

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 Positions Capital Improvement Projects Manager and Port Chief Engineer

Piti, Guam, March 28, 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 Capital Improvement Projects Manager and Port Chief Engineer.

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 Capital Improvement Projects Manager and Port Chief Engineer are essential in ensuring that capital improvement projects and infrastructure development are executed in line with the Port's modernization program to meet the military build-up and for Guam's organic growth.

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 April 11, 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
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com



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

March 28, 2022

INTER-OFFICE MEMORANDUM

To: All Port Employees
From: Rory J. Respicio, General Manager 
Subject: Proposed Creation of Position – Port Chief Engineer

The Board of Directors at their regular meeting of March 24, 2022 authorized management to begin the process to create the Port Chief Engineer position in the classified service.

To provide you with an opportunity to submit your inputs on the proposed positions, 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 April 11, 2022.

Should you have any questions, please feel free to contact the Human Resources Division at 477-5931/5, ext. 368 or 370.

Si Yu'os Ma'ase.



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

March 21, 2022

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Request for Creation of Position – Chief Engineer

Hafa Adai! In the next year, the Port will be embarking on major capital improvement projects to harden the Port infrastructure to ensure resiliency and reliability for all Port users and community and prepare for the increase of military cargoes as a result of the transfer of military forces from Okinawa to Guam. The priorities of the projects are included in the Port's Readiness Plan which will be reflected in the 2022 Master Plan. The key elements of this plan will include wharf and pier service life extensions and strengthening of our maritime infrastructure to accommodate current and future functions of the Port, as well as, addressing climate and environmental issues the island is facing.

In addition to the Ports' Readiness Plan, the Agency will also be undertaking over 175 capital improvement construction projects over the next 5 years, to include the marinas and harbor of refuge. The Engineering Division will be overseeing the construction of these projects and work in collaboration with our Owner's Agent Engineer consultants and Port division heads to ensure that such projects do not disrupt the flow of cargoes into the island.

Currently, the programs and day-to-day activities of the Engineering Division are supervised by an Engineering Manager. The organizational structure of this division falls under the Deputy General Manager for Operations & Maintenance. Because of the complexity of the projects the division will be administering and types of interaction it would encounter with local and federal governments and as the Port embarks in this Readiness Plan, there is a need to establish a Chief Engineer position within the Port's Classification and Compensation Plan.

This position will be responsible for managing a division of technical specialists providing planning, design, construction inspection, construction management and operations support of the Port's maritime facilities.

We are attaching classification report and analysis justifying the need to create a Chief Engineer 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.
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 Chief Engineer 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. | March 24, 2022 |
| If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments. | March 25, 2022 |
| Posting of proposed creation of position on Port's website. | March 25 to April 8, 2022 |

| | |
|---|----------------|
| Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and Board meeting date the request may be approved. | March 25, 2022 |
| Request to be re-submitted to the Board for final approval and adoption by resolution. | April 28, 2022 |
| Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary. | April 29, 2022 |
| Process job announcement for positions and/or effective date of reallocation of positions. | May 30, 2022 |

In light of the above, we are transmitting our request to create the Chief Engineer 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 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 – CHIEF ENGINEER POSITION

REQUEST:

The General Manager requested the Human Resources Division to review the Port's current organizational structure and establish a Chief Engineer 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 filling 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.*
- (e) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (f) 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.*
- (g) 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:

In the next year, the Port will be embarking on major capital improvement projects to harden the Port infrastructure to ensure resiliency and reliability for all Port users and community and prepare for the increase of military cargoes as a result of the transfer of military forces from Okinawa to Guam. The priorities of the projects are included in the Port's Readiness Plan which will be reflected in the 2022 Master Plan. The key elements of this plan will include wharf and pier service life extensions and strengthening of our maritime infrastructure to accommodate current and future functions of the Port, as well as, addressing climate and environmental issues the island is facing.

