GUAM POWER AUTHORITY

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

September 28, 2017

EXE/SDP/2017-70
MEMORANDUM

GPA 34-17-1033
Speaker Benjamin J.F. Cruz

OCT 04 2017
Time: 9:47 [ ] AM [ ] PM File No.
Received By:

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

FROM: General Manager

SUBJECT: **Filing of Creation of Positions**

In accordance with §6303 (d) of Title 4, Guam Code Annotated, transmitted herewith is a copy of Resolution No. 2017-38 approved by the Consolidated Commission on Utilities (CCU) on September 26, 2017, relative to GPA's desire to improve business processes, optimize its assets and maximize employees' performance. GPA prefers to consolidate its pay policy and all positions under the Strategic Pay plan and add remaining positions to the list of CTP positions, providing equity. (Appendix D) These positions involve processes that are uncommon and unique to the utilities.

Si Yu'os Ma'ase.

JOHN M. BENAVENTE, P.E.

Attachments

2017 OCT -4 AM 9:51

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 10/4/17 @8:54 am
Initials:

1033

GUAM CCU
CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

GPA RESOLUTION NO. 2017–38

RELATIVE TO THE CREATION AND ADDENDUM OF CERTIFIED, TECHNICAL, AND PROFESSIONAL (CTP) LIST OF POSITIONS AND ADOPTION OF MARKET UPDATE FOR GUAM POWER AUTHORITY

WHEREAS, the Guam Power Authority (GPA) is a Public Corporation of the Government of Guam; and

WHEREAS, Section 8104 (c), Chapter 8 of Title 12 of the Guam Code Annotated authorizes the Guam Power Authority to establish its internal organization and management and adopt regulations for the administration of its operations; and

WHEREAS, Public Law 28-159 added Subsection 7.03 to the GPA Personnel Rules and Regulations, authorizing the General Manager to petition the Consolidated Commission on Utilities (CCU) to amend, to include, but not limited to deleting, adding, or modifying such positions, the approved list of GPA's CTP positions; and

WHEREAS, Public Law 28-159 added Subsection 15.17 to GPA's Personnel Rules and Regulations, authorizes the CCU to approve, disapprove, or amend, the unified pay scale at any regularly scheduled meeting; and

WHEREAS, a market review update of all positions and the CTP Strategic Pay scale was conducted and completed in August 2017 by Alan Searle and Associates. (See Exhibit A, Appendix A). This resulted in an adjustment of the pay scale to address obsolete pay grades that were in place since 2007 and a reset and refit of new grades to coincide with 2017 Market Data. The market review determined that GPA positions are approximately at the 15th market percentile based on 2017 Market Data. It was also determined that implementation of an updated pay scale is necessary to maintain the utilities position in the market place aimed at being externally competitive in attracting and retaining employees. (See Exhibit A, Appendix B). In maintaining this position, GPA recommends implementation of incremental structural pay adjustments to the 15th market percentile on January 6, 2018, and to the 20th market percentile on January 6, 2019, respectively; and

WHEREAS, GPA desires to improve business processes, optimize its assets and maximize employees' performance. GPA prefers to consolidate its pay policy and all positions under the Strategic Pay plan and add remaining positions to the list of CTP positions, providing equity. (See Exhibit A, Appendix C). GPA recognizes that these positions involve processes that are uncommon and unique to the utilities. Thus, GPA petitions to create positions for incumbents to integrate and transition into the Strategic Pay classification methodology applicable to CTP positions (See Exhibit A, Appendix D); and

WHEREAS, modern companies operate on information and GPA must leverage information in modernizing its infrastructure and technology, and must create an awareness of the importance of protecting these facets critical to the utility. GPA operations are critical to preserving its business processes and the quality of life island-wide. GPA is committed to promoting and strengthening the role and

responsibility of all employees in the protection of information, infrastructure and technology through physical security and cyber security training programs, of which, will help preserve assets, and, deter the impact of an attack to the utilities; and

NOW THEREFORE BE IT RESOLVED, the Consolidated Commission on Utilities approves and authorize as follows:

1. To accept the recommendations of the market review update conducted by Alan Searle and Associates, including implementation of a new and adjusted Strategic Pay Scale for all Certified, Technical, and Professional (CTP) positions. (See Exhibit A, Appendices A & B).

2. The General Manager at GPA to implement structural pay adjustments, incrementally, to the 15th market percentile on January 6, 2018 based on the 2017 Market Data. The General Manager may determine the breadth and application of sub-steps to determine the implementation range for positions based on affordability.

3. The creation of positions delineated in Exhibit A, Appendix D, and the addition of these positions into the GPA list of CTP positions delineated in Exhibit A, Appendix C. The incumbents of these positions must complete a Physical Security training course prior to a reclassification of position. Thereafter, the incumbents must complete a Cyber Security training course and other courses deemed necessary by the management to ensure preservation of utility assets and deterrence of the impact of an attack to the utilities.

4. To maintain uniformity in the application of the promotion/demotion/transfer pay policy relative to CCU Resolution No. 2012-49, and in the spirit of equity for all positions covered under the Strategic Pay Scale for CTP positions, CCU Resolution No. 2012-49 delineated in Exhibit A, Appendix E, is applicable to GPA business processes.

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

DULY AND REGULARLY ADOPTED AND APPROVED this **26th day of September, 2017.**

Certified by:

JOSEPH T. DUENAS
Chairperson
Consolidated Commission on Utilities

Attested by:

J. GEORGE BAMBA
Secretary
Consolidated Commission on Utilities

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 properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

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

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

GUAM POWER AUTHORITY
EXECUTIVE REPORT

MISSION STATEMENT: The Guam Power Authority SHALL provide

R eliable
E³ fficient, Effective, Environmentally Sound
A² ffordable, Accountable
L eading Energy Solutions

AUTHORITY:

12 GCA CHAPTER 8,

§8103. Continuation of Existence.
Guam Power Authority is continued in existence as a public corporation.

