GUAM POWER AUTHORITY

ATURIDÅT ILEKTRESEDÅT GUAHAN
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

January 31, 2017

EXE/SDP/2017-021
MEMORANDUM

TO: Honorable Regine Biscoe Lee
Legislative Secretary, 34th Guam Legislature

Speaker Benjamin J.F. Cruz

FROM: General Manager

FEB 0 6 2017
Time: 3:49 [ ] AM [ ] PM File No.
Received By
GL # 34-17EP72

SUBJECT: **Filing of Creation of Positions**
RE: Utility Auditor I, II, & III
Revenue Protection Utility Investigator
Revenue Protection Utility Analyst

In accordance with §6303 (d) of Title 4, Guam Code Annotated, transmitted herewith is a copy of Resolution No. 2017-03 adopted and approved by the Consolidated Commission on Utilities (CCU) on January 24, 2017, relative to the creation of the Utility Auditor I, II, & III; Revenue Protection Utility Investigator and Revenue Protection Utility Analyst positions in the classified service and as certified, technical and professional positions. The Utility Auditor positions are essential to assist GPA management and the CCU in the effective discharge of their responsibilities and governance by furnishing independent analysis, appraisals, recommendations, counsel and information concerning activities under audit to the utility. The revenue protection positions are essential to institute an effective revenue protection program to minimize the loss of revenue due to meter tampering and unauthorized electrical connections.

Si Yu'os Ma'ase.

JOHN M. BENAVENTE, P.E.

Attachments

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 2/6/17 @ 1:53pm
Initials:

0172

CONSOLIDATED COMMISSION ON UTILITIES

RESOLUTION NO. 2017 - 03

RESOLUTION RELATIVE TO THE CREATION OF THE UTILITY AUDITOR I, II, III, REVENUE PROTECTION UTILITY INVESTIGATOR, AND REVENUE PROTECTION UTILITY ANALYST POSITIONS

WHEREAS, the General Manager, Guam Power Authority petition's the Consolidated Commission on Utilities (CCU) to create a Utility Auditor I, II, III, Revenue Protection Utility Investigator, and Revenue Protection Utility Analyst positions in the classified service; and

WHEREAS, Public Law 28-112 and 4 GCA §6303 (d) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and

WHEREAS, GPA Personnel Rules and Regulations Section 7.03 (c), authorizes the General Manager to petition the CCU to amend, to include, but not limited to, deleting, adding, or modifying such positions, the approved list of the Authority's Certified, Technical, and Professional positions; and

WHEREAS, the Guam Power Authority is a public corporation established and existing under the laws of Guam; and

WHEREAS, the creation of the Utility Auditor I, II, and III positions are essential to assist GPA management and the CCU in the effective discharge of their responsibilities and governance by furnishing independent analysis, appraisals, recommendations, counsel and information concerning activities under audit to the utility; and

WHEREAS, the creation of the Revenue Protection Utility Investigator and Revenue Protection Utility Analyst positions are essential to institute an effective revenue protection program to minimize the loss of revenue due to meter tampering and unauthorized electrical connections; and

WHEREAS, the Guam Power Authority (GPA) management has provided the CCU with a petition (see Exhibit-Staff Report attached hereto) in compliance with the petition requirements

mandated by Guam law which are conditions precedent for the CCU to create any new positions; and

WHEREAS, the CCU has the lawful authority under Guam Public Law 28-113 and 28-159, as well as the accompanying rules which were approved by the Guam Legislature, to create a list of certified, technical and professional positions on behalf of the Guam Power Authority;

WHEREAS, after further consideration, the CCU does hereby wish to amend the certified, technical and professional job listing which incorporates these new positions approved via this resolution.

NOW THEREFORE, BE IT RESOLVED, by the Consolidated Commission on Utilities does hereby approve and authorize as follows:

1. The Utility Auditor I, II and III positions are hereby created in the classified service pursuant to the petition presented to the CCU that is certified by as complying in all pertinent ways with the requirements set forth under Guam law for such petition.
2. The Revenue Protection Utility Investigator and Revenue Protection Utility Analyst positions are hereby created in the classified service pursuant to the petition presented to the CCU that is certified by as complying in all pertinent ways with the requirements set forth under Guam law for such petition.
3. The amendment of the certified, technical and professional job listing which incorporates these new positions approved via this resolution is hereby approved pursuant to the petition presented to the CCU that is certified by as complying in all pertinent ways with the requirements set forth under Guam law for such petition.

RESOLVED, that the Chairman certified and the Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED AND APPROVED this 24th day of January, 2017.

Certified by:

JOSEPH T. DUENAS
Chairperson
Consolidated Commission on Utilities

Attested by:

J. GEORGE BAMBA
Secretary
Consolidated Commission on Utilities

SECRETARY'S CERTIFICATE

I, J. GEORGE BAMBA, Secretary for the Consolidated Commission on Utilities do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting by the members of Guam Consolidated Commission on Utilities, duly and legally held at a place thereof on January 24, 2017, at which meeting of said members had due notice and at which at least a majority thereof were present, and

At said meeting said resolution was adopted by the following vote:

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

Said original resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

SO CERTIFIED this 24th day of January 2017.