In addition to the Ports' Readiness Plan, the Agency will also be undertaking over 175 capital improvement construction projects over the next 5 years, to include the marinas and harbor of refuge. The Engineering Division will be overseeing the construction of these projects and work in collaboration with our Owner's Agent Engineer consultants and Port division heads to ensure that such projects do not disrupt the flow of cargoes into the island.

Currently, the programs and day-to-day activities of the Engineering Division are supervised by an Engineering Manager. The organizational structure of this division falls under the Deputy General Manager for Operations & Maintenance. Because of the complexity of the projects the division will be administering and types of interaction it would encounter with local and federal governments and as the Port embarks in this Readiness Plan, there is a need to establish a Chief Engineer position within the Port's Classification and Compensation Plan.

This position will be responsible for managing a division of technical specialists providing planning, design, construction inspection, construction management and operations support of the Port's maritime facilities.

As the Port embarks in this Readiness Plan, there is a need to establish a Chief Engineer position within the Port's Classification and Compensation Plan. This position will be responsible for planning, overseeing, and coordinating capital improvement and maintenance projects for the Port and will be working in collaboration with division heads and management in ensuring such projects are executed on schedule and on budget.

METHODOLOGY:

Human Resources staff reviewed the duties and responsibilities of the proposed Chief Engineer 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 twelve 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 Chief Engineer position, under the policy direction of management, directs, plans, organizes, integrates and oversees the work of the Engineering Division, including engineering design, project management, surveying, consultant and construction contract administration, construction inspection, scheduling and quality control, cost estimating and major maintenance program; provides expert professional assistance and support to Port management on engineering, construction and major maintenance and related maritime facilities and performs related duties as required. .

The position requires knowledge of:

- Theory, principles, practices, techniques of civil engineering, construction management and construction inspection.
- Principles and practices of strategic and long term business planning.
- Principles, practices, materials, equipment and techniques involved in the construction, maintenance and operation of a maritime and public works infrastructure.
- Federal and local laws, regulations and court decisions applicable to assign areas of responsibility.
- Theory, principles, practices and techniques of automated mapping and facilities management.
- Principles, practices and techniques of information technology and application development to facilitate automated information technology solutions.
- Principles and practices of budgeting, purchasing and maintenance of public records.
- Research methods and analysis techniques.
- Principles and practices of sound business communication.
- Principles and practices of effective management and supervision.
- Local government’s personnel policies and local and federal labor contract provisions.

Ability to:

- Analyze and make sound recommendations on complex management and administrative issues.
- Plan and direct the engineering design functions required by a large, complex organization.
- Understand, interpret, explain and apply maritime policy and procedures governing assigned areas of responsibility.
- Evaluate the applicability of emerging developments and technologies to ensure productivity and work process effectiveness.
- Present proposals and recommendations clearly and logically in public meetings.
- Represent the Port effectively in negotiations.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with all levels of management, other government officials, consultants, vendors, employees and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

The position reports to the Deputy General Manager for Operations & Maintenance.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in civil engineering, including design, cost, construction materials and technique and federal and local mandates regarding construction.

The experience and training of the position requires possession of a Bachelor's degree in engineering or equivalent from an Accredited Board of Engineering and Technology (AABET) accredited university or college program, Masters in engineering or management degree preferred and ten (10) years of progressively responsible management experience in the design, construction, and maintenance of diverse and complex maritime and/or public works facilities, with civil engineering and construction experience, at least 4 years of which were in a management capacity.

Special qualification requirements would include current registration as a professional engineer in the United States in electrical, mechanical or civil and registration on Guam as a Professional Engineer is required within one year of employment and possession of a valid operator's driver's license.