§8107. Governance of Authority.
All powers vested in the Authority, except as provided herein, shall be exercised by the Consolidated Commission on Utilities, as established in Chapter 79 of Title 12 of the Guam Code Annotated.

4 GCA §6303 (d) - Creation of positions.

GPA Personnel Rules & Regulations, Section 7.00, Rule 7.03 (c) – Amendment of Certified, Technical, and Professional Positions (as amended by Public Law 28-159 Section 3 (c)):

SUMMARY:

The Guam Power Authority is the sole electric power utility on Guam, generating and distributing electricity to residential, commercial, local government, and military customers throughout the island. The Authority's physical attributes are unique and consist of:

- 420 MW Gross Generation Capacity;
- 189 Miles of Transmission Lines;
- 685 Miles of Primary Distribution Lines; and
- 29 Substations.

These physical attributes integrate into the island-wide power system (IWPS) providing electrical services to over 49,000 customers and is operated and maintained by approximately 470 employees.

The Authority is actively incorporating proven and emerging technologies into all aspects of its services. Until recently, GPA operated like a 1980's utility. GPA has taken significant strides to meet modern industry standards by adding renewable energy generation assets, smart grid implementation, integrating a customer information system (CIS), and energy storage initiatives. While these efforts support efficient and

reliable utility service, they cannot abate the growing cyber and physical security threats to the Authority. As GPA continues to build better business processes and optimize its assets, the roles of *all employees* have become increasingly critical to the defense of potential security breaches to the GPA infrastructure.

Security breaches and threats – both physical and cyber - impact people, information, functions and physical assets. These hazards can range from workplace violence, crime, including personal and property thefts, terrorism acts, and natural disasters to name a few.

All employees are responsible to conduct safe work practices in their working environment and to secure their work places to delay or deter threats to GPA facilities. Examples of this include, and are not limited to:

Cashier duties involving the ability to observe the actions and behavior of a potential adversary and alerting authorities, protecting the face-to-face cash handling process and securing customer information when conducting payment transactions using the proprietary customer service program that is interconnected to the GPA network.

Administrative and Clerical duties involve securing and updating employee and customer data on the utility's integrated network and protecting access to this information. This also includes observance and monitoring of internal and external customers access to office business and processes.

Maintenance Worker duties involve the maintenance of GPA facilities including power plants, substations and the administration office building. They must be cognizant to situations that increase physical vulnerabilities of these sites and apply corrective measures to minimize risks to integrity of these physical assets.

Procurement duties include the purchasing of materials and equipment, and the storing of equipment, materials and parts relevant to operations work such as power plant overhauls, overhead and underground line construction and repairs, and conducting inventory of large bulk items unique to the GPA operations. Measures are implemented to protect access to warehouses and storage areas from unauthorized persons. Additional duties include inputting and retrieving data on the utility's integrated network for accountability.

The security of GPA's assets is paramount. GPA is moving swiftly from a traditional utility to a more technological, modern utility. The whole organization is accountable for ensuring safety and preparedness of its employees when safety and security at any level is compromised.

GPA has embarked on a physical and cybersecurity training program for all employees. These training programs are the initial stages of enhancing employees' awareness and knowledge of the importance of securing GPA assets and its environment.

Recently, an updated market review of all positons was conducted and determined GPA's position in the market is relatively at the 15th market percentile of the 2017 Market Data (Appendix A). The review included an adjustment of the pay scale to address obsolete pay grades that were in place since 2007, and a refit and reset of new grades to coincide with the 2017 Market Data (Appendices B and C). The proposed creation of positions were also included in the market review update (Appendices D1-D59).

Based on the foregoing, management recognizes that all positions are critical to the safety and welfare of GPA operations. In meeting management's needs for the efficacy of operating the utility within modern industry standards, we recommend the following:

a) To approve the proposed creation of positions (delineated in Appendices D1-D59); and

b) To add these new and filled positions (delineated in Appendices D1-D59) to GPA's list of Certified, Technical and Professional positions (delineated in Appendix C).

c) To accept the recommendations of the market review update for CTP positions, including a new pay scale, the refit and reset of new grades to coincide with the 2017 market data, and implementation of a structural adjustment subject to the availability of funds (Appendices A and B).

d) To maintain uniformity in the application of the promotion/demotion/transfer pay policy relative to CCU Resolution No. 2012-49 for all CTP positions covered under the Strategic Pay Scale, apply CCU Resolution No. 2012-49 (delineated in Appendix E) to GPA and GWA business processes.

JOHN M. BENAVENTE, P.E.
General Manager, GPA

9/12/17
Date

SEP - 8 2017

GUAM POWER AUTHORITY

COMPENSATION & BENEFITS STUDY

Market Review

Executive Summary

September 2017

ALAN SEARLE & ASSOCIATES

Management Consultants, Russell, New Zealand

A. Background

With the passing of public laws PL 28-113 and PL 28-159 GWA was given the mandate to implement a new market based compensation model that would aid the attraction and retention of "Certified Technical and Professional" or CTP personnel. The law was a result of concerns that the Authority was losing highly skilled personnel due to the fact that current salaries and compensation were not sufficient to attract and retain such personnel.

Through the RFP process, GPA in 2005 engaged the consulting services of Alan Searle & Associates to undertake the above compensation study. This was an extensive project involving three stages as follows :

The first stage of the study focused on job evaluation which involved applying a structured methodology of twelve (12) individual factors to assess all CTP positions. Each factor derived a point value with their sum representing the "total point" value of the position. The process was important as it re-established the internal equity of all positions based on job size. An exponential regression analysis was then undertaken to determine GPA's base salary pay line. This step was also important in that the resulting base salary pay line could eventually be compared to the market percentiles identified in Stage Two.