J. GEORGE BAMBA
Secretary
Consolidated Commission on Utilities

STAFF REPORT

REQUEST:

The General Manager of the Guam Power Authority petitions the Consolidated Commission on Utilities (CCU) to create the following positions in the classified service pursuant to Public Law 28-112:

- Utility Auditor I
- Utility Auditor II
- Utility Auditor III
- Revenue Protection Field Investigator
- Revenue Protection Analyst

AUTHORITY:

4 GCA §6303 (d) states:

"Creation of positions in the Autonomous Agencies and Public Corporations.

(1) The petition of the head of an agency, department or public corporation listed in the first paragraph of 4 GCA §4105(a) of this Title to create a position shall include:

A. the justification for the new position;

Creation of these positions is to assist the GPA management and the CCU in the effective discharge of their responsibilities and governance by furnishing independent analysis, appraisals, recommendations, counsel and information concerning activities under audit to the utility.

B. the essential details concerning the creation of the position; (see classification review below)

C. an analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4 GCA §4101.1.(d);

The duties and responsibilities of the utility auditor positions will perform audits on both utilities activity funds of various programs, costs, and projects. The depth and breadth of the wark the audits will determine accuracy and propriety of transactions, accounts, and reports presented for compliance with established

laws, policies, regulations and principles of sound financial management and governance.

The duties and responsibilities of the Revenue Protection positions are to minimize the loss of revenue due to meter tampering and unauthorized electrical connections. These positions are much needed towards the strategic goals of the Authority and fulfillment of its missions.

D. the position description; (see attached)

E. the proposed pay ranges and demonstration of compliance with §6301 of this Title; (see below) The GPA's compensation plan was authorized by P.L. 28-159 and approved by the CCU in October 2007. The proposed compensation is in accordance with the Strategic Pay Plan Methodology.

F. a fiscal note as that term in described in 2 GCA §9101 et seq.; and any other pertinent information.

The Guam Power Authority is responsible for the funding availability for these positions and is in compliance with all applicable laws, rules and regulations regarding the creation, filling and retention of positions in certified, technical and professional positions. The funding of these positions has no financial impact to the General Fund.

(2) The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition along with evidence of his compliance with 4 GCA §6303.1(a), to the governing board or commission who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.

(3) No new position may be filled until after compliance with the provision of this section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary."

METHODOLOGY:

Information was gathered from various public utilities associated with APPA and other utilities. The information collected were used to analyze and develop the proposed job standards as they apply to the work performed at GPA. The staff reviewed the duties associated with the proposed creations as indicated in the position description forms. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of twelve (12) measurement factors; Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisory/Managerial Responsibility.

CLASSIFICATION REVIEW:

The Internal Audit Office is headed by the Internal Auditor and is comprised of the Internal Audit Section (IA) and Revenue Protection Section (RPS). The proposed Utility Auditor positions will be assigned to the Internal Audit section and will be responsible for conducting audits, analyses and evaluations to determine the following:

1. Reliability of controls and accuracy of the financial and operating information and the methods used to identify, measure, classify and report such information.
2. Ensure effectiveness of control systems and compliance with Authority policies, plans, procedures, laws and regulations.
3. Determine the means used to safeguard asses and as appropriate, verification of these assets.
4. Ensure operations and programs are consistent with established goals and objectives.
5. Ensure existence and adequate levels of controls, risk management, or if controls are included in projected program designs for new systems.
6. Determine potential frauds, conflicts of interest, irregularities or potential savings (cost reductions).

Based on the proposed job standards for the Utility Auditor positions, the nature of work and minimum experience and training consists of:

Utility Auditor I: (Exhibit A)

Routine professional utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit division. The proposed position requires:
Graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

Necessary Special Qualification: possession of a valid driver's license may be required.

Utility Auditor II: (Exhibit B)

This is moderately complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit division. The proposed position requires:

A. Three (3) years of experience as a Utility Auditor I or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary special qualification: Possession of a valid driver's license may be required.

Utility Auditor III: (Exhibit C)

This is complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit division. The proposed position requires:

A. Four (4) years of experience as a Utility Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA); or other related professional designations.

Possession of a valid driver's license may be required.

The function of the Revenue Protection Section is to institute an effective revenue protection program to minimize the loss of revenue due to meter tampering and unauthorized electrical connections. In 2003, a Revenue Protection Section was established within the Internal Audit Office at the Guam Power Authority. The unit investigated more than 3,500 reported cases of alleged or potential theft of utilities and meter tampering.

The Revenue Protection section will consist of the proposed Revenue Protection Utility Investigator and the Revenue Protection Utility Analyst. These positions shall report to the Internal Auditor at the Guam Power Authority.

Based on the proposed job standards for the Revenue Protection Utility Investigator and Revenue Protection Utility Analyst positions, the nature of work and minimum experience and training consists of:

Revenue Protection Utility Investigator: (Exhibit D)

This position is responsible for conducting regulatory compliance inspections and investigating potential unauthorized electrical connections and related customer complaints. The incumbent

investigates reports of damage to, theft of utility service, or theft of property owned by the utility. Majority of the work entails the field validations and investigations to independently identify types of theft, tampering, wiring errors, and potential equipment malfunction. Employees in this class perform journey level work. The proposed position requires:

A. Five (5) years of experience in utility meter services, of which three (3) years involved in investigating theft of utility services and/or meter tampering; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Possession of a valid chauffeur's license is required.

