


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

February 27, 2023

INTER-OFFICE MEMORANDUM

TO: Division Heads

FROM: Rory J. Respicio, General Manager 

SUBJECT: Proposed Creation of Position – General Administration Manager

The Board of Directors at their regular meeting of February 23, 2023 authorized management to begin the process to create the **General Administration Manager** 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 "*Community, Public Notices & events – News Release and Announcements*" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than March 14, 2023

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

cc: Acting Personnel Services Administrator

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

FOR IMMEDIATE RELEASE

February 27, 2023

Creation of Position General Administration Manager

In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the position **General Administration Manager**. Request to the Board of Directors and supporting documents are available on the Port's website under "News Releases" for public review and comment.

Please submit your comment to the Human Resources Division no later than March 14, 2023. For more information, please contact the Human Resources Division at 477-5931, ext. 307.

- End -

Contact: SHAWN B. CEPEDA, Acting Personnel Services Administrator

Phone: (671) 477-5931/5 Email: sbcepeda@portguam.com



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96915
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

February 17, 2023

MEMORANDUM

To: Board of Directors

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

Subject: Request for Creation of Position – General Administration Manager

Hafa Adai! When the General Administration Division was established in 2006, its functional responsibility is to provide routine clerical support, such as, mail distribution, printing and copying, courier services and telephone receptionist to all divisions within the Authority. In addition to these duties, the division was subsequently tasked for the development and administering a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents, and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems. The division also provides secretarial duties, functions and responsibilities in the absence of the General Manager's staff and other office support services to Port divisions.

Currently, the programs and day-to-day activities of the General Administration Division are supervised by an Administrative Services Officer. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because of the duties of the position has evolved from a routine clerical service to a more complex and sensitive administrative support, there is a need to establish a General Administration Manager within the Port's Classification and Compensation Plan.

We are attaching classification report and analysis justifying the need to create a General Administration Manager position in the classified service under the Port Classification and Compensation Plan.

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

1. The justification for the new position.
2. The essential details concerning the creation of the position.
3. An analysis of the similarities and differences between the position to be created and 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 General Administration Manager position, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

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

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

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

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

| PROCESS | ESTIMATED TIMELINE |
|---|-------------------------------------|
| Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website. | February 23, 2023 |
| If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments. | February 24, 2023 |
| Posting of proposed creation of position on Port's website. | February 24, 2023 to March 10, 2023 |
| 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. | February 24, 2023 |
| Request to be re-submitted to the Board for final approval and adoption by resolution. | March 23, 2023 |
| Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary | March 24, 2023 |
| Process job announcement for positions and/or effective date of reallocation of positions. | April 25, 2023 |

Subject: Request for Creation of Position – General Administration Manager
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In light of the above, we are transmitting our request to create the General Administration Manager position in the classified service for your initial review and ask you kind approval to begin the transparency and disclosure process or the creation.

Your kind approval of the above is appreciated.

Attachments

Cc: 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 – GENERAL ADMINISTRATION MANAGER POSITION

REQUEST:

On December 29, 2022, the General Manager requested the Board of Directors to begin the transparency process to create the General Administration Manager position. Approval was granted by the Board of Directors and Human Resources Division was asked to review the Port's current organizational structure and establish a Chief Financial Officer position.

AUTHORITY:

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

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

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

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

References of Compliance:

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

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

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

4 GCA §6301. Compensation Policy.

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

AGENCY BACKGROUND:

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

JUSTIFICATION:

When the General Administration Division was established in 2006, its functional responsibility is to provide routine clerical support, such as, mail distribution, printing and copying, courier services and telephone receptionist to all divisions within the Authority. In addition to these duties, the division was subsequently tasked for the development and administering a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems. The division also provides secretarial duties, functions and responsibilities in the absence of the General Manager's staff and other office support services to Port divisions.

Currently, the programs and day-to-day activities of the General Administration Division are supervised by an Administrative Services Officer. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because of the duties of the position has evolved from a routine clerical service to a more complex and sensitive administrative support, there is a need to establish a General Administration Manager within the Port's Classification and Compensation Plan.