The second stage involved gathering external pay data on all CTP positions. The target market was the U.S. power industry and extensive data was gathered from a number of sources including the APPA (American Public Power Association), U.S. Bureau of Labor Statistics (BLS), U.S. Department of Labor (DOL), U.S. Federal Government / Civil Service, U.S. Military, Web Based Compensation Companies, U.S. Utility Recruitment Companies and U.S. Utility Company Websites. The resulting data was analyzed and presented as market percentiles (5^{th} through to the 95^{th}) with the 50^{th} market percentile being the market average. A second exponential regression analysis was then undertaken to compare GPA's base salary pay line against the market percentiles as gathered in 2008.

The results validated GPA's market vulnerability as their base salary pay line (for a large number of CTP positions) was clearly below the 5^{th} market percentile. This was an exceptionally low position and validated the ongoing difficulties GPA had been experiencing in being able to attract and retain CTP employees. The situation at the time was further exacerbated by Gov. Guam policy (Hay methodology) that stipulated that employees on Step 10 and above receive a 3.5% increment (based on satisfactory performance) once every two (2) years. On an annualized basis this was clearly below the CPI (Consumer Price Index).

With the passing of resolution 01-FY2008 the CCU approved a transition period (beginning in fiscal year 2008) to migrate all CTP positions to a more competitive position in the market. The CCU resolution approved a five-year phase-in using the 5^{th}, 15^{th}, 25^{th}, 35^{th} and 50^{th} market percentiles as targets for 2008 and subsequent years.

The third stage of the review focused on implementation and the transition of all CTP employees into the new compensation model. The new salary schedule has twenty-six (26) alphabetical grades each with twenty (20) numeric steps. An additional feature was the introduction of four (4) sub-steps per step which amounts to eighty sub-steps in total. Each sub-step increases base salary by 1% and was introduced to allow a performance range for GPA to ultimately pay for performance.

The outcome of the above was the identification of a specific implementation range for each CTP position. With each implementation range encompassing sixteen (16) sub-steps the final phase was to migrate all CTP employees into the new compensation model. In completing this exercise the following three implementation criteria was applied : education, experience and performance. The end result was a score (for each employee) that could be transposed to their specific implementation range and a new grade, step and sub-step identified.

B. Current Review (2017)

The current review replicates the second stage above in order to provide updated market data as at 2017. Once again the target market was the U.S. power industry and extensive data was gathered from a number of sources including the APPA (American Public Power Association), U.S. Bureau of Labor Statistics (BLS), U.S. Department of Labor (DOL), U.S. Federal Government / Civil Service, U.S. Military, Web Based Compensation Companies, U.S. Utility Recruitment Companies and U.S. Utility Company Websites.

In summary, external pay data was gathered on 257 positions (both CTP and Non-CTP) with results once again being analyzed and presented as market percentiles (5^{th} through to the 95^{th}). Please note that as with the earlier study the 50^{th} market percentile represents the market average (U.S. mainland). An exponential regression analysis was then undertaken (see Appendix A) to compare GPA's base salary pay line against the 2017 market percentiles as gathered.

C. Observations / Recommendations

In terms of recommendations the focus must be on ensuring that GPA's compensation model (cost permitting) is in the most competitive position it can be with regards the external market place. Whilst any increase in market position obviously comes at a cost this must be weighed against the Authority's ability to attract and retain competent employees.

With reference to Appendix A GPA's market position in 2008 was extremely vulnerable with a large number of employees well below the 5^{th} market percentile. Whilst an adjustment to start correcting this situation was addressed by the CCU in 2008 the market has unfortunately continued to move over the period through to 2017. Given that early initiative taken by the CCU we would now place GPA (with

reference to Appendix A) at approximately the 15th market percentile based on the 2017 market data that has been obtained.

Having determined GPA's current market position (relative to the 2017 market data) we then completed a number of cost options aimed at migrating GPA to a more competitive market position. These included migrating to the 5th, 10th, 15th (essentially a status quo option), 20th and 25th market percentiles. The costing process also included both a 5 sub-step and 7 sub-step implementation range for employee "slotting' purposes. The results are shown in Appendix B.

In undertaking the above cost analysis it also became apparent that an updated pay schedule was also required. With the current pay schedule now 10 years old, grades A, B & C have become redundant and are no longer being used. The need for an update is also reflected in the fact that some employees are approaching or have exceeded Step 20, Sub-step D.

In terms of a course of action our recommendations are as follows :

1. Consolidate GPA's compensation model to include all employees i.e. both CTP and Non-CTP employees.

   Note : the need to distinguish between CTP and Non-CTP positions has become largely irrelevant as all positions are now deemed critical in providing the Authority's services. This perspective is clearly evident with both PAG and GIAA (excluding ARFF and Airport Police) now incorporating all positions in their respective compensation models.

2. Make an initial structural adjustment (cost permitting) to the 15th market percentile based on the 2017 market data. If this can be done we would recommend using the 5 sub-step implementation range cost option as "employee slotting" is closer than using the 7 sub-step cost option. As outlined earlier, this is essentially a status quo adjustment as despite being at the 15th market percentile this adjustment targets (in particular) those employees who are below the 15th market percentile regression line.

3. Agree on a transition plan (cost permitting) aimed at migrating GPA to a higher market percentile e.g. the 20th or 25th market percentile based on the 2017 market data. With the eventual target being the 50th market percentile (or market average within the U.S. mainland based on the prevailing market) this transition plan will continue the momentum to ensure GPA's compensation model remains externally competitive.