Revenue Protection Utility Analyst: (Exhibit E)

This position provides leadership for the Guam Power Authority's Revenue Protection Service (RPS) program. Incumbent analyzes various system reports to help maximize revenue and offer insight and recommendations to enhance revenue collections. The work involves the research and analysis of program and policy development projects. The position collaborates with other divisions and outside legal entities in the investigation of unauthorized electrical connections.

Employees in this class perform the full range of complex review and analysis, including independent work in the evaluation of revenue control and system procedures. The proposed position requires:

A. Seven (7) years of experience in utility meter services, of which four (4) years involved in revenue protection and/or investigating unauthorized electrical connections and/or meter tampering, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA) or other related professional designations.

Possession of a valid chauffeur's license is required.

RECOMMENDATION:

1) To approve the creation of the following positions in the classified service and add these positions to list B of the certified, technical and professionals (CTP) category of positions:

   - Utility Auditor I, II and III
   - Revenue Protection Utility Investigator
   - Revenue Protection Utility Analyst

2) The proposed minimum and maximum range of compensation will be in accordance with the Strategic Pay Methodology, as follows:

2007 MARKET DATA (15th Market Percentile)	JE Points	Structural Adjustment - MIN				Structural Adjustment - MAX			
		Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Utility Auditor I	670	34,318	I	3	B	38,671	I	6	B
Utility Auditor II	796	43,648	J	6	A	49,184	J	9	A
Utility Auditor III	913	52,820	K	7	C	59,519	K	10	C
Revenue Protection Utility Investigator	794	45,420	J	7	A	51,181	J	10	A
Revenue Protection Utility Analyst	913	52,820	K	7	C	59,519	K	10	C

SANDRA D. PEREZ
Personnel Specialist IV

JULIE L. QUINATA
Personnel Services Administrator

JOHN M. BENAVENTE, P.E.
General Manager, Guam Power Authority

UTILITY AUDITOR I

NATURE OF WORK IN THIS CLASS:

This is routine professional utility auditing work that involves financial, operational, and compliance examinations and evaluations of various programs and projects with various funding sources under the Internal Audit Division of the Authority.

Employees in this class perform routine professional auditing duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Audit's the utility's financial, operational, and compliance of programs; reviews cash receipts and disbursement ledgers and other supporting documents; prepares bank reconciliation statements; determines accuracy and propriety of transactions and compliance with established laws and regulations and principles of financial management.

Assists higher level utility auditors in the performance of more complex financial and compliance audits of varied utility programs and transactions.

Analyze data and events from various program/software reports to identify patterns and potential areas for utility cost and process improvements.

Assists in the identification of organizational strategy and development of uniform policies, procedures, practices, and standards for process improvement and efficiency.

Conducts exit conferences with department officials to discuss audit findings and recommendations.

Assists in the preparation of audit reports on findings and recommendations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of the basic principles and practices of management.

Ability to learn and apply auditing techniques and practices.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY AUDITOR II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit Division of the Authority.

Employees in this class perform moderately complex professional auditing work independently on an ongoing basis and participate in the full range of complex professional duties under supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Conducts moderately complex financial and compliance utility audits of varied programs; reviews grant application/contracts, transactions, financial reports, and other documents.

Examines and determines the accuracy and propriety of transactions, accounts, and reports presented; and determines the degree of compliance with laws, regulations and other guidelines, and of operating control in terms of reasonableness, consistency, and adherence to accepted accounting principles and management practices.

Analyze more complex data and events from various program/software reports to identify patterns and potential areas for utility cost and process improvements.

Assist higher level auditors in more complex financial and compliance audits of the utility's varied programs and transactions.

Assist in the testing of accounting records and evaluation of the adequacy and application of accounting financial and operational control.
Prepares detailed audit reports on findings, identifying discrepancies and irregularities noted.

Provides recommendations containing organizational strategy and the development of uniform policies, procedures, practices, and standards for process improvement and efficiency.

Conducts exit conferences with department officials to discuss audit findings and recommendations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of the basic principles and practices of management and of the basic trends and current development in general operational and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Three (3) years of experience as a Utility Auditor I or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: December 2016

JTD

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY AUDITOR III

NATURE OF WORK IN THIS CLASS:

This is complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit Division of the Authority.

Employees in this class perform the full range of complex professional auditing duties, including independent work in specialized areas of the profession and serve as auditor-in-charge in large and complex auditing assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Leads and conducts complex financial, operational and compliance examinations and evaluations of various utility programs and activities.

Develops and writes audit programs for utility audit engagements.

Tests accounting records and evaluates adequacy and application of accounting financial and operational control.

Evaluates the degree of compliance with established laws, regulations, policies and procedures; and of operating control in terms of reasonableness, consistency and adherence to accepted accounting principles and management practices.

Evaluates reliability of utility reports, records and other supporting data.

Evaluates the quality of the utility's performance in carrying out assigned responsibilities and the extent to which desired results or benefits are being achieved.

Determine the accuracy and propriety of transactions, accounts, and reports presented for compliance with established laws, policies, regulations and principles of sound financial management and governance.

Confer and discuss with utility division officials regarding audit findings and problems.

Writes and review reports of audit findings, conclusions, and recommendations for improvement in internal controls, accounting system and management practices.

Advise and provide recommendations containing organizational strategy and the development of uniform policies, procedures, practices and standards for process improvement and efficiency.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

Knowledge of the principles, practices and techniques of modern management and statistical analysis.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to lead and review the work of others.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Four (4) years of experience as a Utility Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA); or other related professional designations.