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 positions that are closely associated with the proposed Chief Engineer 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 a Chief Engineer 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 |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 1385 | P-10C | \$148,298 | P-11C | \$154,320 |

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


SHAWN B. CEPEDA
Acting Personnel Services Administrator

CHIEF ENGINEER

NATURE OF WORK:

Under the policy direction of management, directs, plans, organizes, integrates and oversees the work of the Engineering Division, including engineering design, project management, surveying, consultant and construction contract administration, construction inspection, scheduling and quality control, cost estimating and major maintenance program; provides expert professional assistance and support to Port management on engineering, construction and major maintenance and related maritime facilities and performs related duties as required. .

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.)

Leads, plans, organizes, controls, integrates and evaluates the work of the Engineering Division; with subordinate staff and counterpart managers, develops, integrates, implements and monitors work of major maintenance and capital improvement projects programs, policies and processes to achieve division and Port mission, strategic and business plans, goals and performance measures, participates in development of and monitors performance against the division and Agency's budget.

With other members of the management team, exercises leadership and participates in the development of Port's strategic plan and key strategic initiatives; develops and implements the division's business plans, operational/resource priorities, work programs, processes, procedures and policies required to achieve strategic initiatives and overall Agency results in alignment of Port wide core values guiding principles goals and priorities.

Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recognizes and recommends incentive awards for staff's performance, recommends disciplinary action to management to address performance deficiencies, in accordance with Port personnel rules and regulations and labor contract agreements.

Directs development, implementation and administration of comprehensive construction and maintenance project programs, policies, guidelines and procedures related to the engineering design and construction of the Port's maritime facilities.

Plans, develops, implements and directs the activities of staff engaged in the engineering design, automated mapping, construction, inspection, modification, renovation and maintenance of the Port's facilities; oversees and coordinates the selection of consulting engineers; negotiates the scope of services with consultants for incorporation into contracts and agreements; oversees, coordinates, inspects the work of contractors engaged in the engineering design and construction of facilities; plans and directs the development, implementation and usage of facilities mapping and geographical information systems.

Monitors development in areas of responsibility; analyzes proposed local laws, regulations and court decisions for the impact of Port practice and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the Port's needs and requirements in assigned area of responsibilities, recommends appropriate actions and implements programs.

Participates in the Port's short and long range planning process for facility construction and major repair needs and requirements; reviews and approves engineering design plans to ensure conformance with Port standards and policies; works with project managers to review and approve engineering design plans prepared by consulting engineers.

Provides professional expertise, analyses, advise and consultation in matters of importance to the Port; may represent Port management in presentations concerning facilities engineering, construction and major maintenance issue and negotiations with other government agencies.

Prepares a wide range of reports pertaining to the status of construction and major repair projects.

Represents the Port with other local and federal government agencies, organizations and individuals.

May act as the alternate to the designated lead for the Port's Emergency Operation Center in case of a natural disaster or other critical emergency affecting the Port and its facilities.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Theory, principles, practices, techniques of civil engineering, construction management and construction inspection.
- Principles and practices of strategic and long term business planning.
- Principles, practices, materials, equipment and techniques involved in the construction, maintenance and operation of a maritime and public works infrastructure.
- Federal and local laws, regulations and court decisions applicable to assign areas of responsibility.
- Theory, principles, practices and techniques of automated mapping and facilities management.
- Principles, practices and techniques of information technology and application development to facilitate automated information technology solutions.
- Principles and practices of budgeting, purchasing and maintenance of public records.
- Research methods and analysis techniques.
- Principles and practices of sound business communication.
- Principles and practices of effective management and supervision.
- Local government's personnel policies and local and federal labor contract provisions.

Ability to:

- Analyze and make sound recommendations on complex management and administrative issues.
- Plan and direct the engineering design functions required by a large, complex organization.
- Understand, interpret, explain and apply maritime policy and procedures governing assigned areas of responsibility.
- Evaluate the applicability of emerging developments and technologies to ensure productivity and work process effectiveness.
- Present proposals and recommendations clearly and logically in public meetings.

