



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
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Eddie Baza Calvo
Governor of Guam
Ray Tenorio
Lieutenant Governor

May 28, 2015

INTER-OFFICE MEMORANDUM

TO: Division Heads

FROM: General Manager

SUBJECT: Proposed Creation of Position – Environmental Compliance Specialist


The Board of Directors at their meeting of May 27, 2015 authorized management to begin the process to create the Environmental Compliance Specialist 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 Releases" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than June 11, 2015.

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

Sincerely,


JOANNE M.S. BROWN
General Manager

cc: Acting Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam 96925

May 22, 2015

MEMORANDUM

TO: Board of Directors
FROM: General Manager
SUBJECT: Request for Creation of Position – Environmental Compliance Specialist

On October 13, 2009, the Port implemented the new compensation plan and presented all positions from the Port as Certified, Technical and Professional positions. With the implementation came the opportunity and the need for the Port to create a specific position in the Occupational Health and Safety Division which will assist the Port to properly and effectively meet the requirements of the environmental processes for the Occupational Health and Safety Division, but more importantly, to ensure that the Port conforms to applicable local and federal environmental laws.

According to Title 4, Guam Code Annotated (GCA), Section 6303 (d) the Port has the authority to create positions in the classified service provided the following are included in the request:

1. The justification for the new position;
2. The essential details concerning the creation of the position;
3. An analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4, GCA, Section 41.01.1(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 at that term is described in Title 2, GCA, Section 9101 and any other pertinent information.

Additionally, the position may be established only if the following requirements are met:

1. The request for creation is posted on the Port's website for 10 days;
2. Notices of the postings are proved to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam;
3. The creation of position documents are available to the public under the Sunshine Act;
4. The Board approves such request by resolution at the scheduled meeting;
5. The request and Board resolution is filed for record with the Director of Administration and Legislative Secretary.

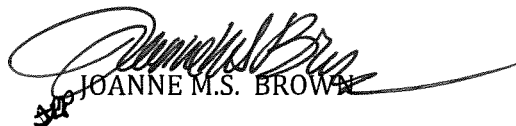
Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

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.	May 27, 2015
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	May 27, 2015
Posting of the proposed creation of positions on the Port's website.	May 27, 2015 to June 10, 2015
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	May 27, 2015
Request to be re-submitted to the Board for final approval and adoption by resolution.	TBD
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	TBD
Process job announcement for the position	TBD

In light of the above, we are transmitting our request to create the Environmental Compliance Specialist position in the classified service for your initial review and ask your kind approval to begin the creation of position process.

Your kind approval of the above is greatly appreciated.


JOANNE M.S. BROWN

Attachments

STAFF REPORT
Prepared by: Human Resources Office
May 13, 2015

CREATION OF POSITION – ENVIRONMENTAL COMPLIANCE SPECIALIST

REQUEST:

During the classification and compensation review conducted by Port Consultant, Mr. Alan Searle, it was noted that the Port would need to create positions when necessary for the efficient performance and operations to achieve its objectives and carry out its mission.

In line with this, Management requests the Board of Directors' establish the Environmental Compliance Specialist position for the Occupational Health and Safety Division.

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.*

The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After posting, the General Manager shall forward the petition, along with the evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the Staff petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.

- C. *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 posting required by GCA §§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 rehired by 4 GCA §§6205 and 6303 are public documents for the purpose of 5 GCA, Ch. 10, Art. 1(The Sunshine Law).*
- C. *Any attempted creation of position or above step recruitment not in compliance with the provisions of 4 GCA §§6205, 6303, and 6303.1(a) is void.”*

REFERENCE 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 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 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.

- “(1) Employee compensation shall be based on internal equity and external competitiveness.*
- “(2) 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.*
- “(3) Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
- “(4) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- “(5) 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.*
- “(6) 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 Director 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.

BACKGROUND INFORMATION OF PROPOSED POSITION:

The Occupational Health and Safety Division’s function includes assurance that the Port is in compliance to all local and federal environmental laws. At the direction and collaboration of the General Manager, the Port’s current organizational structure was reviewed; thus resulting to the need to create a position that will perform the duties and

responsibilities of ensuring that the Port is in compliance with the statute and meet the requirements, mandates and regulations concerning environmental safety.

The passage of Public Law 30-43 which authorized the Port Board of Directors to create positions in the classified service, as well as, the implementation of the Port Compensation Plan, it was determined that it is critical to address the position in this division.

