operations Department in ensuring that vessel operations, stowage of cargoes within the terminal yard, issuance of cargoes to customers and other cargo handling services are not disrupted. By employing individuals to occupy these positions, it will allow management the flexibility to assign them to areas to ensure there is no bottlenecks in servicing our customers and the public, especially, during the peak of the military-build up.

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

Please submit your comments to the Human Resources Division no later than March 14, 2022. For more information, please contact the Human Resources Division at 477-5931, ext. 307.



**PORT OF GUAM**  
ATURIDAT I PUETTON GUAHAN  
**Jose D. Leon Guerrero Commercial Port**  
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Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
Lieutenant Governor

February 25, 2022

INTER-OFFICE MEMORANDUM

To: All Division Heads

From: Rory J. Respicio, General Manager 

Subject: Proposed Creation of Position – Port Terminal Supervisor

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*Hafa Adai!* The Board of Directors at their meeting of February 24, 2022 authorized management to begin the process to create the Port Terminal Supervisor position in the classified service.

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 March 14, 2022.

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

Cc: Acting Personnel Services Administrator  
Corporate Services Manager





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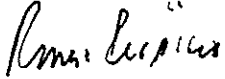


Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
Lieutenant Governor

February 21, 2022

MEMORANDUM

To: Board of Directors

From: Rory J. Respicio, General Manager 

Subject: Request for Creation of Position – Port Terminal Supervisor

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*Hafa Adai!* The justification to create the Port Terminal Supervisor position is two-fold:

- Succession Plan: In 2021, we saw departures of a Maintenance Manager and Equipment Maintenance Superintendent as a result of retirement with the Government of Guam. The retirements of these two top managers without a succession plan left a void in the leadership for the Maintenance Department and Equipment Maintenance Division. To ensure we continue to keep the Port 100% operational, the Operations Manager and one of the Managers for Equipment Support Services accepted to assume the duties and responsibilities of the Maintenance Manager and Equipment Maintenance Superintendent positions on a collateral basis without compensation. To prepare for situations of this nature, we reviewed the current staffing and identified critical managerial positions which incumbents occupying such positions could retire within the next year or two. We also reviewed past organizational structures and observed that under the Terminal Division, there was a Terminal Supervisor who assisted the Superintendent on the day-to-day activities, however, the position was not included in the 1985 Port Compensation & Classification Plan. Reviewing the organizational structure of the Stevedoring and Transportation, there is a supervisor who assists the Superintendents in the day-to-day activities, with the exception of the Terminal Division.
- Military Build-up & Rehabilitation Projects: In the 2013 Master Plan Update, it was stated the containers are projected to increase to 265,000 TEUs during the peak military build-up starting in 2022 and decreasing after the peak to 204,000 TEUs in 2024. It was stated the Port will continue to see over 200,000 TEUs up to 2033. The TEUs received at the Port for Fiscal Year 2020 was 151,508 and in Fiscal Year 2021 was 155,582. In the upcoming year, the Port will be embarking on major renovation and enhancement of its wharves, buildings, and infrastructure and container yard to prepare for the demands of increased cargo movement as a result of the military build-up. To prepare for the increase, the Port would need to manage the movement of cargoes in a safe, efficient, economical and timely manner. Once renovation work begins, every space available within the terminal facilities to stage containers with chassis, stack grounded containers and store breakbulk cargoes, as well as, traffic flow within the yard must be smooth to ensure there is no bottleneck in the services provided to our customers.

Based on the above justification, to establish a Port Terminal Supervisor position within the Port's Classification and Compensation Plan will assist the Terminal Superintendent in managing the day-to-day activities of the division. By employing an individual to occupy this position will allow the Terminal Superintendent to focus on coordinating with the other Operations divisions and stakeholders the layout of the terminal facilities and staging of cargoes. The position will also perform the duties of the Terminal Superintendent in his absence.

We are attaching classification report and analysis justifying the need to create a Port Terminal Supervisor 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 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.

If the Board agrees to establish the Port Attorney position, 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:

PROCESS	ESTIMATED TIMELINE
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.	February 24, 2022
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	February 25, 2022
Posting of proposed creation of position on Port's website.	February 25 to March 11, 2022
Notification to be provided by way of 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.	February 25, 2022
Request to be re-submitted to the Board for final approval and adoption by resolution.	March 24, 2022
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	March 25, 2022
Process job announcement for positions and/or effective date of reallocation of positions.	March 28, 2022

In light of the above, we are transmitting our request to create the Port Terminal Supervisor position in the classified service for your initial review and approval to begin the transparency and disclosure process for the creation.