- Represent the Port effectively in negotiations.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with all levels of management, other government officials, consultants, vendors, employees and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

MINIMUM EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree in engineering or equivalent from an Accredited Board of Engineering and Technology (AABET) accredited university or college program, Masters in engineering or management degree preferred and ten (10) years of progressively responsible management experience in the design, construction, and maintenance of diverse and complex maritime and/or public works facilities, with civil engineering and construction experience, at least 4 years of which were in a management capacity.

SPECIAL QUALIFICATION REQUIREMENT:

Current registration as a professional engineer in the United States in electrical, mechanical or civil and registration on Guam as a Professional Engineer is required within one year of employment and possession of a valid operator's driver's license.

Fiscal Year 2022
FUNCTIONAL STATEMENT FOR
ENGINEERING 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.

ENGINEERING DIVISION

The Chief Engineer is under the general supervision of the Deputy General Manager of Operations & Maintenance. The position directs, plans, organizes, integrates and oversees the work of the Engineering Division, including engineering design, project management, surveying, consultant and construction contract administration, construction inspection, scheduling and quality control, cost estimating and major maintenance program; provides expert professional assistance and support to Port management on engineering, construction and major maintenance and related maritime facilities and performs related duties as required.

JOB EVALUATION
For
CHIEF ENGINEER

| Factors | Points | Comments |
|-------------------------------------|----------------|---|
| Education | J 152 | Tertiary/Professional: Requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body. J152: Master/honor degree including post graduate courses of study, e.g., MBA or advanced professional certification, e.g., PE (Professional Engineer), CPA (Certified Public Accountant), PS (Professional Surveyor) etc. |
| Experience | K 200 | Executive Direction: Extensive experience in managing, leading and directing a major function/department or division of a large organization. |
| Complexity | E 60 352 211.2 | Complex: A high level of innovation and adaptability is required to react to rapidly changing circumstances. Significant demands made to control, harmonize and motivate all or major sections of the organization. A high level of unpredictability is encountered and this necessitates innovative and conceptual thinking in responding to the demands of the business both locally and perhaps internationally. |
| Scope of Work | E 25 352 88.0 | Corporate: Functional responsibility at a corporate level involving the central coordination of a specialist or staff unction in a large organization or a number of specialist or staff functions in a small or medium size organization. The position requires the integration and coordination of all associated activities and has influence over all relevant policy and procedures. |
| Problem Solving | F 152 | Evaluative: Little routine work is involved. Problems are primarily of a strategic nature requiring analysis and the detailed evaluation of alternative solutions. Guidelines may provide a general framework but considerable judgment and initiative is required to find the best possible solution. Problems may be of a scientific nature requiring the application of highly advanced/sophisticated research. |
| 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. |

| Factors | Points | Comments |
|---|---------------|--|
| Physical Demands | A 1 22 | Work is usually performed sitting, with the opportunity to stand and walk freely. |
| Impact of Discretionary Decisions | D2 100 | 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 | F4 115 | Top Level: Coordination and direction of senior management from all areas of the organization. |
| Authority Exercised | G3 175 | Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2m - \$20m |
| Supervisory & Managerial Responsibility | D1 43 | Has full supervisory/managerial responsibility for 30 – 99 staff. |
| TOTAL POINTS | 1385 | |

PAY GRADE ALLOCATION

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 1385 | P-10C | \$148,298 | P-11C | \$154,320 |

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

| | |
|---|--|
| POSITION TITLE | Chief Engineer |
| POSITION NUMBER | |
| NAME OF EMPLOYEE | New |
| NAME OF DIRECT SUPERVISOR | Dominic G. Muna |
| TITLE OF DIRECT SUPERVISOR | Deputy General Manager, Operations & Maintenance |
| JOB LOCATION (Department / Agency) | Port Authority of Guam |
| DIVISION | Engineering |
| DEPARTMENT | Control & Compliance |
| SECTION / UNIT | |
| FLSA | |
| CLASSIFICATION | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant |
| JOB EVALUATION POINTS | 1385 |
| PAY GRADE | P-10C |
| POSITION DESCRIPTION (Reviewed) | |