METHODOLOGY

The Human Resources staff along with the Consultant reviewed the duties and responsibilities of the proposed Environmental Compliance Specialist using the job evaluation systematic process for assessing the content, relative size and importance of this 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 are 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 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 REVIEWS

The proposed Environmental Compliance Specialist position is under general direction and supervision; the position performs

The position requires knowledge of:

- Management and administrative policies and procedures
- Budget policies and procedures.
- Basic principles, methods, practices and techniques involved in the enforcement of environmental protection.
- Computer capabilities applicable to functional responsibilities.

- To lead the work of others.
- Read and interpret construction plans and specifications and to reorganize deviations thereof.
- Investigate complaints and conduct inspections in compliance with environmental standards.
- Work effectively with the public and employees

Guidelines to be used by this position include established laws, agency/division policies and the principles, methods, practices and techniques use in environmental development & audits, project & construction management, occupational & public safety, and hazard & mitigation process and environmental enforcement.

The experience and training of the position requires five (5) year experience in developing and managing administrative, civil or criminal enforcement cases and experience providing leadership to assure that the goals of a project or organization stay abreast of National policies or programs; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The job evaluation points process (Stage 1) 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 relation skills/contacts, authority exercised, and supervisory/managerial responsibility. This was provided and reviewed by the Consultant as indicated in the attached evaluation.

Additionally, the market data comparison (Stage 2) was gathered from, but not limited to, the following resources in State, Local Government, and Private Sector including other Port's Nationwide to provide compensation and benefits that is date specific to the port industry. This data is used to determine market percentiles for this position.

ORGANIZATIONAL STRUCTURE:

The Environmental Compliance Specialist position reports directly to the Safety Administrator who oversees and administers the Occupational Health and Safety Division. This Division is under the Compliance & Control Department of the Authority which is directly under the direction and management of the General Manager and Deputy General Manager.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Government of Guam Classification Plans' Occupational Listing revealed that there are no positions established that is closely associated with the proposed

directly under the direction and management of the General Manager and Deputy General Manager.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Government of Guam Classification Plans’ Occupational Listing revealed that there are no positions established that is closely associated with the proposed Environmental Compliance Specialist position created by the Port. The series of positions established under the Environmental Service category in the Occupational Listing can only be used by the Guam Environmental Protection Agency and Guam Power & Waterworks Authority. They are:

- Environmental Monitoring Services Administrator
- Environmental Health Supervisor
- Environmental Health Specialist I thru III
- Environmental Inspector I thru III
- Environmental Manager
- Environmental Engineer I thru III

As a result, it is recommended that the Environmental Compliance Specialist position be established under the Port’s Classification and Compensation Plan.

FISCAL NOTE:

On September 2014, the Board of Directors approved the Authority’s Fiscal Year 2015 Budget which reflected funds allocated for the proposed Environmental Compliance Specialist position.

RECOMMENDATION:

Our review has determined the following pay grade allocation:

Position Title	Job Evaluation Points	Pay Step & Sub-step	Grade, & Sub-	Minimum Salary	Pay Step & Sub-step	Grade, & Sub-	Minimum Salary
Environmental Compliance Specialist	602	I-2B		\$32,979.00	I-6A		\$38,288.00

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



CARMELITA C. NEDEDOG
Acting Personnel Services Administrator

ENVIRONMENTAL COMPLIANCE SPECIALIST

NATURE OF WORK:

This is a complex technical environmental protection and health involving field inspections of public and private establishments to insure compliance with laws and regulations regarding water and air pollution controls, pesticide use, solid/hazardous waste disposal and other matters affecting the environment.

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

Represents the Region as assigned in all required activities for National Environmental Policy Act (NEPA), Resource Conservation Act (RCRA), Clean Water Act (CWA), Occupational Safety and Health Administration (OSHA), and U.S. Coast Guard compliance programs.

Conducts studies and site inspections to assess environmental compliance and the potential for hazardous materials liability.

Prepare correspondence on environmental compliance for briefings, conferences, meetings and regulatory/reviewing agencies.

Prepare and edit environmental reports.

Provide environmental technical assistance to agencies and technical experts, legal experts and others on a wide variety of environmental issues.

Manages personnel, facilities and funds, establishes branch operating procedures, and policies to enable the Branch to accomplish its goals, anticipate needs and make necessary modifications.

Through administrative and judicial procedures, ensures compliance by regulated entities with the provisions of the Clean Water Act, Safe Drinking Water Act and related state and federal legislation. Develops strategies to identify non-compliance, impediments to compliance and to return violators to compliance.