Your kind 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 – PORT TERMINAL SUPERVISOR POSITION**

**REQUEST:**

The General Manager requested the Human Resources Division to review the Port's current organizational structure and establish a Port Terminal Supervisor 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 the 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 justification to create the Port Terminal Supervisor position is two-fold:

- **Succession Plan:** In 2021, we saw departures of a Maintenance Manager and Equipment Maintenance Superintendent as a result of retirement with the Government of Guam. The retirements of these two top managers without a succession plan left a void in the leadership for the Maintenance Department and Equipment Maintenance Division. To ensure we continue to keep the Port 100% operational, the Operations Manager and one of the Managers for Equipment Support Services accepted to assume the duties and responsibilities of the Maintenance Manager and Equipment Maintenance Superintendent positions on a collateral basis without compensation. To prepare for situations of this nature, we reviewed the current staffing and identified critical managerial positions which incumbents occupying such positions could retire within the next year or two. We also reviewed past organizational structures and observed that under the Terminal Division, there was a Terminal Supervisor who assisted the Superintendent on the day-to-day activities, however, the position was not included in the 1985 Port Compensation & Classification Plan. Reviewing the organizational structure of the Stevedoring and Transportation, there is a supervisor who assists the Superintendents in the day-to-day activities, with the exception of the Terminal Division.
- **Military Build-up & Rehabilitation Projects:** In the 2013 Master Plan Update, it was stated the containers are projected to increase to 265,000 TEUs during the peak military build-up starting in 2022 and decreasing after the peak to 204,000 TEUs in 2024. It was stated the Port will continue to see over 200,000 TEUs up to 2033. The TEUs received at the Port for Fiscal Year 2020 was 151,508 and in Fiscal Year 2021 was 155,582. In the upcoming year, the Port will be embarking on major renovation and enhancement of its wharves, buildings, and infrastructure and container yard to prepare for the demands of increased cargo movement as a result of the military build-up. To prepare for the increase, the Port would need to manage the movement of cargoes in a safe, efficient, economical and timely manner. Once renovation work begins, every space available within the terminal facilities to stage containers with chassis, stack grounded containers and store breakbulk cargoes, as well as, traffic flow within the yard must be smooth to ensure there is no bottleneck in the services provided to our customers

The Terminal Superintendent will serve as one of the points of contacts with our stakeholders while the Port facilities and wharves are being renovated in order to operate efficiently and smoothly, with minimal delays, especially during the construction period.

Based on the above justification, to establish a Port Terminal Supervisor position within the Port's Classification and Compensation Plan will assist the Terminal Superintendent in managing the day-to-day activities of the division. By employing an individual to occupy this position will allow the Terminal Superintendent to focus on coordinating with the other Operations divisions and stakeholders the layout of the terminal facilities and staging of cargoes. The position will also perform the duties of the Terminal Superintendent in his absence.

#### **METHODOLOGY:**

Human Resources staff reviewed the duties and responsibilities of the proposed Port Terminal Supervisor 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 Port Terminal Supervisor position will be responsible for assisting the Terminal Superintendent with the programs and activities of the Terminal Division. The position will assume the duties of the Terminal Superintendent in his absence.

The position requires knowledge of:

- The standard methods, practices, materials, tools and equipment used in seaport terminal operations;
- Hazards and safety practices of seaport terminal operations.

The position requires the ability to:

- Supervise the work of others;
- Interpret, apply and make decisions in accordance with laws, rules, regulations and other program guidelines;
- Estimate time and material costs of work projects;
- Evaluate operational effectiveness and recommend changes to enhance improvements;
- Make decisions in accordance with appropriate 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 reports to the Terminal Superintendent.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices and techniques involved in maritime terminal activities, such as, movement of cargo, marine operations and other related activities.

The experience and training of the position requires five (5) years of experience of planning, organizing and coordinating seaport terminal operations, to include two (2) years as a direct supervisor responsible for direction and evaluation of staff. The minimum educational requirement of the position would be possession of a high school diploma or successful completion of a General Education Development (GED) Test.

The proposed position will be supervising the Cargo Checker Supervisors and Vessel Planners.

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 revealed that there are no positions established that is closely associated with the proposed Port Terminal Supervisor position.

