GUAM WATERWORKS AUTHORITY
"Better Water, Better Lives."
Gloria B. Nelson Public Service Building| 688 Route 15 | Mangilao, Guam 96913
Tel: (671) 300-6073-76

FEBRUARY 10, 2017

GL34-17-190
Speaker Benjamin J.F. Cruz

FEB 10 2017
Time: 403 [] AM [] PM File No.
Received By

2017 FEB 10 PM 4:29

Speaker Benjamin J. F. Cruz
34th Guam Legislature
155 Hessler Place
Hagatna, Guam 96910

Hafa Adai,

On behalf of the Consolidated Commission on Utilities (CCU) and the Guam Waterworks Authority (GWA), I hereby submit and file, pursuant to Public Law 28-112, Amendment of Positions:

ASSISTANT GENERAL MANAGER OF ADMINISTRATION & SUPPORT (AGMAS)
ASSISTANT GENERAL MANAGER OF OPERATIONS (AGMO)

Should you have any questions or concerns, please contact our Human Resources Division at 300-6073-6.

Sincerely,

2.8.17

MIGUEL C. BORDALLO, PE
GENERAL MANAGER

xc: Human Resources Division

0198

CONSOLIDATED COMMISSION ON UTILITIES

RESOLUTION NO. 11-FY2017

RESOLUTION RELATIVE TO THE AMENDMENT OF THE CLASSIFICATION STANDARD OF THE ASSISTANT GENERAL MANAGER OPERATIONS (AGMO) AND THE ASSISTANT GENERAL MANAGER ADMINISTRATION (AGMA)

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities ("CCU") has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority ("GWA"); and

WHEREAS, the Guam Waterworks Authority ("GWA") is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, the initial creation of the Assistant General Manager – Operations (AGM-O) was approved by the Civil Service Commission in February 1997 and the Assistant General Manager – Administration (AGM-A) was initially approved by the Civil Service Commission in February 1997 and then amended and approved on 01 October 2012; and

WHEREAS, the General Manager of the Guam Waterworks Authority (GWA) requests the Consolidated Commission on Utilities (CCU) to amend the classification standards of the AGM-O and the AGM – A positions; and

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

WHEREAS, the amendment to minimum qualification requirements of the AGMO position will provide specificity in leading, managing, developing and implementing GWA's organizational policies, goals, and objectives; achieving the Vision and Mission of the Agency in both Water and Wastewater Operations; and

WHEREAS, the amendment to minimum qualification requirements of the AGMA position will provide specificity in leading, managing, developing and implementing GWA's organizational policies, goals, and objectives; achieving the Vision and Mission of the Agency in the administrative and support services needed to sustain the Authority's operations, and to amend the position title to read AGMA to Assistant General Manager – Administration and Support (AGM – AS) to include other Support Divisions of the Agency; and

WHEREAS, Guam Waterworks Authority Personnel Rules and Regulations as amended by Public Law 28-159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of certified, technical and professional position; and

WHEREAS, the amendment of the minimum qualification requirements for both positions will expand the range of experience and training to attract a pool of applicants with a strong organization and experience background to help strengthen and drive the organization's operations and business processes, objectives and strategies.

NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities does hereby approve the following:

1. The amendment of the Assistant General Manager – Operations position to require a Master's or Bachelor's degree as read on the proposed amended job specification and to include Necessary Special Qualification requirements (Exhibit A).

2. The amendment of the Assistant General Manager – Administration job specification to read Assistant General Manager – Administration & Support (AGM – A&S), to require a Master's or Bachelor's degree and to include Preferred Special Qualification requirements as read on the proposed amended job specification (Exhibit B).
3. The Guam Waterworks Authority is authorized to employ the AGM-O and AGM-A&S positions.

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

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

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

J. GEORGE BAMBA
Secretary

I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES: 3

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

NO RESPONSE TO POLL 2

///

///

///

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300.6846-48 | Fax: 671.648-3290

ISSUES FOR DECISION

Resolution No.

Relative to the Amendment of the Assistant General Manager of Administration (AGMA) position title, job | position description, and salary range.

What is the project's objective and is it necessary and urgent?
To amend the Assistant General Manager of Administration position title, job | position description, and salary range to support the Agency's daily operations within its Administrative and Support Divisions providing quality customer service to both internal and external customers at the most effective, efficient and cost-effective manner.

The Agency currently employs just one Assistant General Manager for Compliance & Safety, while the other divisions of as much importance function without an Assistant General Manager at its helm, thus limiting effective communications direct to the General Manager while at the same time, affecting operations to provide statuses by Superintendents or Managers, who would otherwise be addressing the water | wastewater needs of our community.

Where is the location?
The Assistant General Manager of Administration & Support, if approved, will be under the direct supervision and management of the General Manager while overseeing the following divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Engineering.

When will it be completed?
Public Law 28-112, Section 9 (3) requires GPA and GWA to post a petition on their websites for ten (10) days (not including Saturdays, Sundays and government of Guam holidays). After the 10 days posting, the petition can then be forwarded to the CCU for their disposition at any regularly scheduled meeting.
GWA has met the posting requirements.

Additionally, Guam law requires notice of such posting to each newspaper of general circulation and broadcasting station which airs regular news programs within Guam.

What is the funding source?
GWA will certify funding for the position available for the filling and retention of its certified, technical and professional newly created position.
The funding of this position does not have an impact on the General Fund.