Plans and directs a suite of compliance determination activities.

Manage and ensure employees training requirements needed and manage employee's safety and health program.

Responsible for Environmental activities that embrace a wide range of subjects directly or indirectly concerned with public safety, environmental protection and environmental compliance for all Port Authority of Guam property to include main facilities, Agat and Agana Boat Basin and Harbor Refuge.

Leads and participates in the inspection of public, private and commercial property and associated structures with the Port Authority for activities or discharges affecting the environment, such as sewage disposal systems, wastewater disposal and air pollution emission sources.

Reviews proposed construction drawings for complex commercial buildings, checks compliance with wastewater disposal laws and regulations, and issues construction permits for wastewater systems.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Management and administrative policies and procedures.
- Budget policies and procedures.
- Basic principles, methods, practices and techniques involved in the enforcement of environmental protection.
- Computer capabilities applicable to functional responsibilities.

Ability to:

- Plan, organize and direct the functions of subordinate organizational units.
- Analyze, interpret and evaluate enforcement programs related data.
- Provide strategic direction on enforcement matters.
- To influence and leverage cooperation from internal and external.
- Communicate both orally and in writing.
- To lead the work of others.
- Read and interpret construction plans and specifications and to reorganize deviations thereof.
- Investigate complaints and conduct inspections in compliance with environmental standards.
- Work effectively with the public and employees.

MINIMUM EXPERIENCE AND TRAINING

- a) Five (5) years' experience in developing and managing administrative, civil or criminal environmental enforcement cases and experience providing leadership to assure that the goals of a project or organization stay abreast of National policies or programs; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED:

PAY GRADE: MIN: I-2B MAX: I-6A

EVALUATION:

FRANCISCO G. SANTOS, Chairman, Board of Directors

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	ENVIRONMENTAL COMPLIANCE SPECIALIST
POSITION NUMBER	
NAME OF EMPLOYEE	VACANT
NAME OF DIRECT SUPERVISOR	
TITLE OF DIRECT SUPERVISOR	SAFETY ADMINISTRATOR
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	OCCUPATIONAL HEALTH AND SAFETY
DEPARTMENT	COMPLIANCE/CONTROL DEPARTMENT
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	I-2B
POSITION DESCRIPTION (Reviewed)	

2.0 DESCRIPTION OF DUTIES

Complex technical data production work

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
	Represents the Region as assigned in all required activities for National Environmental Policy Act (NEPA), resource Conservation Act (RCRA), Clean Water Act (CWA), Occupational Safety and Health Administration (OSHA) and U.S. Coast Guard compliance programs.
	Conducts studies and site inspections to assess environmental compliance and the potential for hazardous materials liability.
	Prepare correspondence on environmental compliance for briefings, conferences, meetings and regulatory/reviewing agencies.
	Prepare and edit environmental reports.
	Provide environmental technical assistance to agencies and technical experts, legal experts and others on a wide variety of environmental issues.
	Manages personnel, facilities and funds, establishes branch operating procedures, and policies to enable the Branch to accomplish its goals, anticipate needs and make necessary modifications.
	Through administrative and judicial procedures, ensures compliance by regulated entities with the provisions of the Clean Water Act, Safe Drinking Water Act and related state and federal legislation. Develops strategies to identify non-compliance, impediments to compliance and to return violators to compliance.
	Plans and directs a suite of compliance determination activities.
	Manage and ensure employees training requirements needed and manage employee's safety and health program.
	Responsible for Environmental activities that embraces a wide range of subjects directly or indirectly concerned with public safety, environmental protection and environmental compliance for all Port Authority of Guam property to include main facilities, Agat and Agana Boat Basin and harbor Refuge.
	Leads and participates in the inspection of public, private and commercial property and associated structures with the Port Authority for activities or discharges affecting the environment, such as sewage disposal systems, wastewater disposal and air pollution emission sources.
	Reviews proposed construction drawings for complex commercial buildings, checks compliance with wastewater disposal laws and regulations, and issues construction permits for wastewater systems.
	Performs related duties

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
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
	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

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.