As a result, it is recommended that Port Terminal Supervisor 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.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Port Terminal Supervisor:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
937	K-10B	\$78,508.00	K-11B	\$81,695.00

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Port Terminal Supervisor position and the resultant pay grade allocation at the pay grade indicated above in the classified service.



SHAWN B. CEPEDA  
Acting Personnel Services Administrator

## PORT TERMINAL SUPERVISOR

### NATURE OF WORK:

Assists the Terminal Superintendent in the supervision of receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses and vessel planning activities.

**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.)

Supervises the programs, operations and activities of cargo accounting records, inventory control, consignment, storage and distribution of containerized and breakbulk cargoes within the terminal facilities and warehouse.

Supervises the vessel planning activities prior to the ship arriving to Port; ensure the load and discharge is accurately and timely; and preparation of corresponding documents and reports for expenses chargeable to the carrier and for other billing purposes.

Analyzes staffing requirements and workload distributions and develops and implement staffing plan to optimize the performance of each section within the division.

Assists in the formulation of the division's budget and assists in the identification of budget priorities.

Communicates and implements safety rules, policies and procedures in support of the Authority's safety vision and goals and maintains accountability for the safety performance of all subordinate employees.

Works closely with Port Operations supervisors to ensure cargo traffic is handled by the Port in a timely manner.

Interacts with shipping agents and trucking companies to facilitate the timely delivery of containerized and breakbulk cargoes.

Maintains records and prepare reports.

Skill in the safe operation of a forklift.

Performs related duties as required.

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

Knowledge of:

- The standard methods, practices, tools and equipment used in seaport terminal operations.
- Hazards and safety practices of seaport terminal operations.

Ability to:

- Supervise the work of others.
- Interpret, apply and make decisions in accordance with laws, rules, regulations and other program guidelines;
- Estimate time and material costs of work projects;
- Evaluate operational effectiveness and recommend changes to enhance improvements;
- Make decisions in accordance with appropriate 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.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Five (5) years of experience of planning, organizing and coordinating seaport terminal operations, to include two (2) years as a direct supervisor responsible for direction and evaluation of staff; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

- A. Graduation from high school or successful completion of a General Education Development (GED) Test; and
- B. Possession of a valid operator's license

**Fiscal Year 2022**  
**FUNCTIONAL STATEMENT FOR**  
**TERMINAL 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, OPERATIONS & MAINTENANCE**

The Deputy General Manager, Operations & Maintenance is under the general supervision of the General Manager. In the absence of the General Manager, may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors. The Deputy General Manager for Operations & Maintenance is responsible for the overall operations and administration of Compliance/Control, Operations and Maintenance departments.

**OPERATIONS DEPARTMENT**

The Operations Manager is under the general supervision of the Deputy General Manager of Operations & Maintenance. The position is responsible for the day-to-day operations and administration of the Transportation, Terminal, and Stevedoring divisions.

**TERMINAL DIVISION**

The division administers the programs, projects and activities functionally charged with the responsibility for receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses.

Cargo Control Section: The section accounts and issues containers received from vessel/customers; maintains control of container movements; records/verifies container locations; operates and accounts for receiving, storage, and issuing breakbulk cargoes in the transit warehouses. The section processes and physically inspects all transit vehicles or equipment prior to its issuance or export to consignees. The section is responsible for the vessel planning activities prior to the ship arriving to port; ensures the load and discharge activities are performed accurately and timely; and prepares documents and reports for expenses chargeable to the carrier and other billing purposes.



JOB EVALUATION  
For  
PORT TERMINAL SUPERVISOR

Factors	Points	Comments
Education	I 132	Requires 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 towards a specific trade or profession rather than generalized management training. Application – may also apply to certification in technological or para-professional occupations. Indicative qualification level: qualified/certified/journeyman/trade certificate/associate degree (various disciplines)
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 50 264 132.0	Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex to that outlined in “C” above. The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Scope of Work	C 15 264 39.6	Supervision of others is required and/or coordination of resources and processes (human/physical/financial) in order to achieve significant outcomes for the organization are positions which are non-supervisory but have a high degree of influence across the organization.
Problem Solving	E 100	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 100	Jobholder is expected to work with a large degree of independence within the organization’s plans, policies and reporting requirements. Overall guidance and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	B2 25	Work usually performed indoors in favorable working conditions but with occasional exposure to unpleasant environmental influences, e.g., as noise, heat, dirt, cold, dampness, etc.