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300.6846-48, Fax 671.648.3290

ASSISTANT GENERAL MANAGER OF ADMINISTRATION & SUPPORT
(Unclassified)

MINIMUM QUALIFICATIONS

A. Master's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; **OR**

B. Bachelor's Degree in Engineering, Business, Public Administration or other related field; with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field;

PREFERRED SPECIAL QUALIFICATION:

Professional Engineer (PE) License

NATURE OF WORK IN THIS CLASS:

- This is complex work involving the planning, organizing, staffing, directing and coordinating of all the Authority's administrative, technical and logistical support services, including engineering, procurement, warehouse and supply, equipment and vehicle fleet, information and data systems, and staffing resources, to ensure the success of utility operations, customer care, compliance/safety, and finance and accounting functions.

- The AGM-AS shall report to and is accountable to the Guam Waterworks Authority's General Manager for the provisions of engineering and technical supply, fleet and staffing support services to the rest of the Authority in an efficient manner, to enable successful operation of the utility.

- The AGM-AS is also responsible and accountable for managing and organizing efficient business operations in the divisions assigned.

- The AGM-AS shall also be responsible for assisting with the formulation of recommendations on policies, goals and objectives to, and implementation of plans, policies and procedures adopted by the Consolidated Commission on Utilities (CCU).

- The AGM-AS directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution and all assigned administrative and support functions are sustainable and effectively serve the needs of GWA's ratepayers while complying with applicable laws and regulations; and performs related duties as assigned.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned)

- To manage, coordinate, and report on designated administrative and support divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Engineering.

- The AGM-AS shall plan, organize, staff, and direct the operation of the Authority's administrative and support divisions, including the settling of objectives, standards, training of employees and evaluation of staff and divisional performance.

- The AGM-AS shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the administrative and support divisions, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.

- The AGM-AS shall analyze the administrative and support functions for performance, costs and effectiveness, and develop strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of these functions, while maintaining the lowest cost possible.

- The AGM-AS shall work with the General Manager in continuing and advancing where feasible and desirable, the interoperation of an integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.

- The AGM-AS shall be responsible for the preparation of annual budget estimates for the administrative and support divisions under his or her supervision.

- The AGM-AS shall be responsible, along with the Chief Engineer, for the preparation of the Authority's Capital Improvement Program. The AGM-AS shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, support the implementation of approved CIPs in accordance with the Authority's approved Capital Improvements Program.

- The AGM-AS shall also oversee the provision of all engineering and information technology support as required to properly and effectively carry out the operational, administrative and support functions of the Authority.

- The AGM-AS shall be responsible, along with the Procurement Administrator and Warehouse Manager, for the planning, budgeting, procurement, storage and warehousing and proper dissemination | distribution of all materials, equipment, consumables and supplies needed to support all functions and operations of the Authority.

- The AGM-AS shall be responsible for the planning, budgeting, procurement, service, maintenance, assignment and monitoring of all fleet vehicles required to support all operations and functions of the Authority.

- The AGM-AS shall be responsible, along with the Personnel Services Administrator for the hiring, training and administration of all human resources functions and programs in compliance with federal and Guam law.

- The AGM-AS shall provide complete and timely reports on the administrative and support functions to the General Manager and the CCU.

- The AGM-AS may be appointed to serve as Acting General Manager for the Authority from time to time.

- The AGM-AS shall perform such other duties assigned by the General Manager.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of engineering, information technology support, procurement and supply, equipment fleet and staffing support functions related to facilities and infrastructure systems; building and development codes and standards, environmental codes and standards, procurement rules and regulations; information technology systems and development, deployment and maintenance; human resource practices and procedures, administration, training and development.

- Knowledge of personnel administration, internal and external customer service, office administration and utility organization.

- Knowledge of engineering, facilities management and facilities operations support systems for water and wastewater utilities.

- Knowledge of information technology, data processing, and financial management and support hardware and software systems.

- Knowledge of the procurement code, principles, practices, warehousing, inventory and supply chain management for utilities operations and support.

- Knowledge of management techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- Knowledge of the utility's organization and operations and to anticipate the consequences of the utility's policies and practices within the economic, social and cultural structure of its service area.

- Ability to analyze and evaluate, engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.

- Ability to communicate effectively with management and subordinates, both orally and in writing to convey logic and rationale ideas, objectives, consequences.

- Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in confidential manner.
- Ability to induce effective employee performance to maintain high level of morale, performance, training and safety.
- Ability to understand and support water and wastewater systems repair and maintenance programs.
- Ability to understand, interpret and work from engineering drawings and technical specifications.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

Position Established: 1 February 1997
Amended (1st): 1 October 2012
Amended (2nd): January 2017

Salary: Alan Searle Compensation Plan
15th Market Percentile

TO COMMENSURATE WITH EXPERIENCE
Minimum: Q4-B, $101,870.00 per annum

Pursuant to 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114, Employment, paragraph (c): "Notwithstanding any other provisions of law, neither the General Manager, Assistant General Managers, Secretary, Treasurer, Comptroller, nor Attorney of the Authority shall be within the classified service of the government of Guam but shall be hired, compensated and employed under the terms and conditions fixed by, and at the pleasure of the Board."

Joseph T. Duenas, Chairman
Consolidated Commission on Utilities

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300.6846-48 | Fax: 671.648.3290

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the amendment of a created position pursuant to Public Law 28-112, Section 9; 4GCA, Chapter 6, Article 3, §6303; and to add the position onto the Certified, Technical, and Professional (CTP) List, Category B:

ASSISTANT GENERAL MANAGER – ADMINISTRATION (AGMA)
(Unclassified)

Background Information

The Guam Waterworks Authority, hereinafter referred to as GWA, has determined a need to amend the Job Standards | Position Description; identifying specific duties, responsibilities, and reflecting qualifications, experience, and licensure required and possessed by potential candidates to effectively and efficiently lead and manage the assigned Divisions.

Justification for the Amendment

The amendment of the Assistant General Manager – Administration & Support (AGM-AS) position is necessary as this position will perform a variety of work in leading, managing, developing and implementing GWA's organizational policies, goals and objectives; achieving the Vision and Mission of the Agency.