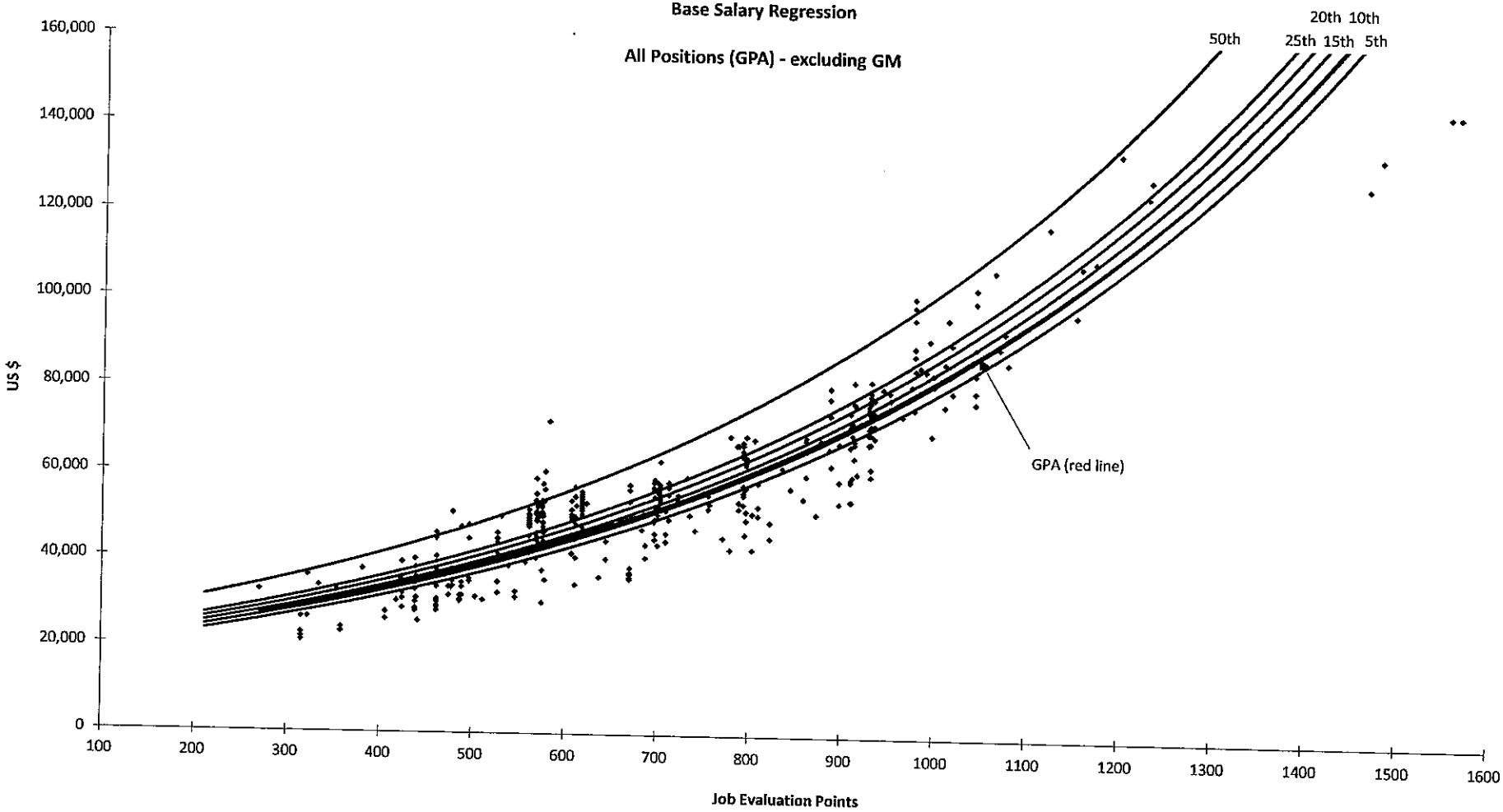
4. Given current controls in a) annually determining the implementation range on offer re : pay for performance, and b) determining the percentage of employees who can receive the "top scores" continue to allow (for employees below the 50th market percentile of market average within the U.S. mainland) the employees eventual pay for performance adjustment to be added

to their base salary. This makes computation of any future regression analysis a lot more accurate when comparing results against the prevailing market.

APPENDIX A

Base Salary Regression

All Positions (GPA) - excluding GM



Base Salary - all GPA positions (CTP + Non CTP) excluding GM

Base Salary - 2017 market percentiles - 5th, 10th, 15th, 20th, 25th and 50th (U.S. Electric Utilities)

APPENDIX B

ESTIMATED COST IN MIGRATING GPA TO VARIOUS MARKET PERCENTILES

BASED ON 2017 MARKET DATA

GPA - Seven (7) Sub-Step Implementation Range

Market Percentile 2017	Base Salary	Total Compensation (Base Salary plus Benefits)	Percentage Increase
5th	762,146	1,172,532	2.95
10th	1,018,678	1,567,197	3.95
15th	1,344,417	2,068,334	5.21
20th	1,765,748	2,716,535	6.84
25th	2,246,436	3,456,055	8.70

GPA - Five (5) Sub-Step Implementation Range

Market Percentile 2017	Base Salary	Total Compensation (Base Salary plus Benefits)	Percentage Increase
5th	843,378	1,297,505	3.27
10th	1,125,975	1,732,269	4.36
15th	1,483,160	2,281,785	5.75
20th	1,921,254	2,955,775	7.44
25th	2,448,233	3,766,512	9.48

STRATEGIC PAY SCALE (2017)