2.0 DESCRIPTION OF DUTIES

2.1 ESSENTIAL 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 | Leads, plans, organizes, controls, integrates and evaluates the work of the Engineering Division; with subordinate staff and counterpart managers, develops, integrates, implements and monitors work of major maintenance and capital improvement projects programs, policies and processes to achieve division and Port mission, strategic and business plans, goals and performance measures, participates in development of and monitors performance against the division and Agency's budget. |
| 2 | With other members of the management team, exercises leadership and participates in the development of Port's strategic plan and key strategic initiatives; develops and implements the division's business plans, operational/resource priorities, work programs, processes, procedures and policies required to achieve strategic initiatives and overall Agency results in alignment of Port wide core values guiding principles goals and priorities. |
| 3 | Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recognizes and recommends incentive awards for staff's performance, recommends disciplinary action to management to address performance deficiencies, in accordance with Port personnel rules and regulations and labor contract agreements. |
| 4 | Directs development, implementation and administration of comprehensive construction and maintenance project programs, policies, guidelines and procedures related to the engineering design and construction of the Port's maritime facilities |
| 5 | Plans, develops, implements and directs the activities of staff engaged in the engineering design, automated mapping, construction, inspection, modification, renovation and maintenance of the Port's facilities; oversees and coordinates the selection of consulting engineers; negotiates the scope of services with consultants for incorporation into contracts and agreements; oversees, coordinates, inspects the work of contractors engaged in the engineering design and construction of facilities; plans and directs the development, implementation and usage of facilities mapping and geographical information systems. |

| Duty No or % of Time | Duties and/or Responsibilities |
|----------------------------|---|
| 6 | Monitors development in areas of responsibility; analyzes proposed local laws, regulations and court decisions for the impact of Port practice and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the Port's needs and requirements in assigned area of responsibilities, recommends appropriate actions and implements programs |
| 7 | Participates in the Port's short and long range planning process for facility construction and major repair needs and requirements; reviews and approves engineering design plans to ensure conformance with Port standards and policies; works with project managers to review and approve engineering design plans prepared by consulting engineers. |
| 8 | Provides professional expertise, analyses, advise an consultation in matters of importance to the Port; may represents Port management in presentations concerning facilities engineering, construction and major maintenance issue and negotiations with other government agencies. |
| 9 | Prepares a wide range of reports pertaining to the status of construction and major repair projects. |
| 10 | Represents the Port with other local and federal government agencies, organizations and individuals. |
| 11 | May act as the alternate to the designated lead for the Port's Emergency Operation Center in case of a natural disaster or other critical emergency affecting the Port and its facilities. |
| 12 | Performs related duties as assigned. |

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 |
|----------------------------|--------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

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. |
| | 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. |
| X | 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 |
|---------------|---------------------------|--|
| 2 | Engineer III | Performs complex duties in the professional speciality of civil, mechanical, electrical, communications, traffic, environmental or architectural engineering work. |
| 1 | Engineer II | Moderately complex professional duties of civil, mechanical, electrical, communication, traffic, environmental or architectural engineering work. |
| 1 | Engineering Technician II | Complex technical engineering or surveying duties including independent work on specialized areas. |
| 1 | Administrative Assistant | Provides administrative support 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

| | | |
|---|----|--|
| Progressively responsible management experience in the design, construction, and maintenance of diverse and complex maritime and/or public works facilities, with civil engineering and construction experience | 10 | |
| | | |
| | | |

d) Supervisor / Management Years Months

| | | |
|----------------------|---|--|
| Management capacity. | 4 | |
| | | |
| | | |

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 : | Engineering or equivalent from an Accredited Board of Engineering and Technology (AABET) accredited university or college program, |
| Masters : | Engineering or management degree preferred |
| Beyond Masters : | |