PORT TERMINAL SUPERVISOR  
 Job Evaluation Rating Factors  
 Page 2

Factors	Points	Comments
Physical Demands	B2 33	Work is primarily performed standing and/or walking with little opportunity for sitting.
Impact of Discretionary Decisions	C1 43	Direct impact of a single decision causes a significant impact which can be expressed in dollars terms of thousand dollars of: \$1,001 - \$3,000
Human Relations Skills/Contacts	D3 57	Considerable contact with staff either in a supervisory/middle management role requiring good human relations skills or as an advisor in sensitive areas.
Authority Exercised	F1 100	Approves routine expenditures within budgetary limits and is accountable for an O&M budget \$200,000 - \$ 2 million
Supervisory & Managerial Responsibility	D1 43	Has full supervisory/managerial responsibility of 30 – 99 staff
<b>TOTAL POINTS</b>	<b>937</b>	

**PAY GRADE ALLOCATION**

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
937	K-10B	\$78,508.00	K-11B	\$81,695.00

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

POSITION TITLE	Port Terminal Supervisor
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	Jose A. Ulloa, Jr.
TITLE OF DIRECT SUPERVISOR	Terminal Superintendent
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Terminal
DEPARTMENT	Operations
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	
POSITION DESCRIPTION (Reviewed)	

**2.0 DESCRIPTION OF DUTIES**

Assists the Terminal Superintendent in administering programs, operations and activities involved in the maintenance of cargo accounting records, inventory control, consignment, storage, and distribution of containerized and breakbulk cargoes at the docks or warehouses. Oversees the Vessel Planners to ensure all billable moves are capture in the TOS system. Reviews, develops and implements policies, procedures and other program requirements and guidelines to ensure safety, efficiency and effectiveness of the terminal operations and activities. Inspects cargo movements in warehouse or at dock sites: expedites cargo delivery and prevents bottleneck in warehouse and dock traffic: check stuffing/re-palletizing of a large variety of cargoes. Responsible for the preparation of cargo sorting and location list and the consolidation, file, and custody of all cargo documents. Studies ship's manifest and formulates cargo storage plan: confers with appropriate personnel and ship's agent for more effective traffic control. Maintains records and prepares reports. Performs related duties as required.

**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
	Ensure all personnel within the division are in compliance with: <ul style="list-style-type: none"> <li>• Division's SOPs (Standard Operating Procedures)</li> <li>• Port's Personnel Rules and Regulations</li> <li>• Safety and OSHA (Occupational Safety Health Agency) Policies</li> <li>• CFR 29-Equipment; CFR 33-Facility; CFR 49-Transportation (Code of Federal Regulation)</li> <li>• All directive procedures, memorandum and policies otherwise imposed</li> </ul>
	Prepare Division budget for personnel, equipment and supplies to ensure that division does not experience any shortages during the FY which may cause delays in operations.
	Prepare Daily work schedules ensuring that there are adequate personnel assigned for smooth operations on the docks, warehouse and at the gatehouse.
	Maintain accountability of all personnel and inventory of assigned properties.
	Ensure personnel are properly trained, current with certifications (HAZMAT and Forklift) and equipped with PPEs and modes of communication to perform their duties.
	Ensure personnel are paid accordingly and in a timely manner
	Prepare and submit justification for OT request and follow up with actual OT hours worked at the end of each pay period ending.
	Ensure personnel: <ul style="list-style-type: none"> <li>• Are properly trained, current with certifications (HAZMAT, Safety and Forklift)</li> <li>• Meet all mandatory requirements, to include annual Physical Exams, Maritime Security Level Training, initial enrolment and renewal of TWIC cards (Transportation Workers Identification Credential)</li> <li>• Receive PPEs annually and as needed to be in compliance with Safety regulations</li> <li>• Are kept abreast of current events, changes and future plans</li> </ul>
	Counsel personnel; prepare, rate and discuss annual Performance Evaluations with personnel
	Provide daily guidance, training, and supervision to all personnel.
	Monitor personnel job performance and attendance.
	Promote and support personnel morale and welfare.
	Allow personnel the opportunity to avail of Port Authority's awards or incentive programs.