			1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
		Step 1				Step 2				Step 3				Step 4				Step 5				Step 6				Step 7			
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
Grade	A	20,500	20,705	20,912	21,121	21,332	21,546	21,761	21,979	22,199	22,421	22,645	22,871	23,100	23,331	23,564	23,800	24,038	24,278	24,521	24,766	25,014	25,264	25,517	25,772	26,030	26,290	26,553	26,818
9.0%	B	22,345	22,568	22,794	23,022	23,252	23,485	23,720	23,957	24,196	24,438	24,683	24,930	25,179	25,431	25,685	25,942	26,201	26,463	26,728	26,995	27,265	27,538	27,813	28,091	28,372	28,656	28,943	29,232
9.0%	C	24,356	24,600	24,846	25,094	25,345	25,598	25,854	26,113	26,374	26,638	26,904	27,173	27,445	27,719	27,997	28,277	28,559	28,845	29,133	29,425	29,719	30,016	30,316	30,620	30,926	31,235	31,547	31,863
7.0%	D	26,061	26,322	26,585	26,851	27,119	27,390	27,664	27,941	28,220	28,503	28,788	29,075	29,366	29,660	29,956	30,256	30,559	30,864	31,173	31,484	31,799	32,117	32,439	32,763	33,091	33,421	33,756	34,093
3.0%	E	26,843	27,111	27,382	27,656	27,933	28,212	28,494	28,779	29,067	29,358	29,651	29,948	30,247	30,550	30,855	31,164	31,475	31,790	32,108	32,429	32,753	33,081	33,412	33,746	34,083	34,424	34,768	35,116
6.0%	F	28,453	28,738	29,025	29,316	29,609	29,905	30,204	30,506	30,811	31,119	31,430	31,745	32,062	32,383	32,706	33,033	33,364	33,697	34,034	34,375	34,719	35,066	35,416	35,771	36,128	36,490	36,854	37,223
6.0%	G	30,161	30,462	30,767	31,074	31,385	31,699	32,016	32,336	32,660	32,986	33,316	33,649	33,986	34,326	34,669	35,015	35,366	35,719	36,076	36,437	36,802	37,170	37,541	37,917	38,296	38,679	39,066	39,456
9.0%	H	32,875	33,204	33,536	33,871	34,210	34,552	34,898	35,246	35,599	35,955	36,314	36,678	37,044	37,415	37,789	38,167	38,549	38,934	39,323	39,717	40,114	40,515	40,920	41,329	41,743	42,160	42,582	43,007
12.0%	I	36,820	37,188	37,560	37,936	38,315	38,698	39,085	39,476	39,871	40,270	40,672	41,079	41,490	41,905	42,324	42,747	43,174	43,606	44,042	44,483	44,927	45,377	45,830	46,289	46,752	47,219	47,691	48,168
12.0%	J	41,238	41,651	42,067	42,488	42,913	43,342	43,775	44,213	44,655	45,102	45,553	46,008	46,468	46,933	47,403	47,877	48,355	48,839	49,327	49,821	50,319	50,822	51,330	51,843	52,362	52,885	53,414	53,948
21.0%	K	49,899	50,397	50,901	51,410	51,925	52,444	52,968	53,498	54,033	54,573	55,119	55,670	56,227	56,789	57,357	57,931	58,510	59,095	59,686	60,283	60,886	61,495	62,109	62,731	63,358	63,991	64,631	65,278
17.0%	L	58,381	58,965	59,555	60,150	60,752	61,359	61,973	62,593	63,219	63,851	64,489	65,134	65,785	66,443	67,108	67,779	68,457	69,141	69,833	70,531	71,236	71,949	72,668	73,395	74,129	74,870	75,619	76,375
17.0%	M	68,306	68,989	69,679	70,376	71,080	71,790	72,508	73,233	73,966	74,705	75,452	76,207	76,969	77,739	78,516	79,301	80,094	80,895	81,704	82,521	83,346	84,180	85,022	85,872	86,731	87,598	88,474	89,359
8.0%	N	73,771	74,508	75,253	76,006	76,766	77,534	78,309	79,092	79,883	80,682	81,489	82,303	83,126	83,958	84,797	85,645	86,502	87,367	88,240	89,123	90,014	90,914	91,823	92,742	93,669	94,606	95,552	96,507
13.0%	O	83,361	84,194	85,036	85,887	86,745	87,613	88,489	89,374	90,268	91,170	92,082	93,003	93,933	94,872	95,821	96,779	97,747	98,724	99,712	100,709	101,716	102,733	103,760	104,798	105,846	106,904	107,973	109,053
16.0%	P	96,698	97,665	98,642	99,628	100,625	101,631	102,647	103,674	104,711	105,758	106,815	107,883	108,962	110,052	111,152	112,264	113,387	114,520	115,666	116,822	117,990	119,170	120,362	121,566	122,781	124,009	125,249	126,502
12.0%	Q	108,302	109,385	110,479	111,584	112,700	113,827	114,965	116,115	117,276	118,449	119,633	120,829	122,038	123,258	124,491	125,736	126,993	128,263	129,545	130,841	132,149	133,471	134,806	136,154	137,515	138,890	140,279	141,682
14.0%	R	123,465	124,699	125,946	127,206	128,478	129,762	131,060	132,371	133,694	135,031	136,382	137,745	139,123	140,514	141,919	143,339	144,772	146,220	147,682	149,159	150,650	152,157	153,678	155,215	156,767	158,335	159,918	161,517
13.0%	S	139,515	140,910	142,319	143,742	145,180	146,632	148,098	149,579	151,075	152,585	154,111	155,652	157,209	158,781	160,369	161,973	163,592	165,228	166,880	168,549	170,235	171,937	173,656	175,393	177,147	178,918	180,708	182,515
11.0%	T	154,862	156,410	157,974	159,554	161,150	162,761	164,389	166,033	167,693	169,370	171,064	172,774	174,502	176,247	178,009	179,789	181,587	183,403	185,237	187,090	188,961	190,850	192,759	194,686	196,633	198,599	200,585	202,591
11.0%	U	171,896	173,615	175,351	177,105	178,876	180,665	182,471	184,296	186,139	188,001	189,881	191,779	193,697	195,634	197,590	199,566	201,562	203,578	205,613	207,670	209,746	211,844	213,962	216,102	218,263	220,445	222,650	224,876
11.0%	V	190,805	192,713	194,640	196,587	198,552	200,538	202,543	204,569	206,614	208,681	210,767	212,875	215,004	217,154	219,325	221,519	223,734	225,971	228,231	230,513	232,818	235,146	237,498	239,873	242,272	244,694	247,141	249,613
11.0%	W	211,794	213,911	216,051	218,211	220,393	222,597	224,823	227,071	229,342	231,635	233,952	236,291	238,654	241,041	243,451	245,886	248,345	250,828	253,336	255,870	258,428	261,013	263,623	266,259	268,922	271,611	274,327	277,070
11.0%	X	235,091	237,442	239,816	242,214	244,636	247,083	249,554	252,049	254,570	257,115	259,686	262,283	264,906	267,555	270,231	272,933	275,662	278,419	281,203	284,015	286,855	289,724	292,621	295,547	298,503	301,488	304,503	307,548
11.0%	Y	260,951	263,560	266,196	268,858	271,546	274,262	277,005	279,775	282,572	285,398	288,252	291,135	294,046	296,986	299,956	302,956	305,985	309,045	312,136	315,257	318,410	321,594	324,810	328,058	331,338	334,652	337,998	341,378
11.0%	Z	289,655	292,552	295,477	298,432	301,417	304,431	307,475	310,550	313,655	316,792	319,960	323,159	326,391	329,655	332,951	336,281	339,644	343,040	346,471	349,935	353,435	356,969	360,539	364,144	367,785	371,463	375,178	378,930