METHODOLOGY:

Human Resources staff reviewed the duties and responsibilities of the proposed General Administration Manager position using the job evaluation systematic process for assessing the content, relative size, and importance of the job within our organization using a total of 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 General Administration Manager position, under the general direction of management, plans, organizes, manages and participates in the work of staff engaged in providing administrative and clerical support services to the divisions of the Port. The position administers a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents, and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems.

The position requires:

Knowledge of:

- Port organization, function, operations, laws, rules, policies and procedures.
- Office administrative and management practices and techniques.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Principles, practices, methods and techniques of document and records management.
- Local and federal laws applicable to retention requirements for a wide variety of documents.
- Principles and practice so effective supervision.
- Safety principles and practices.

Ability to:

- Plan, schedule, coordinate and supervise the activities of staff.
- Organize work, set priorities and provide advice and support to meet the Authority's needs.
- Utilize and maintain electronic document management systems and technologies to efficiently store and retrieve documents required for Port operations.
- Classify, index, process, file, and retrieve a wide variety of materials under a comprehensive government records management system.
- Analyze records management problems, reaching sound conclusions and recommending improved procedures, equipment and facilities.
- Appraise the accuracy the value of and legal requirements regarding a wide variety of records and documents.
- Exercise sound, independent judgment within established guidelines.
- Maintain information and generate reports utilizing computer equipment.
- Prepare clear and concise reports and other written correspondence.
- Establish and maintain effective working relationships with others encountered in the course of work.

Skill in:

- Operation of a personal computer with standard business software, including word processing, spreadsheet and data base applications and other standard office equipment

The position reports to the Deputy General Manager for Administration & Finance.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in public administration and financial management.

The experience and training of the position requires eight (8) years of progressively responsible administrative experience of which three (3) years of which were in a supervisory level and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavior sciences or related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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 General Administration Manager 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 the General Administration Manager position be established under the Port's Classification and Compensation Plan.

FISCAL NOTE:

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

RECOMMENDATION:

Our review has determined the following pay grade allocation for the General Administration Manager:

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 913 | MM-3A | \$77,007 | MM-4A | \$80,134 |

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


SHAWN CEPEDA
Acting Personnel Services Administrator

GENERAL ADMINISTRATION MANAGER

NATURE OF WORK:

Under the general direction of management, plans, organizes, manages and participates in the work of staff engaged in providing administrative and clerical support services to the divisions of the Port. The position administers a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records and documents and storage and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems.

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.)

Plans, organizes, controls, integrates and evaluates the work of assigned staff in the performance of secretarial, telephone receptionist, courier mail and distribution, printing and copying services and develops, implements and monitors work plans to achieve the Authority's mission, goals and performance measures.

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.

Plans, organizes, implements and maintains the Authority's document management and control programs, methods, practices and procedures to ensure compliance of all applicable laws and regulations; develops and implements the Port's policies and procedures for the organization, retention, storage and retrieval of vital records and documents. Trains staff, as well as, other divisions' administrative staff on documentation process on a day-to-day basis.

Participates and supervises in developing, implementing and maintaining a coding and indexing structures for use in document management programs; maintains and updates forms; indexes and records management databases or systems to track records and maintain document status log.

Conducts research and locates documents and records; receives researches and responds to requests for information.

Directs, participates in, coordinates preparation of and administers the division's operating and capital budgets; monitors budget performance reports and prepares periodic analysis and reports for use by management; develops budget inputs and recommends budget adjustments and recommends invoices for payment.

Develops and implements operational policies and procedures to ensure division conformance with Port policies and standards.

Supervises and participates in the studies of the Authority's operational and administrative processes and practices to identify process, productivity and cost improvements; recommends changes to improve productivity and service while reducing costs.

Represents the division in meetings with Port officials and staff on a variety of business operations matters; makes presentations before outside groups and agencies; coordinates and consults with other divisions to ensure work programs and objective are consistent; manages or develops policy in related areas.