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

| |
|---|
| Theory, principles, practices, techniques of civil engineering, construction management and construction inspection |
| Principles and practices of strategic and long term business planning. |
| Analyze and make sound recommendations on complex management and administrative issues. |
| Exercise sound, expert independent judgment within general policy guidelines |
| Establish and maintain effective working relationships with all levels of management, other government officials, consultants, vendors, employees and the public. |

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

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

| |
|-------------------------------------|
| Professional Engineer Certification |
| |
| |
| |
| |

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.

| | | |
|---|--------------------------|--|
| | 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). |
| | 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 :

%

- 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:

%

- 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:

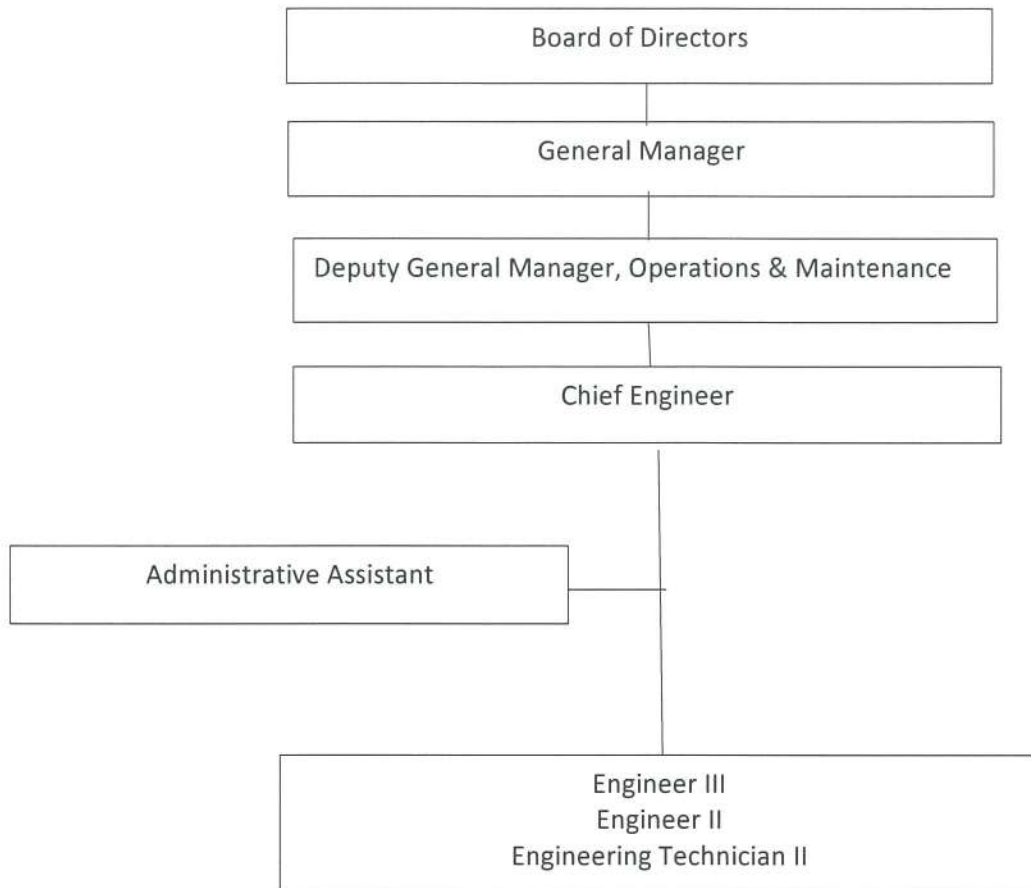
| |
|--|
| |
| |
| |

The information given on this position is complete and correct.