Possession of a valid driver's license may be required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

REVENUE PROTECTION UTILITY INVESTIGATOR

NATURE OF WORK IN THIS CLASS:

This position is responsible for conducting regulatory compliance inspections and investigating potential unauthorized electrical connections and related customer complaints. The incumbent investigates reports of damage to, theft of utility service, or theft of property owned by the utility. Majority of the work entails the field validations and investigations to independently identify types of theft, tampering, wiring errors, and potential equipment malfunction. Employees in this class perform journey level work.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Investigates reports of damage to, theft of utility service, or theft of property.

Researches location of suspected/reported tamper or theft by utilizing the utility's customer information systems and obtaining historical data on the meter.

Travels to site and remote locations to inspect potential utility service diversions.

Performs journey level work investigating unauthorized electrical connections and meter tampering.

Independently identifies type of theft, tampering, wiring errors, and malfunction equipment and conduct necessary steps to safely secure situation.

Gathers and preserves physical evidence of tampered condition from site, to include taking photographs and conducting interviews.

Disconnects electric service from weather heads, hand holes, meter sockets and gutter boxes to discontinue the flow of electric service to the site.

Coordinates assistance through the utility's Power System Control Center for the operations (or customer services) field crews to isolate or remove service lines to further deter tamper or theft at the site.

Reports and communicates confirmed diversion, theft or property damage to pertinent law enforcement authority.

Provides specifics of findings, corrective action taken and meter/seal information to pertinent utility divisions.

Prepares and compiles investigation field reports for each event (positive or negative findings) for case file formulation and documentation.

Catalogs and maintains custody and integrity of physical evidence gathered from tampered sites.

Collaborates with law enforcement agencies and others outside the organization for the purpose of furnishing or obtaining information concerning the damage or utility theft.

Represent and testify on behalf of the Authority in litigations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of electrical theory, electronic components, and circuits as they relate to electric meters and related devices and its applications.

Knowledge of the standard principles, methods, practices, techniques, tools and test equipment used in the removal of electrical power services, electrical meters, service drops, and secondary lines.

Knowledge of streets and highways covered by the utility.

Knowledge of basic computer systems, applications, and program guidelines.

Knowledge of departmental/agency program objectives, policies, standards, procedures and activities.

Knowledge of laws and legal procedures applicable to unauthorized meter connection or theft of utilities.

Working knowledge of the Landis+Gyr Command Center, MeterSense MDMS, and other pertinent software to be able to access the applications and interpret recorded events.

Working knowledge of GPA Customer Information Systems, i.e., Customer Care & Billing System (CC&B) and Utiligy.

Ability to identify unauthorized electrical connections or illegal hook-up schemes.

Ability to present detailed investigative reports.

Ability to apply and enforce safe work practices on the job.

Ability to work in varying conditions.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Five (5) years of experience in utility meter services, of which three (3) years involved in investigating theft of utility services and/or meter tampering; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid chauffeur's license is required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

REVENUE PROTECTION UTILITY ANALYST

NATURE OF WORK IN THIS CLASS:

This position provides leadership for the Guam Power Authority's Revenue Protection Service (RPS) program. Incumbent analyzes various system reports to help maximize revenue and offer insight and recommendations to enhance revenue collections. The work involves the research and analysis of program and policy development projects. The position collaborates with other divisions and outside legal entities in the investigation of unauthorized electrical connections.
Employees in this class perform the full range of complex review and analysis, including independent work in the evaluation of revenue control and system procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Manages and leads the daily activities of the utility's RPS program.

Plans, coordinates, schedules and closes investigations with RPS investigator(s).

Analyzes data and events from the utility's program and software to identify suspicious usage patterns in the detection of energy diversion and/or theft activity.

Performs Conducts management studies related to revenue protection and analyze problems and present recommendations based upon study findings.

Identifies emergent diversions, theft trends, and loss patterns to aid utility management in the creation of counter measures to mitigate future losses.

Evaluates the utility and RPS's overall effectiveness to seek opportunities to improve processes and procedures to ensure the optimization of the RPS program.

Identifies organizational strategy and develop uniform policies, procedures, practices, and standards to address theft of energy and/or revenue loss situations.

Develops and writes reports with recommendations containing organizational strategy and standards for revenue maximization and process improvement.

Responsible for the maintenance of the complete documentation of all investigated alleged theft of utilities. This includes the completion and compilation of theft of utilities report, police report, account histories, interview memos, service orders, field crew reports, photographs, depositions, affidavits, etc.

Represents the Authority in legal proceedings relative to theft of utilities cases.

Investigates reports of damage to, theft of utility service, or theft of property.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs and administrative and office processes/functions.

Knowledge of the basic principles of management and of the basic trends and current development in general operational management.

Knowledge of department/agency program objectives, policies, standards, procedures and activities.

Working knowledge in GPA Customer Information Systems, i.e. Customer Care & Billing (CC&B) and Utiligy.

Working knowledge of the Landis+Gyr Command Center, MeterSense MDMS, and other pertinent software to be able to access the applications and interpret recorded events.

High attention to detail and excellent analytical skills.

Experience in supervising personnel and managing a program.

Ability to lead the work of others and work independently based on management's directive.

Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines.

Ability to identify standard unauthorized electrical connections or illegal hook-up schemes.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Seven (7) years of experience in utility meter services, of which four (4) years involved in revenue protection and/or investigating unauthorized electrical connections and/or meter tampering, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA) or other related professional designations.