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APPENDIX B1

STRATEGIC PAY SCALE (2017)

	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
	Step 8				Step 9				Step 10				Step 11				Step 12				Step 13				Step 14			
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
A	27,086	27,357	27,631	27,907	28,186	28,468	28,753	29,040	29,331	29,624	29,920	30,220	30,522	30,827	31,135	31,447	31,761	32,079	32,399	32,723	33,051	33,381	33,715	34,052	34,393	34,737	35,084	35,435
B	29,524	29,819	30,118	30,419	30,723	31,030	31,341	31,654	31,971	32,290	32,613	32,939	33,269	33,601	33,937	34,277	34,620	34,966	35,315	35,669	36,025	36,385	36,749	37,117	37,488	37,863	38,241	38,624
C	32,181	32,503	32,828	33,157	33,488	33,823	34,161	34,503	34,848	35,196	35,548	35,904	36,263	36,625	36,992	37,362	37,735	38,113	38,494	38,879	39,267	39,660	40,057	40,457	40,862	41,270	41,683	42,100
D	34,434	34,778	35,126	35,478	35,832	36,191	36,553	36,918	37,287	37,660	38,037	38,417	38,801	39,189	39,581	39,977	40,377	40,780	41,188	41,600	42,016	42,436	42,861	43,289	43,722	44,159	44,601	45,047
E	35,467	35,822	36,180	36,542	36,907	37,276	37,649	38,026	38,406	38,790	39,178	39,570	39,965	40,365	40,769	41,176	41,588	42,004	42,424	42,848	43,277	43,709	44,147	44,588	45,034	45,484	45,939	46,398
F	37,595	37,971	38,351	38,734	39,122	39,513	39,908	40,307	40,710	41,117	41,528	41,944	42,363	42,787	43,215	43,647	44,083	44,524	44,969	45,419	45,873	46,332	46,795	47,263	47,736	48,213	48,695	49,182
G	39,851	40,249	40,652	41,058	41,469	41,884	42,303	42,726	43,153	43,584	44,020	44,460	44,905	45,354	45,808	46,266	46,728	47,196	47,668	48,144	48,626	49,112	49,603	50,099	50,600	51,106	51,617	52,133
H	43,437	43,872	44,311	44,754	45,201	45,653	46,110	46,571	47,037	47,507	47,982	48,462	48,946	49,436	49,930	50,430	50,934	51,443	51,958	52,477	53,002	53,532	54,067	54,608	55,154	55,706	56,263	56,825
I	48,650	49,136	49,628	50,124	50,625	51,132	51,643	52,159	52,681	53,208	53,740	54,277	54,820	55,368	55,922	56,481	57,046	57,616	58,193	58,774	59,362	59,956	60,555	61,161	61,773	62,390	63,014	63,644
J	54,488	55,033	55,583	56,139	56,700	57,267	57,840	58,418	59,003	59,593	60,189	60,790	61,398	62,012	62,633	63,259	63,891	64,530	65,176	65,827	66,486	67,151	67,822	68,500	69,185	69,877	70,576	71,282
K	65,930	66,590	67,256	67,928	68,607	69,294	69,986	70,686	71,393	72,107	72,828	73,557	74,292	75,035	75,785	76,543	77,309	78,082	78,863	79,651	80,448	81,252	82,065	82,885	83,714	84,551	85,397	86,251
L	77,139	77,910	78,689	79,476	80,271	81,073	81,884	82,703	83,530	84,365	85,209	86,061	86,922	87,791	88,669	89,556	90,451	91,356	92,269	93,192	94,124	95,065	96,016	96,976	97,946	98,925	99,914	100,913
M	90,252	91,155	92,066	92,987	93,917	94,856	95,805	96,763	97,730	98,707	99,695	100,691	101,698	102,715	103,743	104,780	105,828	106,886	107,955	109,034	110,125	111,226	112,338	113,462	114,596	115,742	116,900	118,069
N	97,472	98,447	99,432	100,426	101,430	102,444	103,469	104,504	105,549	106,604	107,670	108,747	109,834	110,933	112,042	113,162	114,294	115,437	116,591	117,757	118,935	120,124	121,325	122,539	123,764	125,002	126,252	127,514
O	110,144	111,245	112,358	113,481	114,616	115,762	116,920	118,089	119,270	120,463	121,667	122,884	124,113	125,354	126,607	127,873	129,152	130,444	131,748	133,066	134,396	135,740	137,098	138,469	139,853	141,252	142,664	144,091
P	127,767	129,044	130,335	131,638	132,955	134,284	135,627	136,983	138,353	139,737	141,134	142,545	143,971	145,410	146,865	148,333	149,817	151,315	152,828	154,356	155,900	157,459	159,033	160,624	162,230	163,852	165,491	167,146
Q	143,099	144,530	145,975	147,435	148,909	150,398	151,902	153,421	154,955	156,505	158,070	159,651	161,247	162,860	164,488	166,133	167,795	169,473	171,167	172,879	174,608	176,354	178,117	179,898	181,697	183,514	185,350	187,203
R	163,133	164,764	166,412	168,076	169,756	171,454	173,169	174,900	176,649	178,416	180,200	182,002	183,822	185,660	187,517	189,392	191,286	193,199	195,131	197,082	199,053	201,043	203,054	205,084	207,135	209,206	211,299	213,412
S	184,340	186,183	188,045	189,926	191,825	193,743	195,680	197,637	199,614	201,610	203,626	205,662	207,719	209,796	211,894	214,013	216,153	218,314	220,498	222,703	224,930	227,179	229,451	231,745	234,063	236,403	238,767	241,155
T	204,617	206,663	208,730	210,817	212,925	215,055	217,205	219,377	221,571	223,787	226,025	228,285	230,568	232,873	235,202	237,554	239,930	242,329	244,752	247,200	249,672	252,169	254,690	257,237	259,810	262,408	265,032	267,682
U	227,125	229,396	231,690	234,007	236,347	238,711	241,098	243,509	245,944	248,403	250,887	253,396	255,930	258,490	261,074	263,685	266,322	268,985	271,675	274,392	277,136	279,907	282,706	285,533	288,389	291,273	294,185	297,127
V	252,109	254,630	257,176	259,748	262,346	264,969	267,619	270,295	272,998	275,728	278,485	281,270	284,083	286,923	289,793	292,691	295,617	298,574	301,559	304,575	307,621	310,697	313,804	316,942	320,111	323,312	326,546	329,811
W	279,841	282,639	285,466	288,320	291,204	294,116	297,057	300,027	303,028	306,058	309,118	312,210	315,332	318,485	321,670	324,887	328,135	331,417	334,731	338,078	341,459	344,874	348,322	351,806	355,324	358,877	362,466	366,090
X	310,623	313,730	316,867	320,036	323,236	326,468	329,733	333,030	336,361	339,724	343,121	346,553	350,018	353,518	357,054	360,624	364,230	367,873	371,551	375,267	379,020	382,810	386,638	390,504	394,409	398,353	402,337	406,360
Y	344,792	348,240	351,722	355,239	358,792	362,380	366,004	369,664	373,360	377,094	380,865	384,673	388,520	392,405	396,329	400,293	404,296	408,339	412,422	416,546	420,712	424,919	429,168	433,460	437,794	442,172	446,594	451,060
Z	382,719	386,546	390,412	394,316	398,259	402,242	406,264	410,327	414,430	418,574	422,760	426,988	431,257	435,570	439,926	444,325	448,768	453,255	457,788	462,366	466,990	471,660	476,376	481,140	485,952	490,811	495,719	500,676