Additionally, it is the desire of the General Manager to highlight the compensation determination parameter in support of 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114. Employment. Paragraph (c), through identifying the pay grade and minimum amount for which salary shall be determined.

The minimum experience and training requirements for the position of Assistant General Manager of Administration & Support is as follows:

A. Master's Degree in Engineering, Business, Public Administration, or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; **or**
B. Bachelor's Degree in Engineering, Business, Public Administration, or other related field; with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field;

Preferred Special Qualification

Professional Engineer (PE) License

Position Description attached

Proposed pay range and compliance with 4GCA, §6301
When the job description and qualification of factors are taken into consideration and the new position is slotted, the resultant new pay grade under the Alan Searle compensation structure is:

Job Title: Assistant General Manager of Administration & Support

Job Evaluation Points: 1392

Pay Grade & Minimum: Q4B, $101,870.00 per annum (15th Market Percentile)

As indicated above, the minimum salary is shown at the 15th Market Percentile for this UNCLASSIFIED, Certified, Technical, and Professional position and is comparable with other U.S. Jurisdictions and / or the American Waterworks Association (AWWA) salary surveys, with and for consideration of an open range from the minimum slotting within the pay grade identified to its maximum allowed pay grade, step, and sub-step for final salary determination by the Consolidated Commission on Utilities Board.

Fiscal note as required by 2GCA, §9101 et seq.
Guam Waterworks Authority certifies that this position is budgeted and that funds are available for the creation, recruitment and retention of its Certified, Technical, and Professional amended position.
The funding of this position does not have an impact on the General Fund.

Miguel C. Bordallo, PE
General Manager

Analysis of similarities and differences between the position being amended and the positions listed pursuant to 4GCA, Chapter 4, Article 1, §4101.

GWA PROPOSED	GWA EXISTING
Minimum Experience and Training: A. Master's Degree in Engineering, Business, Public Administration, or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; **or** B. Bachelor's Degree in Engineering, Business, Public Administration, or other related field; with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; ***Preferred Special Qualification*** Professional Engineer (PE) License	Minimum Qualifications: A. Six (6) years of progressively responsible experience at the middle or senior management level working with the administration and management of water / wastewater utility a diverse back ground in utility management is preferred; ***and*** B. Possess a Bachelor's Degree in Public Administration, Engineering, or equivalent from a United States accredited college or university. A Masters in Public Administration, Engineering or equivalent from a United States accredited college or university may be substituted for one year of experience.
Minimum Knowledge, Skills and Ability: • Knowledge of engineering, information technology support, procurement and supply, equipment fleet and staffing support functions related to facilities and infrastructure systems; building and development codes and standards, environmental codes and standards, procurement rules and regulations; information technology systems and development, deployment and maintenance; human resource practices and procedures, administration, training and development. • Knowledge of personnel administration, internal and external customer service, office administration and utility organization. • Knowledge of engineering, facilities management and facilities operations support systems for water and wastewater utilities. • Knowledge of information technology, data processing, and financial management and support hardware and software systems. • Knowledge of the procurement code, principles, practices, warehousing, inventory and supply chain management for utilities operations and support.	Minimum Knowledge, Skills and Ability: • Knowledge of personnel administration, customer relations, data processing and office administrations. • Knowledge of procurement code, practices, and procedures. • Ability to comprehend the utility's organization and operations as a whole and to anticipate the consequences of the utility's policies and practices within the economy and culture of its service area. • Ability to communicate with management and subordinates with sufficient sensitivity to comprehend the significance of their actions and words with clarity and diplomacy to express ideas and attitudes effectively. • Ability to induce effective employee performance to maintain high level of moral, training and safety practices. • Ability to communicate effectively both orally and in writing. • Skill in planning, directing and coordinating varied administrative governmental functions. • Skill in reasoning logically and presenting ideas clearly and concisely

• Knowledge of management techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. • Knowledge of the utility's organization and operations as a whole, and to anticipate the consequences of the utility's policies and practices within the economic, social and cultural structure of its service area. • Ability to analyze and evaluate, engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations. • Ability to communicate effectively with management and subordinates, both orally and in writing to convey logic and rationale ideas, objectives, consequences. • Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. • Ability to perform a broad range of managerial responsibilities over others. • Ability to handle a variety of issues with tact and diplomacy and in confidential manner. • Ability to induce effective employee performance to maintain high level of morale, performance, training and safety. • Ability to understand and support water and wastewater systems repair and maintenance programs. • Ability to understand and support water and wastewater systems repair and maintenance programs. • Ability to understand, interpret and work from engineering drawings and technical specifications. • Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.	
<u>Illustrative Examples of Work:</u> (These examples do not list all the duties which may be assigned) • To manage, coordinate, and report on designated administrative and support divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Engineering.	<u>Illustrative Examples of Work:</u> (These examples do not list all the duties which may be assigned.) • Plan, organize, staff, direct and coordinate the Authority's Administration Offices such as Personnel Services, Utility Services, Administrative Services, Information Technology, Procurement, Warehouse and Planning. Including setting of objectives and standards,