Possession of a valid chauffeur's license is required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

GUAM POWER AUTHORITY
ATURIDÅT ILEKTRESEDÅT GUAHAN
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

MEDIA NOTICE

The Guam Power Authority petitions the Consolidated Commission on Utilities (CCU) the following:

CREATION OF POSITIONS: (Classified)
Utility Auditor I, II and III
Revenue Protection Utility Investigator
Revenue Protection Utility Analyst

This petition is in compliance with 4 GCA, Chapter 6, §6303 (d) (added by Public Law 28-112). The petition is also required by 4 GCA. §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Art. 1 (Sunshine Law).

For more information, please visit the Guam Power Authority's website at www.guampowerauthority.com/gpa_authority/careers/gpa_petitions.php or you may contact the Human Resources Division at 647-3130.

JOHN M. BENAVENTE, P.E.
General Manager

Sandi D Perez

From: Artemio S Perez
Sent: Monday, November 21, 2016 4:07 PM
To: Sandi D Perez
Cc: Sherry D Perez
Subject: FW: Creations of Positions Media Notice
Attachments: Creations of Positions Media Notice 21 Nov 16.pdf

FYI on media notice for subject matter.

GPA Communications Office

From: Artemio S Perez
Sent: Monday, November 21, 2016 4:05 PM
To: 'Ann Card'; 'Choice Broadcasting News Desk'; 'Joy 92 News Desk'; 'KSTEO News Desk'; 'KTKB News Desk'; 'KUAM News Bureau'; 'PDN News Room'
Cc: Sherry D. Perez
Subject: Creations of Positions Media Notice

All:

Please find attached media notice for subject matter above.

GPA Communications Office
Disclaimer Notice: The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system. Guam Power Authority is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.



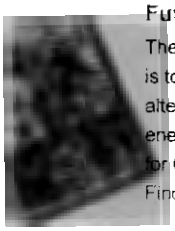
HUMAN RESOURCES | PETITIONS

Organizational Realignment Summary - *Download 307 KB*
Notice to Employees - *Download 175 KB*
Public Hearing Notice - *Download 394 KB*
Proposed Creation of Positions - *Petition to Create Assistant GM Positions 1337 KB*
Proposed Amendment of Assistant General Manager of Administration Job Standard - Amendment - Assistant General Manager Admin Job Std
Proposed Creation of Positions - *Proposed Creations-Utility Auditor Positions - Revenue Protection Positions*



Investing Our People

GPA workforce of more than 500 highly skilled employees is key to our mission.
Find out More



Future Planning

The focus of the 'IRP' is to uncover alternative sources of energy that are right for Guam.
Find out More



Watts New

All about the issues affecting your electrical service.

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Actual posting was 11/15/16

STAFF REPORT

REQUEST:

The General Manager of the Guam Power Authority petitions the Consolidated Commission on Utilities (CCU) to create the following positions in the classified service pursuant to Public Law 28-112:

- Utility Auditor I
- Utility Auditor II
- Utility Auditor III
- Revenue Protection Field Investigator
- Revenue Protection Analyst

AUTHORITY:

4 GCA §6303 (d) states:

"Creation of positions in the Autonomous Agencies and Public Corporations.

(1) The petition of the head of an agency, department or public corporation listed in the first paragraph of 4 GCA §4105(a) of this Title to create a position shall include:

A. the justification for the new position;

Creation of these positions is to assist the GPA management and the CCU in the effective discharge of their responsibilities and governance by furnishing independent analysis, appraisals, recommendations, counsel and information concerning activities under audit to the utility.

B. the essential details concerning the creation of the position; (see classification review below)

C. an analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4 GCA §4101.1.(d);

The duties and responsibilities of the utility auditor positions will perform audits on both utilities activity funds of various programs, costs, and projects. The depth and breadth of the work the audits will determine accuracy and propriety of transactions, accounts, and reports presented for compliance with established

laws, policies, regulations and principles of sound financial management and governance.

The duties and responsibilities of the Revenue Protection positions are to minimize the loss of revenue due to meter tampering and unauthorized electrical connections. These positions are much needed towards the strategic goals of the Authority and fulfillment of its missions.

D. the position description; (see attached)

E. the proposed pay ranges and demonstration of compliance with §6301 of this Title; (see below) The GPA's compensation plan was authorized by P.L. 28-159 and approved by the CCU in October 2007. The proposed compensation is in accordance with the Strategic Pay Plan Methodology.

F. a fiscal note as that term in described in 2 GCA §9101 et seq.; and any other pertinent information.

The Guam Power Authority is responsible for the funding availability for these positions and is in compliance with all applicable laws, rules and regulations regarding the creation, filling and retention of positions in certified, technical and professional positions. The funding of these positions has no financial impact to the General Fund.

(2) The petition sholl be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition along with evidence of his compliance with 4 GCA §6303.1(a), to the governing board or commission who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.

(3) No new position may be filled until after compliance with the provision of this section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary."

METHODOLOGY:

Information was gathered from various public utilities associated with APPA and other utilities. The information collected were used to analyze and develop the proposed job standards as they apply to the work performed at GPA. The staff reviewed the duties associated with the proposed creations as indicated in the position description forms. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of twelve (12) measurement factors; Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisory/Managerial Responsibility.