	Submit disciplinary or adverse actions on personnel not in compliance with the regulations and policies to superiors.
	Conduct biweekly meeting with personnel to discuss operations highs and lows and any concerns
	Observe proper time management for maximum results and cost savings without compromising safety.
	Manage the Gatehouse, Yard, Warehouse and Dockside.
	Oversee vessel planning to ensure that everything is in order and that proper protocols are in place prior to vessels' call to the Port.
	Ensure all required documentation is received prior to vessel operation. Documents include EDI, Manifest, DCM, and Stow Plan)
	Ensure vessel and yard are properly prepared prior to vessel arrival. This includes manifesting and staging areas for both inbound and outbound cargoes.
	Ensure chassis count and empties count are recorded and submitted for billing purposes.
	Ensure all hazardous cargo is in compliance with the hazardous segregation chart.
	Submit permit request and accompanying documents to the USCG to handle CDC (Certain Dangerous Cargo). Follow up on permit request and upon receipt of approval, disseminate document to all parties involved in operation of CDC
	Ensure all services rendered are recorded and charged.
	Monitor, account and record all cargo and equipment movement.
	Ensure that all billings are submitted in a timely manner to Tarriff
	Ensure monthly throughput and productivity report are submitted.
	Coordinating with other division in support of special handling cargoes (Over dimensional cargoes).
	Ensure an inventory is conducted for all cargo in the yard and warehouse and that a 30-day and a 60 - day Report is submitted.
	Ensure the integrity of the GTS system is not compromised.
	Ensure any incident, big or small, is reported to Safety and FSO.
	Approve or disapprove supply requisitions.
	Ensure all sections maintain vessel and cargo documentation and have an accurate filing system.
	Ensure that appropriate agencies are informed about any discrepancies during operation.
	Ensure tower personnel reconcile with agencies on a weekly basis.
	Prepare reports for management.
	Provide quality services to all ports' users.
	Interviews and prepares all necessary documents for the contact tracing team.

## 2.2 NON-ESSENTIAL 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
	Actively participate in the Accident Review Board committee.
	Conduct Truckers Meeting
	Attend Port Users' Meeting
	Attend Board of Directors Meeting
	Attend Pre-Operation Meeting
	Provide services as a Tour guide
	Conduct research and assist Claims Officer on claims received
	Community Liaison for the IT RFP
	All other duties assigned and requested from management

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:  
*Operations Manager, Transportation & Stevedore Superintendent, Shipping Agencies, Trucking Companies.*

**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
X	Up to 15% of total working hours
	15 - 50% of total working hours
	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
X	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.
	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	Clerk III	Data entry, compose letters and other clerical duties
1	Planner III	Gather data and statistics and prepares reports
2	Planner Work Coordinator	Vessel /Yard planning
4	Cargo Checker Supervisor	Supervise cargo checkers at the gatehouse, yard, warehouse, and dockside during vessel operations
1	Cargo Checker Leader	Conducts supports to cargo checkers
25	Cargo Checkers	Discharge/Load cargoes; receive/issue cargoes

**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
	Computers
	Printers
	Calculator
	Copier
	I-Connect
	Telephone
	*The above are used 100% of the time on any given day and cannot be singled out by percentage*

**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.

Knowledge of the standard method, techniques, practice, materials, tools and equipment used in seaport terminal operations; Knowledge of the hazards and safety practices of seaport terminal operations; Ability to administer seaport terminal operations, programs and activities; Ability to interpret, apply and make decisions in accordance with laws, rules, regulations and other program guidelines; Ability to evaluate operational effectiveness and initiate/recommend appropriate changes to enhance improvement; Ability to formulate and implement policies, procedure and other program guidelines and requirements for the safety, efficiency and effectiveness of the terminal operations and activities; Ability to work effectively with employees and the public; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare reports.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment. Five years of experience in seaport terminal operations, two years of which must have been in supervisory capacity; or any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

**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

Use of office equipment and basic clerical functions	1	

c) Specialized Years    Months

Cargo handling procedures, techniques and methods	3	

d) Supervisor / Management Years    Months

Supervisory /Management	6	

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 :

Maritime terminal operations: forklift operation: handling and stowage of hazardous cargo in terminal facilities and vessel

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 :	
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential 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.