Oversees staff conducting software and hardware inventories; interfaces with end users and Information Technology division to resolve issues and recommends system improvements; stays abreast of industry trends and changes in information technology to keep knowledge and skills current.

Interfaces with customers to ensure division's operations meets Port's customer service standards; establishes the Authority's customer service requirements and sets priorities; resolves customer complaints and issues; develops and maintains a customer network.

Coordinates with contractors on the maintenance and upkeep of the Authority's communication system.

Assist in the preparation and upload of public records, meeting agendas and minutes, audio and video files available to the public via the Port's internet website and in the assembly, copy and collation of agenda packages and binders for duplication and distribution.

May serve as a project leader for assigned special projects and program initiatives, including defining project objectives, establishing project schedules and monitoring project completion on schedule and budget.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Principles and practices of office administrative and management practices and procedures.
- Port organization, function, operations, laws, rules, policies and procedures.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Principles, practices, methods and techniques of document and records and documents storage and retrieval technologies.
- Local and federal laws applicable to retention requirements for a wide variety of documents.
- Basic research techniques, methods and procedures.
- Principles and practices of effective management and supervision.
- Port human resources rules and regulations, policies and labor contract provisions.
- Safety principles and practices.

Ability to:

- Plan, organize, manage and direct a variety of complex work programs and activities.
- Plan, schedule, coordinate and supervise the activities of staff.
- Organize work, set priorities and provide advice and support to meet the Authority's needs.
- Utilize and maintain electronic document management systems and technologies to efficiently store and retrieve documents required for Port operations.

- Classify, index, process, file, and retrieve a wide variety of materials under a comprehensive government records management system.
- Analyze records management problems, reaching sound conclusions and recommending improved procedures, equipment and facilities.
- Appraise the accuracy the value of and legal requirements regarding a wide variety of records and documents.
- Exercise sound, independent judgment within established guidelines.
- Maintain information and generate reports utilizing computer equipment.
- Prepare clear and concise reports and other written correspondence.
- Establish and maintain effective working relationships with others encountered in the course of work.
- Manage multiple and rapidly changing priorities.

Skill in:

- Operation of a personal computer with standard business software, including word processing, spreadsheet and data base applications and other standard office equipment.

MINIMUM EXPERIENCE AND TRAINING:

- A. Eight (8) years of progressively responsible administrative experience of which three (3) years of which were in a supervisory level and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavior sciences or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Fiscal Year 2023
FUNCTIONAL STATEMENT FOR
FINANCE DIVISION**

INTRODUCTION

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

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

BOARD OF DIRECTORS

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

GENERAL MANAGER

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

DEPUTY GENERAL MANAGER, ADMINISTRATION AND FINANCE

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

GENERAL ADMINISTRATION DIVISION

The General Administration Division provides routine clerical support, such as, mail distribution, printing and copying, courier services and telephone receptionist to all divisions within the Authority. In addition, the division is tasked the development and administering a comprehensive records management program, to include storage and preservation of a variety of valuable and historic records, documents, and disposal of inactive and obsolete records under their custody, as well as, maintenance and repair of telecommunication machinery systems. The division also provides secretarial duties, functions and responsibilities in the absence of the General Manager's staff and other office support services to Port divisions.