CLASSIFICATION REVIEW:

The Internal Audit Office is headed by the Internal Auditor and is comprised of the Internal Audit Section (IA) and Revenue Protection Section (RPS). The proposed Utility Auditor positions will be assigned to the Internal Audit section and will be responsible for conducting audits, analyses and evaluations to determine the following:

1. Reliability of controls and accuracy of the financial and operating information and the methods used to identify, measure, classify and report such information.
2. Ensure effectiveness of control systems and compliance with Authority policies, plans, procedures, laws and regulations.
3. Determine the means used to safeguard asses and as appropriate, verification of these assets.
4. Ensure operations and programs are consistent with established goals and objectives.
5. Ensure existence and adequate levels of controls, risk management, or if controls are included in projected program designs for new systems.
6. Determine potential frauds, conflicts of interest, irregularities or potential savings (cost reductions).

Based on the proposed job standards for the Utility Auditor positions, the nature of work and minimum experience and training consists of:

Utility Auditor I: (Exhibit A)

Routine professional utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit division. The proposed position requires:
Graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

Necessary Special Qualification: possession of a valid driver's license may be required.

Utility Auditor II: (Exhibit B)

This is moderately complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit division. The proposed position requires:

A. Three (3) years of experience as a Utility Auditor I or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary special qualification: Possession of a valid driver's license may be required.

Utility Auditor III: (Exhibit C)

This is complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit division. The proposed position requires:

A. Four (4) years of experience as a Utility Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA); or other related professional designations.

Possession of a valid driver's license may be required.

The function of the Revenue Protection Section is to institute an effective revenue protection program to minimize the loss of revenue due to meter tampering and unauthorized electrical connections. In 2003, a Revenue Protection Section was established within the Internal Audit Office at the Guam Power Authority. The unit investigated more than 3,500 reported cases of alleged or potential theft of utilities and meter tampering.

The Revenue Protection section will consist of the proposed Revenue Protection Utility Investigator and the Revenue Protection Utility Analyst. These positions shall report to the Internal Auditor at the Guam Power Authority.

Based on the proposed job standards for the Revenue Protection Utility Investigator and Revenue Protection Utility Analyst positions, the nature of work and minimum experience and training consists of:

Revenue Protection Utility Investigator: (Exhibit D)

This position is responsible for conducting regulatory compliance inspections and investigating potential unauthorized electrical connections and related customer complaints. The incumbent

investigates reports of damage to, theft of utility service, or theft of property owned by the utility. Majority of the work entails the field validations and investigations to independently identify types of theft, tampering, wiring errors, and potential equipment malfunction. Employees in this class perform journey level work. The proposed position requires:

A. Five (5) years of experience in utility meter services, of which three (3) years involved in investigating theft of utility services and/or meter tampering; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Possession of a valid chauffeur's license is required.

Revenue Protection Utility Analyst: (Exhibit E)

This position provides leadership for the Guam Power Authority's Revenue Protection Service (RPS) program. Incumbent analyzes various system reports to help maximize revenue and offer insight and recommendations to enhance revenue collections. The work involves the research and analysis of program and policy development projects. The position collaborates with other divisions and outside legal entities in the investigation of unauthorized electrical connections.

Employees in this class perform the full range of complex review and analysis, including independent work in the evaluation of revenue control and system procedures. The proposed position requires:

A. Seven (7) years of experience in utility meter services, of which four (4) years involved in revenue protection and/or investigating unauthorized electrical connections and/or meter tampering, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA) or other related professional designations.

Possession of a valid chauffeur's license is required.

RECOMMENDATION:

1) To approve the creation of the following positions in the classified service and add these positions to list B of the certified, technical and professionals (CTP) category of positions:

   - Utility Auditor I, II and III
   - Revenue Protection Utility Investigator
   - Revenue Protection Utility Analyst

2) The proposed minimum and maximum range of compensation will be in accordance with the Strategic Pay Methodology, as follows:

2007 MARKET DATA (15th Market Percentile)	JE Points	Structural Adjustment - MIN				Structural Adjustment - MAX			
		Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Utility Auditor I	670	34,318	I	3	B	38,671	I	6	B
Utility Auditor II	796	43,648	J	6	A	49,184	J	9	A
Utility Auditor III	913	52,820	K	7	C	59,519	K	10	C
Revenue Protection Utility Investigator	794	45,420	J	7	A	51,181	J	10	A
Revenue Protection Utility Analyst	913	52,820	K	7	C	59,519	K	10	C

SANDRA D. PEREZ
Personnel Specialist IV

JULIE L. QUINATA
Personnel Services Administrator

JOHN M. BENAVENTE, P.E.
General Manager, Guam Power Authority

UTILITY AUDITOR I
(Proposed)

NATURE OF WORK IN THIS CLASS:

This is routine professional utility auditing work that involves financial, operational, and compliance examinations and evaluations of various programs and projects with various funding sources under the Internal Audit Division of the Authority.

Employees in this class perform routine professional auditing duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Audit's the utility's financial, operational, and compliance of programs; reviews cash receipts and disbursement ledgers and other supporting documents; prepares bank reconciliation statements; determines accuracy and propriety of transactions and compliance with established laws and regulations and principles of financial management.

Assists higher level utility auditors in the performance of more complex financial and compliance audits of varied utility programs and transactions.

Analyze data and events from various program/software reports to identify patterns and potential areas for utility cost and process improvements.