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APPENDIX B2

STRATEGIC PAY SCALE (2017)

	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
	Step 15				Step 16				Step 17				Step 18				Step 19				Step 20			
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
A	35,789	36,147	36,508	36,874	37,242	37,615	37,991	38,371	38,754	39,142	39,533	39,929	40,328	40,731	41,139	41,550	41,966	42,385	42,809	43,237	43,670	44,106	44,547	44,993
B	39,010	39,400	39,794	40,192	40,594	41,000	41,410	41,824	42,242	42,665	43,091	43,522	43,958	44,397	44,841	45,290	45,742	46,200	46,662	47,128	47,600	48,076	48,557	49,042
C	42,521	42,946	43,376	43,809	44,248	44,690	45,137	45,588	46,044	46,505	46,970	47,439	47,914	48,393	48,877	49,366	49,859	50,358	50,861	51,370	51,884	52,403	52,927	53,456
D	45,498	45,952	46,412	46,876	47,345	47,818	48,297	48,779	49,267	49,760	50,258	50,760	51,268	51,780	52,298	52,821	53,349	53,883	54,422	54,966	55,516	56,071	56,631	57,198
E	46,862	47,331	47,804	48,282	48,765	49,253	49,745	50,243	50,745	51,253	51,765	52,283	52,806	53,334	53,867	54,406	54,950	55,499	56,054	56,615	57,181	57,753	58,330	58,914
F	49,674	50,171	50,673	51,179	51,691	52,208	52,730	53,257	53,790	54,328	54,871	55,420	55,974	56,534	57,099	57,670	58,247	58,829	59,418	60,012	60,612	61,218	61,830	62,449
G	52,655	53,181	53,713	54,250	54,793	55,341	55,894	56,453	57,017	57,588	58,163	58,745	59,333	59,926	60,525	61,130	61,742	62,359	62,983	63,613	64,249	64,891	65,540	66,195
H	57,394	57,967	58,547	59,133	59,724	60,321	60,924	61,534	62,149	62,770	63,398	64,032	64,672	65,319	65,972	66,632	67,298	67,971	68,651	69,338	70,031	70,731	71,439	72,153
I	64,281	64,924	65,573	66,229	66,891	67,560	68,235	68,918	69,607	70,303	71,006	71,716	72,433	73,158	73,889	74,628	75,374	76,128	76,889	77,658	78,435	79,219	80,011	80,811
J	71,994	72,714	73,442	74,176	74,918	75,667	76,424	77,188	77,960	78,739	79,527	80,322	81,125	81,936	82,756	83,583	84,419	85,263	86,116	86,977	87,847	88,725	89,613	90,509
K	87,113	87,984	88,864	89,753	90,650	91,557	92,473	93,397	94,331	95,275	96,227	97,190	98,161	99,143	100,134	101,136	102,147	103,169	104,200	105,242	106,295	107,358	108,431	109,516
L	101,923	102,942	103,971	105,011	106,061	107,122	108,193	109,275	110,368	111,471	112,586	113,712	114,849	115,997	117,157	118,329	119,512	120,707	121,914	123,134	124,365	125,609	126,865	128,133
M	119,249	120,442	121,646	122,863	124,091	125,332	126,586	127,851	129,130	130,421	131,726	133,043	134,373	135,717	137,074	138,445	139,829	141,228	142,640	144,066	145,507	146,962	148,432	149,916
N	128,789	130,077	131,378	132,692	134,019	135,359	136,712	138,080	139,460	140,855	142,264	143,686	145,123	146,574	148,040	149,520	151,016	152,526	154,051	155,592	157,147	158,719	160,306	161,909
O	145,532	146,987	148,457	149,942	151,441	152,956	154,485	156,030	157,590	159,166	160,758	162,365	163,989	165,629	167,285	168,958	170,648	172,354	174,078	175,818	177,577	179,352	181,146	182,957
P	168,817	170,505	172,210	173,932	175,672	177,428	179,203	180,995	182,805	184,633	186,479	188,344	190,227	192,130	194,051	195,991	197,951	199,931	201,930	203,949	205,989	208,049	210,129	212,231
Q	189,075	190,966	192,876	194,804	196,752	198,720	200,707	202,714	204,741	206,789	208,857	210,945	213,055	215,185	217,337	219,510	221,705	223,922	226,162	228,423	230,708	233,015	235,345	237,698
R	215,546	217,701	219,878	222,077	224,298	226,541	228,806	231,094	233,405	235,739	238,096	240,477	242,882	245,311	247,764	250,242	252,744	255,272	257,824	260,403	263,007	265,637	268,293	270,976
S	243,567	246,002	248,462	250,947	253,456	255,991	258,551	261,136	263,748	266,385	269,049	271,740	274,457	277,201	279,973	282,773	285,601	288,457	291,342	294,255	297,197	300,169	303,171	306,203
T	270,359	273,062	275,793	278,551	281,337	284,150	286,991	289,861	292,760	295,688	298,644	301,631	304,647	307,694	310,771	313,878	317,017	320,187	323,389	326,623	329,889	333,188	336,520	339,885
U	300,098	303,099	306,130	309,192	312,284	315,406	318,560	321,746	324,964	328,213	331,495	334,810	338,158	341,540	344,955	348,405	351,889	355,408	358,962	362,552	366,177	369,839	373,537	377,273
V	333,109	336,440	339,805	343,203	346,635	350,101	353,602	357,138	360,710	364,317	367,960	371,639	375,356	379,109	382,900	386,729	390,597	394,503	398,448	402,432	406,457	410,521	414,626	418,773
W	369,751	373,449	377,183	380,955	384,765	388,612	392,498	396,423	400,388	404,391	408,435	412,520	416,645	420,811	425,019	429,270	433,562	437,898	442,277	446,700	451,167	455,678	460,235	464,838
X	410,424	414,528	418,673	422,860	427,089	431,360	435,673	440,030	444,430	448,874	453,363	457,897	462,476	467,101	471,772	476,489	481,254	486,067	490,927	495,837	500,795	505,803	510,861	515,970
Y	455,570	460,126	464,727	469,375	474,068	478,809	483,597	488,433	493,318	498,251	503,233	508,266	513,348	518,482	523,666	528,903	534,192	539,534	544,929	550,379	555,883	561,441	567,056	572,726
Z	505,683	510,740	515,847	521,006	526,216	531,478	536,793	542,161	547,582	553,058	558,589	564,175	569,816	575,515	581,270	587,082	592,953	598,883	604,872	610,920	617,030	623,200	629,432	635,726