%	
	Computer
	Office equipment

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

Knowledge of management and administrative policies and procedures		
Knowledge of budget policies and procedures		
Knowledge of basic principles, methods, practices and techniques involved in the enforcement environmental protection		
Knowledge of computer capabilities applicable to functional responsibilities		

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

Experience in developing and managing administrative, civil or criminal environmental enforcement cases and experience providing leadership to assure that the goals of a project or organization stay abreast of National policies or program	5 years	
Equivalent combination of experience and training which provides the minimum knowledge, ability and skills	5	

c) Specialized Years Months

d) Supervisor / Management Years Months

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 :	
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.
X	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.
X	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.
X	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 :

%

- 80 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.)
- 20 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:

%

- 10 Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause 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:

10 Heat. Describe source and degree of high temperature.

10 Cold. Describe source and degree of cold temperature:

10 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

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

FUNCTIONAL STATEMENT
Fiscal Year 2015

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

The Deputy General Manager is under the general supervision of the General Manager. In the absence of the General Manager, the Deputy General Manager serves 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.

HARBOR MASTER DIVISION

This division is responsible for providing and administering the overall safe and orderly movement, berthing and mooring and traffic of sea vessels within the Apra Harbor area.

PORT POLICE DIVISION

This division is functionally responsible for the protection of life and property through the Agency's security rules and regulations, Guam Criminal and Motor Codes, Maritime Security Act and applicable federal and local security programs, laws, rules and regulations.

OCCUPATIONAL HEALTH AND SAFETY DIVISION

This division is responsible for the compliance and enforcement of the Occupational Safety and Health Act of Guam, federal and local regulations on marine terminal, long shoring and environmental protection statutes.

PLANNING DIVISION

The division is responsible for securing and administering the federal grants in aid; ensuring compliance with federal and local regulations and program guidelines; evaluating the financial feasibility of proposed capital improvement projects; and providing technical advice to management regarding the effectiveness of the Agency's programs, operations or its productivity and efficiency. The division also maintains the Agency's records management program.

MARKETING/PUBLIC RELATIONS DIVISION

Responsible for the planning, developing, coordinating and implementing of the Agency's local, regional and worldwide marketing and communication activities and efforts.

GENERAL ADMINISTRATION DIVISION

The division maintains the Authority's correspondence; responsible for the Authority's internal/external mail distribution, switchboard operations and all major reproduction services.

COMMERCIAL DIVISION

The division oversees all real estate and appurtenances controlled by the Port and responsible for projects pertaining to the planning, organizing, controlling of the property planning and development of the Commercial Port and Industrial Complex and all other Port real property. The division is also responsible for the day-to-day management of the programs and activities involving the operation, maintenance and repair of the marina and its facilities.

ENGINEERING/CIP DIVISION

Responsible for providing management with professional civil engineering work involved in the overall planning, design and construction of seaport facilities. Also responsible for the coordination of the Agency's capital improvement projects in regards to the planning, implementing and monitoring of programs, functions and activities, including coordination with port and harbor agencies on the engineering aspects of cargo handling equipment and other port related operations, facilities, certifications, pollution control.

INFORMATION TECHNOLOGY DIVISION

Responsible for the administration and control of data processing services for informational, financial, personnel, voice and data communications and other management functions.

FINANCE DIVISION

The Finance Division is responsible for the development and maintenance of the Authority's payroll, accounting, and billing functions. Also responsible for the continual review of accounting controls to safeguard all assets and to ensure fulfillment of commitments to management; and for coordinating the annual audit of the authority with an independent public accounting firm retained by the Board of Directors.

Expense Accounting Section

Responsible for accuracy and timeliness of all accounts payables, establishing and maintaining fixed asset property inventory records and validating, auditing and payment of approximately 400 daily/weekly time cards and the issuance of bi-weekly paychecks to include payroll deductions and fringe benefit allotments.

Revenue Accounting Section

Responsible for the invoicing of billable services and use of facilities with the Port tariff provisions, maintenance the general ledger and collection of revenues.

PROCUREMENT AND SUPPLY DIVISION

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

Procurement Section

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

Supply Section

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

HUMAN RESOURCES DIVISION

This division is responsible for the development, coordination, planning and administration of a comprehensive personnel program for the Agency. These programs include, but not necessary limited to, position classification and compensation plans, employee development and service functions, employment and recruitment, training, equal employment opportunity, employee relations activities, and the maintenance of personnel records for all employees.

OPERATIONS DEPARTMENT

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

TRANSPORTATION DIVISION

The division administers the programs, projects and activities involved in the operation of cargo handling equipment, such as, gantry cranes, straddle hoists, hystainers, forklifts, tractors, etc., for the vessel operations and special service requests.