- The AGM-AS shall plan, organize, staff, and direct the operation of the Authority's administrative and support divisions, including the settling of objectives, standards, training of employees and evaluation of staff and divisional performance.
- The AGM-AS shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the administrative and support divisions, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.
- The AGM-AS shall analyze the administrative and support functions for performance, costs and effectiveness, and develop strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of these functions, while maintaining the lowest cost possible.
- The AGM-AS shall work with the General Manager in continuing and advancing where feasible and desirable, the interoperation of an integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGM-AS shall be responsible for the preparation of annual budget estimates for the administrative and support divisions under his or her supervision.
- The AGM-AS shall be responsible, along with the Chief Engineer, for the preparation of the Authority's Capital Improvement Program. The AGM-AS shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, support the implementation of approved CIPs in accordance with the Authority's approved Capital Improvements Program.
- The AGM-AS shall also oversee the provision of all engineering and information technology support as required to properly and effectively carry out the operational, administrative and support functions of the Authority.
- The AGM-AS shall be responsible, along with the Procurement Administrator and Warehouse Manager, for the planning, budgeting, procurement, storage and warehousing and proper dissemination | distribution of all materials, equipment, consumables and supplies needed to training of employees and the evaluation of results.
- Assist the General Manager in the administration of plans, policies and procedures adopted by the Consolidated Commission on Utilities.
- Analyze operation and performance of divisions for a cost effective, efficient and reliable operation.
- Oversee the preparation of budget estimates for the Authority's Administration Offices such as Personnel Services, Utility Services, Administrative Services, Information Technology, Procurement, Warehouse and Planning.
- Analyzes data and makes recommendations for reducing costs and increasing revenues
- Evaluates and provides for the training and development of division staff.
- Provide the General Manager and other authority executives' periodic reports on support programs.
- May be appointed by the Consolidated Commission on Utilities to serve as the Acting General Manager for the Authority.
- Perform other executive duties as assigned by the General Manager.

DESIRED MINIMUM QUALIFICATIONS

Experience with JD Edwards program and Microsoft Suite desired.

support all functions and operations of the Authority. • The AGM-AS shall be responsible for the planning, budgeting, procurement, service, maintenance, assignment and monitoring of all fleet vehicles required to support all operations and functions of the Authority. • The AGM-AS shall be responsible, along with the Personnel Services Administrator for the hiring, training and administration of all human resources functions and programs in compliance with federal and Guam law. • The AGM-AS shall provide complete and timely reports on the administrative and support functions to the General Manager and the CCU. • The AGM-AS may be appointed to serve as Acting General Manager for the Authority from time to time. • The AGM-AS shall perform such other duties assigned by the General Manager.	
<u>Salary: Alan Searle Compensation Plan</u> **TO COMMENSURATE WITH EXPERIENCE** Minimum: Q4-B, $101,870.00 (15th Market Percentile)	<u>Salary:</u> Minimum: Q4-B, $101,870.00 per annum Maximum: Q7-B, $114,790.00 per annum

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagatna, Guam 96932
Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

PRESS RELEASE

Guam Waterworks Authority

Amendment of Position

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to amend the following position:

AMENDMENT

ASSISTANT GENERAL MANAGER of ADMINISTRATION
Unclassified

This announcement is in compliance with Public Law 28-112 governing transparency and disclosure. The petitions are required by 4GCA Sections 6205 and 6303 are public documents for the purposes of 5 GCA, CH. 10, Art 1: (The Sunshine Law).

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Personnel Services Division at 300-6073-6.

MIGUEL C. BORDALLO, PE
General Manager

Zina Pangelinan-Charfauros

From: Zina Pangelinan-Charfauros <zinac@guamwaterworks.org>
Sent: Wednesday, December 07, 2016 4:19 PM
To: 'Lou Sablan'; 'Daleno, Gaynor D'; 'Gerardo Gambirazzio'; 'Jolene Toves'; 'Ken Quintanilla'; 'KStereo'; kstokish@gmail.com; ldahilig@gmail.com; 'Louella Losinio'; 'Marianas Variety'; 'Michelle Conerly'; 'Patty Arroyo'; 'PDN'; 'PDN Newsroom'; 'Sabrina Salas'
Cc: 'Miguel Bordallo'; fsantos@gpagwa.com; gbamba@gpagwa.com; jtduenas@hotmail.com; psnguerrero@gpagwa.com; gdcmgr@guamdrycleaners.com; gwamanagers@guamwaterworks.org; 'Shane G Ngata'; 'Michael W Schniep'; 'Roland Fejarang'; 'heidi'
Subject: RE: PRESS RELEASE / PETITION TO AMEND ASSISTANT GENERAL MANAGER - OPERATIONS & ASSISTANT GENERAL MANAGER - ADMINISTRATION & SUPPORT
Attachments: media press release AGM-O & AGM-AS 12.07.2016.pdf

Dear Media,

Attached is a PRESS RELEASE relative to GWA's intent to amend its ASSISTANT GENERAL MANAGER – OPERATIONS AND ASSISTANT GENERAL MANAGER – ADMINISTRATION & SUPPORT positions, in the Unclassified category.

Thank you for your help to announce this creation, a requirement pursuant to P.L. 28-112, The Sunshine Law.

Respectfully,

zina pangelinan-charfauros
personnel services administrator
human resources division
tel: 671.300.6073 * fax: 671.300.6896 *email: zinac@guamwaterworks.org

GUAM WATERWORKS AUTHORITY

Current GWA Job Openings

HOW AND WHERE TO APPLY: Applicants must submit an Original Application for Employment Form along with required documents to prevent any delays in the evaluation of your application to the Human Resources Division - Personnel Services Section, 2nd floor Gloria B. Nelson Public Service Building 688 Route 15 Fadian, Mangilao, Guam by closing date between the hours of 8:00am – 5:00pm. For more information call the Personnel Office at 300 6074 thru 300 6076.