JOB EVALUATION
For
GENERAL ADMINISTRATION MANAGER

| Factors | Points | Comments |
|-------------------------------------|---------------|--|
| Education | J 132 | Tertiary/Professional: Requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body. J132: Bachelor's degree including degrees with double honors and conjoint degrees. |
| Experience | I 100 | Advanced/Specialized: The job requires advanced/specialized experience in a technical, scientific or professional field often gained through the attainment of additional relevant qualification and/or post qualification practical experience. It may also be necessary to work in harmony with conflicting and diverse activities and this may involve the control of resources and people, e.g., 5-7 years related experience. |
| Complexity | D50 264 132.0 | Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex to that outlined in "C – Defined". The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered. |
| Scope of Work | C15 264 39.6 | Influencing/Supervisory: Supervision of others is required and/or coordination of resources and processes (human/physical/financial) in order to achieve significant outcomes for the organization. |
| Problem Solving | E 115 | Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem. |
| Freedom to Act/Supervision Received | E 100 | General Guidance: Minimal guidance is provided. Expected to plan activities of own work program within the overall objectives of the operations—division. Expected to raise only contentious or major problem issues for the Board or General Manager's consideration. |
| 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 | C1 43 | Direct impact of a single decision causes a significant impact which can be expressed in dollar terms of thousands of dollars. |
| Human Relations Skills/Contacts | E3 66 | Sensitive/Responsive: extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relations conditions. |
| Authority Exercised | F1 100 | Approves routine expenditure within budgetary limits and is accountable for an O&M budget (\$200,0000 - \$2 million). |
| Supervisory & Managerial Responsibility | B1 19 | Has full supervisory/managerial responsibility for up to 10 staff which includes allocation of work, accountability for their outputs, quality, etc. and appraisal of their performance. |
| TOTAL POINTS | 913 | |

PAY GRADE ALLOCATION

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 913 | MM-3A | \$77,007 | MM-4A | \$80,134 |

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

| | |
|---|--|
| POSITION TITLE | General Administration Manager |
| POSITION NUMBER | |
| NAME OF EMPLOYEE | |
| NAME OF DIRECT SUPERVISOR | |
| TITLE OF DIRECT SUPERVISOR | |
| JOB LOCATION (Department / Agency) | Port Authority of Guam |
| DIVISION | General Administration |
| DEPARTMENT | |
| SECTION / UNIT | |
| FLSA | |
| CLASSIFICATION | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant |
| JOB EVALUATION POINTS | |
| PAY GRADE | |
| POSITION DESCRIPTION (Reviewed) | |

2.0 DESCRIPTION OF DUTIES

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 |
|----------------------------|---|
| | Plans, organizes, controls, integrates and evaluates the work of assigned staff in the performance of secretarial, telephone receptionist, courier mail and distribution, printing and copying services and develops, implements and monitors work plans to achieve the Authority's mission, goals and performance measures; 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; Plans, organizes, implements and maintains the Authority's document management and control programs, methods, practices and procedures to ensure compliance of all applicable laws and regulations; develops and implements the Port's policies and procedures for the organization, retention, storage and retrieval of vital records and documents. Trains staff, as well as other divisions' administrative staff on documentation process on a day-to-day basis; Participate and supervises in developing, implementing and maintaining a coding and indexing structures for use in document management programs; maintains and updates forms; indexes and records management databases or systems to track records and maintain document status log; Conducts research and locates documents and records; receives researches and responds to requests for information; Directs, participates in, Coordinates preparation of and administers the division's operating and capital budgets; monitors Budget performance reports and prepares periodic analysis and reports for use by management; Develops budget inputs and recommends budget adjustments and recommends invoices for payment; Develops and implements operational policies and procedures to ensure division conformance with Port policies and standards; Supervises and participates in studies of the Authority's operational and Administrative processes and practices to identify process, productivity and cost improvements; Recommends changes to improve productivity and service while reducing costs; Represents the Division in meetings with Port officials and staff on a variety of business operations matters; makes Presentations before outside groups and agencies; coordinates and consults with other divisions to Ensure work programs and objectives are consistent; manages or develops policy in related areas; Oversees staff conducting software and hardware inventories; interfaces with end users and Information Technology division to resolve issues and recommends system improvements; stays Abreast of industry trends and changes in information technology to keep knowledge and skills Current; Interfaces with customers to ensure division's operations meet Port's customer services Standards; establishes the Authority's customer services requirements and sets priorities; resolves Customer complaints and issues; develops and maintains a customer network; Coordinates with contractors on the maintenance and upkeep of the Authority's communication system; Assist in the Preparation and upload of public records, meeting agendas and minutes, audio and video files Available to the public via the Port's internet website and in the assembly, copy and collation of Agenda packages and binders for duplication and distribution. May serve as project leader for Assigned special projects and program initiatives, including defining project objectives, establishing Project schedules and monitoring project completion on schedule and budget; Perform related work. |

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:
Operations Manager, Transportation & Stevedore Superintendent, Shipping Agencies, Trucking Companies.