Assists in the identification of organizational strategy and development of uniform policies, procedures, practices, and standards for process improvement and efficiency.

Conducts exit conferences with department officials to discuss audit findings and recommendations.

Assists in the preparation of audit reports on findings and recommendations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of the basic principles and practices of management.

Ability to learn and apply auditing techniques and practices.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY AUDITOR II
(Proposed)

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit Division of the Authority.

Employees in this class perform moderately complex professional auditing work independently on an ongoing basis and participate in the full range of complex professional duties under supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Conducts moderately complex financial and compliance utility audits of varied programs; reviews grant application/contracts, transactions, financial reports, and other documents.

Examines and determines the accuracy and propriety of transactions, accounts, and reports presented; and determines the degree of compliance with laws, regulations and other guidelines, and of operating control in terms of reasonableness, consistency, and adherence to accepted accounting principles and management practices.

Analyze more complex data and events from various program/software reports to identify patterns and potential areas for utility cost and process improvements.

Assist higher level auditors in more complex financial and compliance audits of the utility's varied programs and transactions.

Assist in the testing of accounting records and evaluation of the adequacy and application of accounting financial and operational control.
Prepares detailed audit reports on findings, identifying discrepancies and irregularities noted.

Provides recommendations containing organizational strategy and the development of uniform policies, procedures, practices, and standards for process improvement and efficiency.

Conducts exit conferences with department officials to discuss audit findings and recommendations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of the basic principles and practices of management and of the basic trends and current development in general operational and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Three (3) years of experience as a Utility Auditor I or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Knowledge of the basic principles and practices of management and of the basic trends and current development in general operational and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Three (3) years of experience as a Utility Auditor I or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY AUDITOR III
(Proposed)

NATURE OF WORK IN THIS CLASS:

This is complex utility auditing work that involves financial, operational, and compliance examinations and evaluations of varied programs and projects with varied funding sources under the Internal Audit Division of the Authority.

Employees in this class perform the full range of complex professional auditing duties, including independent work in specialized areas of the profession and serve as auditor-in-charge in large and complex auditing assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Leads and conducts complex financial, operational and compliance examinations and evaluations of various utility programs and activities.

Develops and writes audit programs for utility audit engagements.

Tests accounting records and evaluates adequacy and application of accounting financial and operational control.

Evaluates the degree of compliance with established laws, regulations, policies and procedures; and of operating control in terms of reasonableness, consistency and adherence to accepted accounting principles and management practices.

Evaluates reliability of utility reports, records and other supporting data.

Evaluates the quality of the utility's performance in carrying out assigned responsibilities and the extent to which desired results or benefits are being achieved.

Determine the accuracy and propriety of transactions, accounts, and reports presented for compliance with established laws, policies, regulations and principles of sound financial management and governance.

Confer and discuss with utility division officials regarding audit findings and problems.

Writes and review reports of audit findings, conclusions, and recommendations for improvement in internal controls, accounting system and management practices.

Advise and provide recommendations containing organizational strategy and the development of uniform policies, procedures, practices and standards for process improvement and efficiency.

Performs other related duties as required.

Exhibit C

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

Knowledge of the principles, practices and techniques of modern management and statistical analysis.

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to lead and review the work of others.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Four (4) years of experience as a Utility Auditor II or equivalent work, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA); or other related professional designations.

Possession of a valid driver's license may be required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

REVENUE PROTECTION UTILITY INVESTIGATOR
(Proposed)

NATURE OF WORK IN THIS CLASS:

This position is responsible for conducting regulatory compliance inspections and investigating potential unauthorized electrical connections and related customer complaints. The incumbent investigates reports of damage to, theft of utility service, or theft of property owned by the utility. Majority of the work entails the field validations and investigations to independently identify types of theft, tampering, wiring errors, and potential equipment malfunction. Employees in this class perform journey level work.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Investigates reports of damage to, theft of utility service, or theft of property.

Researches location of suspected/reported tamper or theft by utilizing the utility's customer information systems and obtaining historical data on the meter.

Travels to site and remote locations to inspect potential utility service diversions.

Performs journey level work investigating unauthorized electrical connections and meter tampering.

Independently identifies type of theft, tampering, wiring errors, and malfunction equipment and conduct necessary steps to safely secure situation.

Gathers and preserves physical evidence of tampered condition from site, to include taking photographs and conducting interviews.

Disconnects electric service from weather heads, hand holes, meter sockets and gutter boxes to discontinue the flow of electric service to the site.

Coordinates assistance through the utility's Power System Control Center for the operations (or customer services) field crews to isolate or remove service lines to further deter tamper or theft at the site.

Reports and communicates confirmed diversion, theft or property damage to pertinent law enforcement authority.

Provides specifics of findings, corrective action taken and meter/seal information to pertinent utility divisions.

Prepares and compiles investigation field reports for each event (positive or negative findings) for case file formulation and documentation.

Catalogs and maintains custody and integrity of physical evidence gathered from tampered sites.

Collaborates with law enforcement agencies and others outside the organization for the purpose of furnishing or obtaining information concerning the damage or utility theft.

Represent and testify on behalf of the Authority in litigations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of electrical theory, electronic components, and circuits as they relate to electric meters and related devices and its applications.

Knowledge of the standard principles, methods, practices, techniques, tools and test equipment used in the removal of electrical power services, electrical meters, service drops, and secondary lines.

Knowledge of streets and highways covered by the utility.