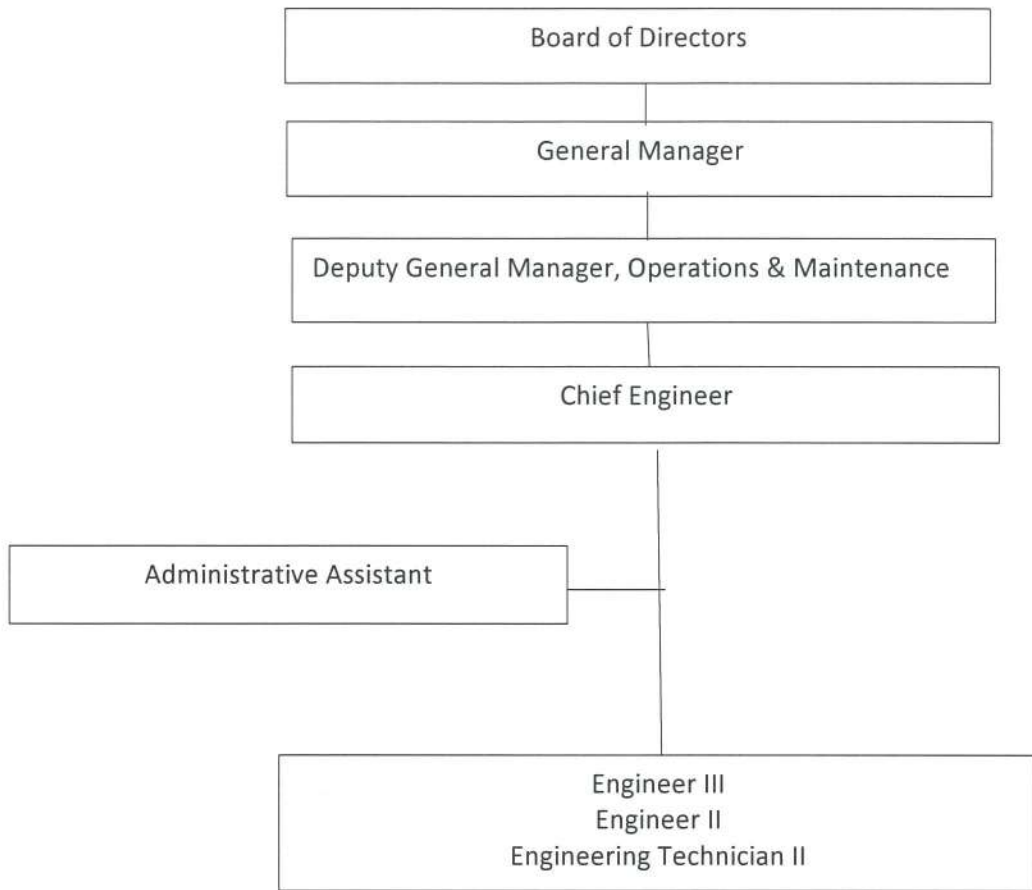
Signature of Employee

Date

ENGINEERING DIVISION



ENGINEERING 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 | \$172,690 | | | | \$262,565 | | | |
| 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 Capital Improvement Projects Manager & Chief Engineer 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 Capital Improvement Projects Manager & Chief Engineer positions and their corresponding salary ranges.

Capital Improvement Projects Manager

| Job Points | Evaluation | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|------------|------------|---------------------------|----------------|---------------------------|----------------|
| 1217 | | N-10D | \$114,267 | N-11D | \$118,907 |

Chief Engineer

| Job Points | Evaluation | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|------------|------------|---------------------------|----------------|---------------------------|----------------|
| 1385 | | P-10C | \$148,298 | P-11C | \$154,320 |

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 March 24, 2022, (2) two creation of positions – Capital Improvement Projects Manager & Chief Engineer. 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 April 17, 2022 the total pro-rated amount for FY 2022 is \$172,690. The hiring of the two new positions will increase the salary for FY 2023 to \$262,565.

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 *IA*.

Name: Jose B. Guevara III, Financial Affairs Controller
Division: Finance Division
Telephone: (671) 477-5931 ext. 323
Date Prepared: 3/22/2022