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

%

- 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.)
- 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:

%

- 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 hearing 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

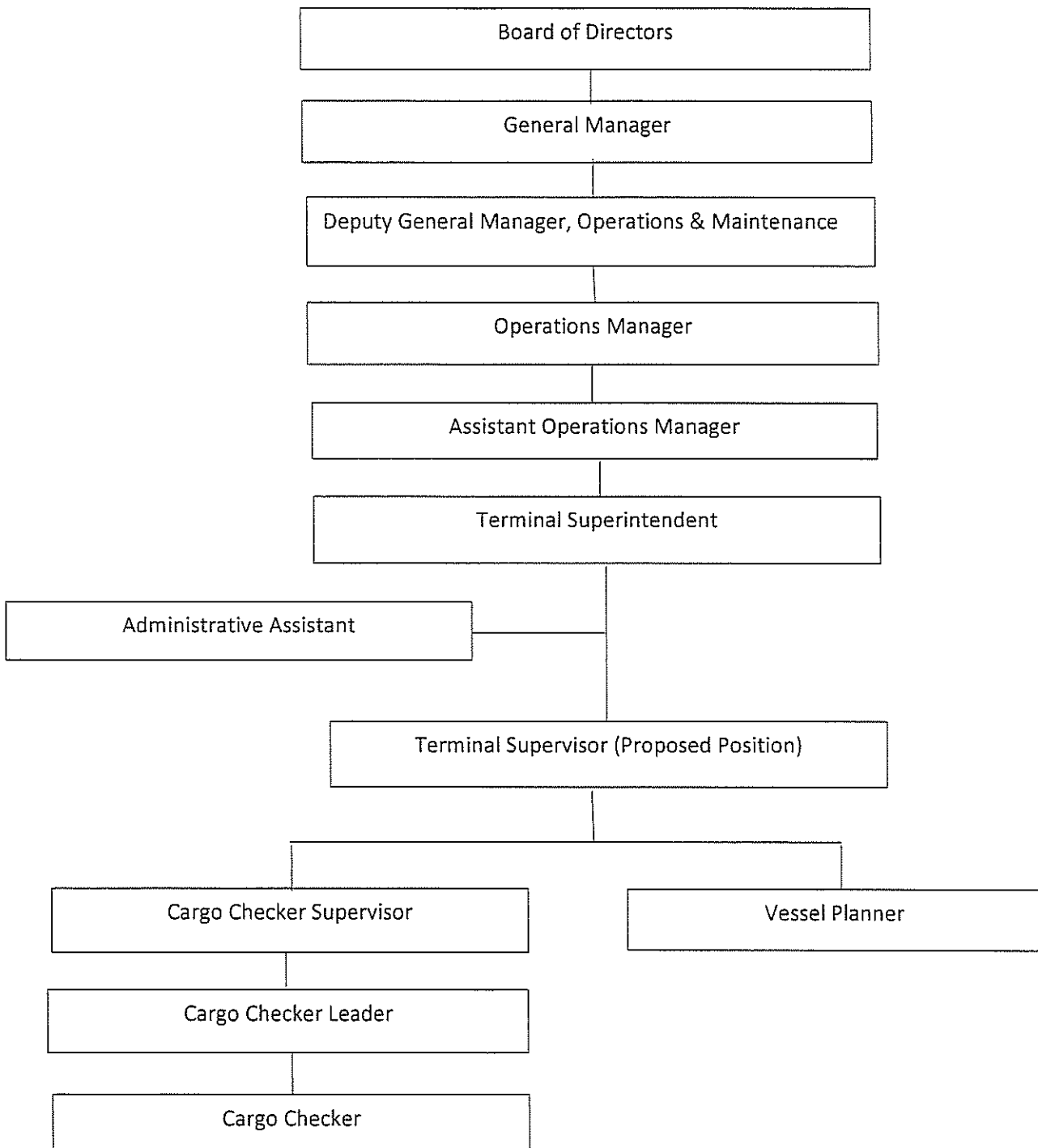
State purpose and average total hours required per pay period:


The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# TERMINAL DIVISION



## 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 2022				FY 2023			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$68,338				\$115,378			
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 a Port Terminal Supervisor and Port Terminal Worker 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 Port Terminal Supervisor and Port Terminal Worker positions and their corresponding salary ranges.

**Port Terminal Supervisor:**

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
937	K-10B	\$78,508.00	K-11B	\$81,695.00

**Port Terminal Worker:**

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
425	F-9-C	\$36,870	F-10-C	\$38,367

- 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 February 24, 2022, (2) two creation of positions – Port Terminal Supervisor and Port Terminal Worker. The funding for the two positions 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 both positions starting March 1, 2022, the total pro-rated amount for FY 2022 is \$68,338. The hiring of the two new positions will increase the salary for FY 2023 to \$115,378.

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 appropriations for the two new position creations will come from the Vacancy Pool budget based on the YTD for FY 2022. The expenditures for FY 2022 and FY 2023 are indicated in section 1A.

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Division: Finance Division  
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Date Prepared: 2/22/2022