Dispatcher

Charged with the responsibility of dispatching personnel and equipment assigned to the vessel operations; relaying and recording messages; and the maintenance of records of activities of the division.

Equipment Operator Section

The section is responsible for operating tractors, hystainers, forklifts, and related equipment involved in the movement and storage of container and break bulk cargoes during vessel and normal operations.

Crane Operator Section

The section is responsible for operating the straddle hoists, gantry and stick cranes for the loading and unloading of containerized and break bulk cargoes during vessel and normal operations.

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 break bulk 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 break bulk cargoes in the transit warehouses. The section processes and physically inspects all transit vehicles or equipment prior to its issuance or export to consignees.

STEVEDORING DIVISION

The division administers the operations, programs and activities involved in providing vessel operations with the necessary manpower, such as, the lashing and unlashng of containers, loading and unloading of containers and break bulk cargoes , the stuffing and unstuffing of containers, etc. Additionally, the division manufactures and repairs a variety of rigging equipment and devices.

Cargo Handling Section

Provides all manual work for vessel operations, such as, the lashing activities, rigging of cargoes, palletizing of cargoes, stuffing and unstuffing of containers, etc.; and operates vessel winches to load and unload cargoes.

Rigging Section

Manufactures, repairs and operates a variety of rigging equipment and devices, as well as, stocks up and provides necessary rigging equipment and devices for all vessel operations.

MAINTENANCE DEPARTMENT

The Maintenance Manager is under the general supervision of the Deputy General Manager. The position is responsible for the day-to-day operations and administration of the Facility Maintenance and Equipment Maintenance Divisions.

Maintenance Control Section

Coordinates work projects for the maintenance, alteration, repair and upkeep of buildings and grounds and maintenance and repair work projects of equipment and vehicles.

FACILITY MAINTENANCE DIVISION

The division is responsible for the administration of programs, projects and activities involved in the maintenance, alteration, repair and upkeep of the Port facilities, warehouses, trade shops and grounds.

Building Maintenance Section

This section provides all services involved in the construction, maintenance, alteration, and upkeep of wooden structures, such as, offices, doors, windows, floors, cabinets and partitions. Responsible for the installation, alteration and maintenance of the plumbing systems, fittings and accessories.

Refrigeration/Electrical Section

This section is responsible for the installation, maintenance and repair of the central and window-type conditioning units and water cooling systems. In addition, installs, maintains, alters, and repairs electrical systems for the administrative buildings, offices, and trade shops.

Janitorial Section

This section provides custodial services, housekeeping and grounds maintenance work and minor maintenance repair work on the plumbing/electrical systems, office furniture, equipment and building structures.

EQUIPMENT MAINTENANCE DIVISION

This division is functionally charged with the responsibility for the maintenance and repair of all cargo handling equipment, such as, gantry cranes, stick cranes, tractor-trailers, hystainers, straddle hoists, diesel and gasoline-powered light and heavy equipment. In addition, the division provides preventive maintenance work to prevent the corrosion of Port equipment and facilities.

Crane Maintenance Section

This section is functionally responsible for the maintenance and repair of mechanical, electrical and hydraulic systems of the gantry cranes, straddle hoists and stick cranes to ensure that all operating sections have reliable and necessary cargo handling equipment.

Fleet Maintenance Section

This section is responsible for the overhaul, maintenance and repair of diesel and gasoline-powered equipment to ensure that all sections have the necessary and reliable cargo handling equipment to perform their assigned functions.

Corrosion Control Section

This section is responsible for providing preventive maintenance work to effectively prevent or stop the corrosion on the structural framework of the gantry cranes, straddle hoists, stick cranes, tractors, forklifts and vehicles.

Welding Section

This section responsible for providing welding work on the structural framework of the cargo handling equipment and Port's facilities.

Benchmark Position
Environmental Compliance Specialist

Job Evaluation Results	
J	1. Education
132	
H	2. Experience
87	
C	3. Complexity
40	
219	
87.6	
C	4. Scope of Work
15	
219	
32.9	
D	5. Problem Solving
76	
D	6. Sup. Received
76	
A1	7. Work Environment
12	
A1	8. Physical Demands
22	
B1	9. Dis. Decisions
29	
C2	10. HR Skills / Contact
38	
A0	11. Auth. Exercised
0	
A1	12. S & M Resp.
10	
602	TOTAL

OCCUPATIONAL SAFETY AND HEALTH DIVISION

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commemorial Port
FISCAL YEAR 2014 ORGANIZATIONAL CHART