http://guamwaterworks.org/careers/?preview=true

Open To Public	Position Title (PDF)	Announcement No.	Pay Grade/Step	Open Date	Closing Date
Y	**Electrician I**	EOE-009-2017	G6-A $29,461.00 Min - G9-A $33,198.00 Max Per Annum	12/06/2016	12/20/2016
Y	**Sewer Plant Supervisor Sewer Plant Supervisor**	EOE-003-2017	K6-C $50,759.00 Min - K9-C $57,196.00 Max Per Annum	12/06/2016	12/20/2016
Y	**Water Plant Operator I**	EOE-007-2017	G4-C $27,754.00 Min - G7-C $31,274.00 Max Per Annum	12/06/2016	12/20/2016
Y	**Water Sewer Maintenance Worker I**	EOE-006-2017	F5-C $25,334.00 Min - F8-C $28,547.00 Max Per Annum	12/06/2016	12/20/2016
Y	**Management Analyst I**	EOE-005-2017	G5-D $29,169.00 Min - G8-D $32,869.00 Max Per Annum	11/25/2016	12/09/2016
Y	**Heavy Equipment Mechanic II**	EOE-011-2017	H-C $36,069.00 Min - H-C $40,643.00 Max Per Annum	11/30/2016	12/14/2016

Petition to the GCG

Petition to Amend AGMA

Petition to Amend AGMO

Download Employment Application Form

Return to Human Resources

CONSOLIDATED COMMISSION ON UTILITIES

RESOLUTION NO. 11-FY2017

RESOLUTION RELATIVE TO THE AMENDMENT OF THE CLASSIFICATION STANDARD OF THE ASSISTANT GENERAL MANAGER OPERATIONS (AGMO) AND THE ASSISTANT GENERAL MANAGER ADMINISTRATION (AGMA)

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities ("CCU") has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority ("GWA"); and

WHEREAS, the Guam Waterworks Authority ("GWA") is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, the initial creation of the Assistant General Manager – Operations (AGM-O) was approved by the Civil Service Commission in February 1997 and the Assistant General Manager – Administration (AGM-A) was initially approved by the Civil Service Commission in February 1997 and then amended and approved on 01 October 2012; and

WHEREAS, the General Manager of the Guam Waterworks Authority (GWA) requests the Consolidated Commission on Utilities (CCU) to amend the classification standards of the AGM-O and the AGM – A positions; and

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

WHEREAS, the amendment to minimum qualification requirements of the AGMO position will provide specificity in leading, managing, developing and implementing GWA's organizational policies, goals, and objectives; achieving the Vision and Mission of the Agency in both Water and Wastewater Operations; and

WHEREAS, the amendment to minimum qualification requirements of the AGMA position will provide specificity in leading, managing, developing and implementing GWA's organizational policies, goals, and objectives; achieving the Vision and Mission of the Agency in the administrative and support services needed to sustain the Authority's operations, and to amend the position title to read AGMA to Assistant General Manager – Administration and Support (AGM – AS) to include other Support Divisions of the Agency; and

WHEREAS, Guam Waterworks Authority Personnel Rules and Regulations as amended by Public Law 28-159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of certified, technical and professional position; and

WHEREAS, the amendment of the minimum qualification requirements for both positions will expand the range of experience and training to attract a pool of applicants with a strong organization and experience background to help strengthen and drive the organization's operations and business processes, objectives and strategies.

NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities does hereby approve the following:

1. The amendment of the Assistant General Manager – Operations position to require a Master's or Bachelor's degree as read on the proposed amended job specification and to include Necessary Special Qualification requirements (Exhibit A).

2. The amendment of the Assistant General Manager – Administration job specification to read Assistant General Manager – Administration & Support (AGM – A&S), to require a Master's or Bachelor's degree and to include Preferred Special Qualification requirements as read on the proposed amended job specification (Exhibit B).
3. The Guam Waterworks Authority is authorized to employ the AGM-O and AGM-A&S positions.

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

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

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

J. GEORGE BAMBA
Secretary

I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES: 3

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

NO RESPONSE TO POLL 2

///

///

///

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300-6846/48 | Fax: 671.648-3290

ASSISTANT GENERAL MANAGER OF OPERATIONS
(Unclassified)

MINIMUM EXPERIENCE AND TRAINING:

A. Master's Degree in Engineering, Business, Public Administration or related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 5 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; **or**

B. Bachelor's Degree in Engineering, Business, Public Administration or related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field;

AND

- Professional Engineer (PE) License **or**
- Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment

NECESSARY SPECIAL QUALIFICATION:

Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.

NATURE OF WORK IN THIS CLASS:

This is complex work involving the planning, organizing and coordinating of all the Authority's production, distribution, collection, treatment, and operational control activities for the water and wastewater systems, including the preventive and corrective maintenance and repair of facilities to ensure systems meet high level compliance with water and wastewater standards.

The Assistant General Manager of Operations (AGM-O) is responsible and accountable to the Guam Waterworks Authority's General Manager for the effective conduct of its operations to meet the established levels of service for all customers, in accordance with the Guam Safe Drinking Water Act and the Clean Water Act, associated regulations, and applicable permit requirements. The AGM-O is also responsible and accountable for the managing and organizing efficient business operations in the divisions assigned. The AGM-O shall also be responsible for assisting with the formulation of recommendations on policies, goals and objectives to, and implementation of plans, policies and procedures adopted by the Consolidated Commission on Utilities (CCU).

The AGM-O serves under the direction of the General Manager. The AGM-O directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution; makes sure all assigned operations and functions are sustainable and effectively serve the needs of GWA's ratepayers, while complying with applicable laws and regulations; and performs related duties as assigned.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned)

- The AGM-O shall report to the General Manager of the Guam Waterworks Authority.
- The AGM-O's primary responsibilities will be to manage, coordinate, and report on the six operational divisions/functions of the water and wastewater systems: Water Production and Treatment; Water Distribution; Wastewater Collection; and Wastewater Treatment; Construction & Maintenance; and the W/WW System Control Center/Asset Management.
- The AGM-O shall be responsible for the proper operation of the W/WW Systems Control Center (WSCC), using the appropriate staff of certified operators, technicians, trade's professionals, along with hydraulic modelling and analytical tools, to effectively manage an integrate W/WW system.