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

| | |
|--|----------------------------------|
| | None |
| | Up to 15% of total working hours |
| | 15 - 50% of total working hours |
| | 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 |
| | 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 |
|---------------|------------------------|--|
| 1 | Program Coordinator II | Moderately complex technical duties on an on-going basis & participates in full range of complex technical duties. |
| 2 | Clerk III | Varied clerical work involved in performance of moderately complex clerical transactions. |
| | | |

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, copying machine, binding machine, paper cutter, paper shredder, etc. |
| | |
| | |
| | |
| | |

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

h) General

Years Months

| | | |
|---|---|--|
| Progressively responsible administrative experience | 8 | |
| | | |
| | | |

c) Specialized

Years Months

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

d) Supervisor / Management

Years Months

| | | |
|-----------------------------------|---|--|
| Supervisory level work experience | 3 | |
| | | |
| | | |

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. |
| | Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| | 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. |
| | Speaking | The job requires expressing ideas by the spoken word. |
| | 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:

%

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

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

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

Show what percent of a typical workday this position is exposed to:

%

- Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause hearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)

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

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

Heat. Describe source and degree of high temperature.

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

Cold. Describe source and degree of cold temperature:

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

Other hazards. Describe:

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

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

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

Mark an [X] in the box if not applicable

| Condition | Frequency of Exposure |
|-----------|-----------------------|
| | |
| | |
| | |

7.3 WORK SCHEDULE / HOURS

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

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

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

Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:

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

Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

| |
|--|
| |
| |

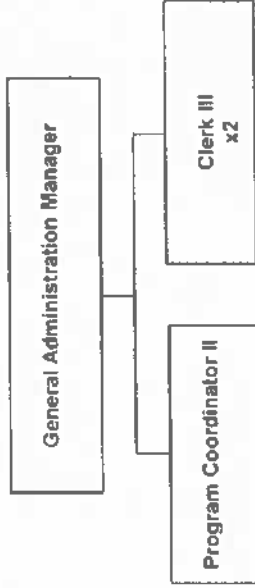
The information given on this position is complete and correct.

Signature of Employee

Date

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
FISCAL YEAR 2023 ORGANIZATIONAL CHART

GENERAL ADMINISTRATION 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 2023 | | | | FY 2024 | | | |
|--------------|----------|-----------------|-----|---------|-----------|-----------------|-----|---------|
| | General | Crane Surcharge | FMF | Marinas | General | Crane Surcharge | FMF | Marinas |
| Revenues | | | | | | | | |
| Expenditures | \$90,880 | | | | \$218,108 | | | |
| 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 Chief Financial Officer & General Administration Manager under the Port's Classification and Compensation Plan. The salaries and benefits for the positions has also been identified. The following are different levels recommended for the Chief Financial Officer & General Administration Manager positions and their corresponding salary ranges.

Chief Financial Officer

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 1377 | PP-9B | \$141,101 | PP-10B | \$146,830 |

General Administration Manager

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 913 | MM-3A | \$77,007 | MM-4A | \$80,134 |

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

The General Manager will be presenting to the Board on February 23, 2023, (2) two creation of positions – Chief Financial Officer & General Administration Manager. 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 May 7, 2023 the total pro-rated amount for FY 2023 is \$90,880. The hiring of the two new positions will increase the salary for FY 2024 to \$218,108.

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 2023. The expenditures for FY 2023 and FY 2024 are indicated in section 1A.

Name: Jose B. Guevara III, Financial Affairs Controller
Division: Finance Division
Telephone: (671) 477-5931 ext. 323
Date Prepared: 2/16/2023