Knowledge of basic computer systems, applications, and program guidelines.

Knowledge of departmental/agency program objectives, policies, standards, procedures and activities.

Knowledge of laws and legal procedures applicable to unauthorized meter connection or theft of utilities.

Working knowledge of the Landis+Gyr Command Center, MeterSense MDMS, and other pertinent software to be able to access the applications and interpret recorded events.

Working knowledge of GPA Customer Information Systems, i.e., Customer Care & Billing System (CC&B) and Utiligy.

Ability to identify unauthorized electrical connections or illegal hook-up schemes.

Ability to present detailed investigative reports.

Ability to apply and enforce safe work practices on the job.

Ability to work in varying conditions.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Five (5) years of experience in utility meter services, of which three (3) years involved in investigating theft of utility services and/or meter tampering; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid chauffeur's license is required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

REVENUE PROTECTION UTILITY ANALYST
(Proposed)

NATURE OF WORK IN THIS CLASS:

This position provides leadership for the Guam Power Authority's Revenue Protection Service (RPS) program. Incumbent analyzes various system reports to help maximize revenue and offer insight and recommendations to enhance revenue collections. The work involves the research and analysis of program and policy development projects. The position collaborates with other divisions and outside legal entities in the investigation of unauthorized electrical connections.

Employees in this class perform the full range of complex review and analysis, including independent work in the evaluation of revenue control and system procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Manages and leads the daily activities of the utility's RPS program.

Plans, coordinates, schedules and closes investigations with RPS investigator(s).

Analyzes data and events from the utility's program and software to identify suspicious usage patterns in the detection of energy diversion and/or theft activity.

Performs Conducts management studies related to revenue protection and analyze problems and present recommendations based upon study findings.

Identifies emergent diversions, theft trends, and loss patterns to aid utility management in the creation of counter measures to mitigate future losses.

Evaluates the utility and RPS's overall effectiveness to seek opportunities to improve processes and procedures to ensure the optimization of the RPS program.

Identifies organizational strategy and develop uniform policies, procedures, practices, and standards to address theft of energy and/or revenue loss situations.

Develops and writes reports with recommendations containing organizational strategy and standards for revenue maximization and process improvement.

Responsible for the maintenance of the complete documentation of all investigated alleged theft of utilities. This includes the completion and compilation of theft of utilities report, police report, account histories, interview memos, service orders, field crew reports, photographs, depositions, affidavits, etc.

Represents the Authority in legal proceedings relative to theft of utilities cases.

Investigates reports of damage to, theft of utility service, or theft of property.

Performs other related duties as required.

Exhibit E

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs and administrative and office processes/functions.

Knowledge of the basic principles of management and of the basic trends and current development in general operational management.

Knowledge of department/agency program objectives, policies, standards, procedures and activities.

Working knowledge in GPA Customer Information Systems, i.e. Customer Care & Billing (CC&B) and Utiligy.

Working knowledge of the Landis+Gyr Command Center, MeterSense MDMS, and other pertinent software to be able to access the applications and interpret recorded events.

High attention to detail and excellent analytical skills.

Experience in supervising personnel and managing a program.

Ability to lead the work of others and work independently based on management's directive.

Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines.

Ability to identify standard unauthorized electrical connections or illegal hook-up schemes.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A. Seven (7) years of experience in utility meter services, of which four (4) years involved in revenue protection and/or investigating unauthorized electrical connections and/or meter tampering, and graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Applicants under consideration must possess a professional designation related to the profession, to include but not limited to, Certified Internal Control Auditor (CICA); Certified Government Accounting Professional (GCAP); Certified Internal Auditor (CIA); Certified Public Accountant (CPA) from a state or U.S. Territory; Certified Government Financial Manager (GCFM); Certification in Risk Management Assurance (CRMA); Certified Professional Environmental Auditor (CPEA); Certified Process Safety Auditor (CPSA) or other related professional designations.

Possession of a valid chauffeur's license is required.

Established: December 2016

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Authority	Benchmark Position	JOB EVALUATION																														
		1. Education		2. Experience		3. Complexity				4. Scope of Work				5. Problem Solving		6. Sup. Received		7. Work Environment		8. Physical Demands		9. Dis. Decisions		10. HR Skills / Contact		11. Auth. Exercised		12. S & M Resp.		TOTAL
GPA	Revenue Protection Analyst	J	132	I	132	D	45	264	118.8	C	15	264	39.6	D	87	E	87	D2	66	D3	87	B2	43	E2	50	F0	57	A2	14	913
GPA	Revenue Protection Field Investigator	I	100	I	115	C	35	215	75.3	C	15	215	32.3	D	76	D	76	E3	115	E3	115	B1	29	D2	50	A0	0	A1	10	794
GPA	Utility Auditor III	J	132	I	132	D	50	264	132.0	C	15	264	39.6	E	115	E	100	A1	12	A1	22	C1	43	E3	66	F1	100	B1	19	913
GPA	Utility Auditor II	J	132	I	115	D	45	247	111.2	C	15	247	37.1	E	100	E	87	A1	12	A1	22	B1	33	D3	57	F0	76	A1	14	796
GPA	Utility Auditor I	J	132	H	100	C	40	232	92.8	C	15	232	34.8	D	76	D	66	A1	12	A1	22	B1	29	C2	38	F0	57	A1	10	670

Alan Searle Project 9/8/16
FY2016