- The AGM-O shall plan, organize, staff, and direct the operation of the Authority's water/wastewater systems, including the setting of operation objectives, standards, training of employees and evaluation of system operational performance.

- The AGM-O shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the water and wastewater systems, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.

- The AGM-O shall analyze systems operation and control performance, costs and effectiveness, and develops strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of water and wastewater services, while maintaining the lowest cost possible.

- The AGM-O shall work with the General Manager in continuing, and advancing where feasible and desirable, the interoperation of and integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.

- The AGM-O shall be responsible for the preparation of annual budget estimates for the operations divisions under his supervision.

- The AGM-O shall be responsible for the preparation of capital improvement project recommendations for each operational division under his authority; and shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, implement approved CIP's in accordance with the Authority's approved Capital Improvements Program.

- The AGM-O shall be responsible for the development and implementation of the Authority's Asset Management Program, and shall insure that all water and wastewater system assets are properly documented, maintained, repaired and otherwise managed, and that all cost elements are properly captured to provide meaningful cost reporting to support budgets, rate cases and financial decision-making for system operation and maintenance.

- The AGM-O shall provide complete and timely reports on the operations of the water and wastewater systems to the General Manager and the CCU.

- The AGM-O may be appointed to serve as Acting General Manager for the Authority from time to time.

- The AGM-O shall perform such other duties assigned by the General Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of water treatment and production, and wastewater treatment, as well as the regulations which govern them.

- Knowledge of the designs and operating characteristics of all facilities and equipment used for the processing and distribution of water, and the collection, treatment and disposal of wastewater.

- Knowledge of computer-based hydraulic modelling for water/wastewater systems, as well as principles, practices and procedures for the supervisory control and data acquisition in the monitoring and operation of those systems.

- Knowledge of the principles and practices of asset management, including the use of computerized maintenance management systems.

- Knowledge of the standard methods, materials, practices and equipment used in the construction, operations, repair and maintenance of potable water and wastewater systems, including ancillary infrastructure, such as roadways, drainage and other improvements.

- Knowledge of management techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.

- Ability to effectively communicate with management and subordinates to convey logic and rationale, ideas, objectives, and consequences.

- Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Ability to induce effective employee performance to maintain high level of performance, training and safety.
- Ability to manage the water and wastewater systems repair and maintenance programs.
- Ability to understand, interpret and work from engineering drawings and technical specifications.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

Position Established: February 1, 1997
Amended: January 2017

Salary: Alan Searle Compensation Plan
15th Market Percentile

COMMENSURATE WITH EXPERIENCE
Minimum: R5C, $122,056.00 per annum

Pursuant to 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114, Employment, paragraph (c): "Notwithstanding any other provisions of law, neither the General Manager, Assistant General Managers, Secretary, Treasurer, Comptroller, nor Attorney of the Authority shall be within the classified service of the government of Guam but shall be hired, compensated and employed under the terms and conditions fixed by, and at the pleasure of the Board."

Joseph T. Duenas, Chairman
Consolidated Commission on Utilities

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300.6846-48 | Fax: 671.648-3290

ISSUES FOR DECISION

Resolution No.

Relative to the Amendment of the Assistant General Manager of Operations (AGMO) position title, job | position description, and salary range.

What is the project's objective and is it necessary and urgent?
To amend the Assistant General Manager of Operations job | position description and specifications, and salary range to support the Agency's daily operations within its Water and Wastewater Divisions; providing effective and efficient delivery of safe drinking water and services to the community

The Agency currently employs just one Assistant General Manager for Compliance & Safety, while the other divisions of as much importance function without an Assistant General Manager at its helm, thus limiting effective communications direct to the General Manager while at the same time, affecting operations to provide statuses by Superintendents or Managers, who would otherwise be addressing the water | wastewater needs of our community.

Where is the location?
The Assistant General Manager of Operations, if approved, will be under the direct supervision and management of the General Manager while overseeing and ensuring optimal performance of our Water and Wastewater Divisions.

When will it be completed?
Public Law 28-112, Section 9 (3) requires GPA and GWA to post a petition on their websites for ten (10) days (not including Saturdays, Sundays and government of Guam holidays). After the 10 days posting, the petition can then be forwarded to the CCU for their disposition at any regularly scheduled meeting.
GWA has met the posting requirements.

Additionally, Guam law requires notice of such posting to each newspaper of general circulation and broadcasting station which airs regular news programs within Guam.

What is the funding source?
GWA will certify funding for the position available for the filling and retention of its certified, technical and professional newly created position.
The funding of this position does not have an impact on the General Fund.

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300.6846-48 | Fax: 671.648.3290

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the amendment of a created position pursuant to Public Law 28-112, Section 9; 4GCA, Chapter 6, Article 3, §6303; and to add the position onto the Certified, Technical, and Professional (CTP) List, Category B:

ASSISTANT GENERAL MANAGER of OPERATIONS (AGMO)
(Unclassified)

Background Information

The Guam Waterworks Authority, hereinafter referred to as GWA, has determined a need to amend the Job Standards | Position Description; identifying specific duties, responsibilities, and reflecting qualifications, experience, and licensure required and possessed by potential candidates to effectively and efficiently lead and manage the assigned Divisions.

Justification for the Amendment

The amendment of the Assistant General Manager of Operations position is necessary as this position will perform a variety of work in leading, managing, developing and implementing GWA's organizational policies, goals and objectives; achieving the Vision and Mission of the Agency.

Additionally, it is the desire of the General Manager to highlight the compensation determination parameter in support of 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114. Employment. Paragraph (c), through identifying the pay grade and minimum amount for which salary shall be determined.

The minimum experience and training requirements for the position of Assistant General Manager of Operations is as follows:

A. Master's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; **or**
B. Bachelor's Degree in Engineering, Business, Public Administration or other related field; plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field;

AND

- Possess a Professional Engineer (PE) License ***or***
- Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment

NECESSARY SPECIAL QUALIFICATIONS

Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.

Position Description attached

Proposed pay range and compliance with 4GCA, §6301
When the job description and qualification of factors are taken into consideration and the new position is slotted, the resultant new pay grade under the Alan Searle compensation structure is:

Job Title: Assistant General Manager of Operations

Job Evaluation Points: 1581

Pay Grade & Minimum: R5-C, $122,056.00 per annum (15th Market Percentile)

As indicated above, the minimum salary is shown at the 15th Market Percentile for this UNCLASSIFIED, Certified, Technical, and Professional position and is comparable with other U.S. Jurisdictions and / or the American Waterworks Association (AWWA) salary surveys, with and for consideration of an open range from the minimum slotting within the pay grade identified to its maximum allowed pay grade, step, and sub-step for final salary determination by the Consolidated Commission on Utilities.

Fiscal note as required by 2GCA, §9101 et seq.
Guam Waterworks Authority certifies that this position is budgeted and that funds are available for the creation, recruitment and retention of its Certified, Technical, and Professional amended position.
The funding of this position does not have an impact on the General Fund.

Miguel C. Bordallo, PE
General Manager

Analysis of similarities and differences between the position being amended and the positions listed pursuant to 4GCA, Chapter 4, Article 1, §4101.

GWA PROPOSED	GWA EXISTING
Minimum Experience and Training: A. Master's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 5 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; **or** B. Bachelor's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; **AND** • Professional Engineer (PE) License **or** • Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment Necessary Special Qualification Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.	Minimum Qualifications: A. Four (4) years of experience in a water utility operations; or B. Any desirable combination of experience and training which provides the minimum knowledge, abilities and skills.
Minimum Knowledge, Skills and Abilities: • Knowledge of the principles and practices of water treatment and production, and wastewater treatment, as well as the regulations which govern them. • Knowledge of the designs and operating characteristics of all facilities and equipment used for the processing and distribution of water, and the collection, treatment and disposal of wastewater. • Knowledge of computer-based hydraulic modelling for water/wastewater systems, as well as principles, practices and procedures for the	Minimum Knowledge, Skill and Ability: • Knowledge of the designs and operating characteristics and extensive experience and application of all facilities and equipment used for the processing and distribution of water/wastewater. Ability to make significant evaluations from the engineering, statistical and financial data and terms commonly employed. Ability to communicate with management and subordinates with sufficient sensitivity to comprehend the significance of their actions and words with clarity and diplomacy to empress ideas and attitudes effectively, ability to induce effective

supervisory control and data acquisition in the monitoring and operation of those systems. • Knowledge of the principles and practices of asset management, including the use of computerized maintenance management systems. • Knowledge of the standard methods, materials, practices and equipment used in the construction, operations, repair and maintenance of potable water and wastewater systems, including ancillary infrastructure, such as roadways, drainage and other improvements. • Knowledge of management techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. • Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations. • Ability to effectively communicate with management and subordinates to convey logic and rationale, ideas, objectives, and consequences. • Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. • Ability to perform a broad range of managerial responsibilities over others. • Ability to handle a variety of issues with tact and diplomacy and in a confidential manner. • Ability to induce effective employee performance to maintain high level of performance, training and safety. • Ability to manage the water and wastewater systems repair and maintenance programs. • Ability to understand, interpret and work from engineering drawings and technical specifications. • Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.	employee performance to maintain high level of moral, training and safety. Ability to speak and write effectively.
Illustrative Examples of Work: (These examples do not list all the duties which may be assigned) • The AGM-O shall report to the General Manager of the Guam Waterworks Authority. • The AGM-O's primary responsibilities will be to manage, coordinate, and report on the six operational divisions/functions of the water and	Illustrative Examples of Work: (These examples do not list all the duties which may be assigned.) • Plan, organize, staff, direct and coordinate the operation of the Authority's water/wastewater operation, safety, engineering, and procurement functions, including the setting of objectives and

wastewater systems: Water Production and Treatment; Water Distribution; Wastewater Collection; and Wastewater Treatment; Construction & Maintenance; and the W/WW System Control Center/Asset Management.

- The AGM-O shall be responsible for the proper operation of the W/WW Systems Control Center (WSCC), using the appropriate staff of certified operators, technicians, trade's professionals, along with hydraulic modelling and analytical tools, to effectively manage an integrate W/WW system.
- The AGM-O shall plan, organize, staff, and direct the operation of the Authority's water/wastewater systems, including the setting of operation objectives, standards, training of employees and evaluation of system operational performance.
- The AGM-O shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the water and wastewater systems, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.
- The AGM-O shall analyze systems operation and control performance, costs and effectiveness, and develops strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of water and wastewater services, while maintaining the lowest cost possible.
- The AGM-O shall work with the General Manager in continuing, and advancing where feasible and desirable, the interoperation of and integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGM-O shall be responsible for the preparation of annual budget estimates for the operations divisions under his supervision.
- The AGM-O shall be responsible for the preparation of capital improvement project recommendations for each operational division under his authority; and shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, implement approved CIP's in accordance with the Authority's approved Capital Improvements Program.

standards, training of employees, and the evaluation of results.

- Coordinate and supervise the construction of new facilities in conformance with approved engineering standards to adapt to market growth and provide continuity of service at reasonable cost.
- Analyze performance, operation and maintenance costs of water system facilities; develop and implement efficient and reliable methods for determining need for repairs and improvements.
- Prepare budget estimates for the Authority's water operations, distribution, safety, engineering, and procurement functions; approve, direct and supervise new constructions, replacements and major repairs within budget framework approved by the General Manager and Board of Directors.
- Plan organize and train operating, maintenance and construction personnel in routine and emergency procedures designed to achieve efficient use of manpower, protect public and employee safety, and assure prompt restoration of service following severe storm conditions and similar situations.
- Provide complete and timely reports on system operations, restoration of service and construction programs to the General Manager and other Authority executives.
- May be appointed to serve as Acting General Manager for the Authority by the Board of Directors.
- Perform other executive duties assigned by the General Manager.

• The AGM-O shall be responsible for the development and implementation of the Authority's Asset Management Program, and shall insure that all water and wastewater system assets are properly documented, maintained, repaired and otherwise managed, and that all cost elements are properly captured to provide meaningful cost reporting to support budgets, rate cases and financial decision-making for system operation and maintenance. • The AGM-O shall provide complete and timely reports on the operations of the water and wastewater systems to the General Manager and the CCU. • The AGM-O may be appointed to serve as Acting General Manager for the Authority from time to time. • The AGM-O shall perform such other duties assigned by the General Manager.	
Salary: Alan Searle Compensation Plan **COMMENSURATE WITH EXPERIENCE** Minimum: R5-C, $122,056.00 per annum (15th Market Percentile)	Salary: L3, $67,150.00 per annum (Unclassified)

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P. O. Box 3010 Hagatna, Guam 96932
Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

PRESS RELEASE

Guam Waterworks Authority Amendment of Position

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to amend the following position:

AMENDMENT

ASSISTANT GENERAL MANAGER of OPERATIONS (AGMO)
Unclassified

This announcement is in compliance with Public Law 28-112 governing transparency and disclosure. The petitions are required by 4GCA Sections 6205 and 6303 are public documents for the purposes of 5 GCA, CH. 10, Art 1: (The Sunshine Law).

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Personnel Services Division at 300-6073-6.

MIGUEL C. BORDALLO, PE
General Manager

Zina Pangelinan-Charfauros

From: Zina Pangelinan-Charfauros <zinac@guamwaterworks.org>
Sent: Wednesday, December 07, 2016 4:19 PM
To: 'Lou Sablan'; 'Daleno, Gaynor D'; 'Gerardo Gambirazzio'; 'Jolene Toves'; 'Ken Quintanilla'; 'KStereo'; kstokish@gmail.com; ldahilig@gmail.com; 'Louella Losinio'; 'Marianas Variety'; 'Michelle Conerly'; 'Patty Arroyo'; 'PDN'; 'PDN Newsroom'; 'Sabrina Salas'
Cc: 'Miguel Bordallo'; fsantos@gpagwa.com; gbamba@gpagwa.com; jtduenas@hotmail.com; psnguerrero@gpagwa.com; gdcmgr@guamdrycleaners.com; gwamanagers@guamwaterworks.org; 'Shane G Ngata'; 'Michael W Schniep'; 'Roland Fejarang'; 'heidi'
Subject: RE: PRESS RELEASE / PETITION TO AMEND ASSISTANT GENERAL MANAGER - OPERATIONS & ASSISTANT GENERAL MANAGER - ADMINISTRATION & SUPPORT
Attachments: media press release AGM-O & AGM-AS 12.07.2016.pdf

Dear Media,

Attached is a PRESS RELEASE relative to GWA's intent to amend its ASSISTANT GENERAL MANAGER – OPERATIONS AND ASSISTANT GENERAL MANAGER – ADMINISTRATION & SUPPORT positions, in the Unclassified category.

Thank you for your help to announce this creation, a requirement pursuant to P.L. 28-112, The Sunshine Law.

Respectfully,

zina pangelinan-charfauros
personnel services administrator
human resources division
tel: 671.300.6073 * fax: 671.300.6896 *email: zinac@guamwaterworks.org

GUAM WATERWORKS AUTHORITY

Current GWA Job Openings

HOW AND WHERE TO APPLY: Applicants must submit an Original Application for Employment Form along with required documents to prevent any delays in the evaluation of your application to the Human Resources Division – Personnel Services Section, 2nd floor Gloria B. Nelson Public Service Building 688 Route 15 Fadian, Mangilao, Guam by closing date between the hours of 8:00am – 5:00pm. For more information call the Personnel Office at 300-6074 thru 300-6076.

http://guamwaterworks.org/careers/?preview=true

Open To Public	Position Title (PDF)	Announcement No.	Pay Grade/Step	Open Date	Closing Date
Y	Electrician I	EOE-009-2017	G6-A $29,461.00 Min - G9-A $33,198.00 Max Per Annum	12/06/2016	12/20/2016
Y	Sewer Plant Supervisor Sewer Plant Supervisor	EOE-008-2017	K6-C $50,759.00 Min – K9-C $57,196.00 Max Per Annum	12/06/2016	12/20/2016
Y	Water Plant Operator I	EOE-007-2017	G4-C $27,754.00 Min - G7-C $31,274.00 Max Per Annum	12/06/2016	12/20/2016
Y	Water Sewer Maintenance Worker I	EOE-006-2017	F5-C $25,334.00 Min - F8-C $28,547.00 Max Per Annum	12/06/2016	12/20/2016
Y	Management Analyst I	EOE-005-2017	G5-D $29,169.00 Min - G8-D $32,869.00 Max Per Annum	11/25/2016	12/09/2016
Y	Heavy Equipment Mechanic II	EOE-011-2017	I4-C $36,069.00 Min – I7-C $40,643.00 Max Per Annum	11/30/2016	12/14/2016

Petition to the CCU

Petition to Amend AGMA

Petition to Amend AGMO

Download Employment Application Form

Return to Human Resources