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APPENDIX B3

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Accountant I	670	J
GPA	Accountant II	796	K
GPA	Accountant III	913	L
GPA	Accounting Technician I	431	F
GPA	Accounting Technician II	503	G
GPA	Accounting Technician III	606	I
GPA	Administrative Aide	353	D
GPA	Administrative Assistant	527	H
GPA	Administrative Officer	611	I
GPA	AGM Administration	1468	R
GPA	AGM Engineering & Technical Services	1555	R
GPA	AGM Operations	1566	R
GPA	Assistant Chief Financial Officer	1122	O
GPA	Assistant Customer Services Manager	951	M
GPA	Assistant Generation Manager	1100	O
GPA	Assistant Plant Superintendent (Cabras 1&2)	1014	N
GPA	Assistant Plant Superintendent (Cabras 3&4)	1007	N
GPA	Assistant Plant Superintendent (CT / Diesel Systems)	965	N
GPA	Assistant Plant Superintendent (Diesel)	979	N
GPA	Assistant Plant Superintendent (Tanguisson)	1014	N
GPA	Assistant T&D Manager	1070	O
GPA	Auditor I	670	J
GPA	Auditor II	796	K
GPA	Auditor III	913	L
GPA	Board Secretary	582	I
GPA	Budget Analyst	779	K
GPA	Building Maintenance Supervisor	909	L
GPA	Buyer I	381	F
GPA	Buyer II	496	H
GPA	Buyer Supervisor I	735	J
GPA	Buyer Supervisor II	834	K
GPA	Carpenter I	461	G
GPA	Carpenter II	543	I

APPENDIX C1

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Carpenter Leader	683	J
GPA	Carpenter Supervisor	774	K
GPA	Cashier I	315	C
GPA	Cashier II	358	E
GPA	Chief Budget Officer	994	N
GPA	Chief Electric Power Systems Dispatcher	984	N
GPA	Chief Financial Officer (GPA)	1482	R
GPA	Chief Information Technology Officer	1173	P
GPA	Clerk I	212	A
GPA	Clerk II	270	B
GPA	Clerk III	322	C
GPA	Clerk Typist I	270	B
GPA	Clerk Typist II	322	C
GPA	Clerk Typist III	346	D
GPA	Collection Agent	421	E
GPA	Collection Supervisor	795	K
GPA	Communication / Electronic Technician Leader	709	J
GPA	Communication / Electronic Technician I	479	G
GPA	Communication / Electronic Technician II	575	I
GPA	Communication / Electronic Technician Supervisor	910	L
GPA	Computer Operations Supervisor	844	K
GPA	Computer Operator I	356	E
GPA	Computer Operator II	506	G
GPA	Computer Operator III	637	I
GPA	Computer Systems Analyst I	771	J
GPA	Computer Systems Analyst II	910	L
GPA	Computer Technician I	479	G
GPA	Computer Technician II	575	I
GPA	Computer Technician Leader	709	J
GPA	Computer Technician Supervisor	897	L
GPA	Construction Inspector I	498	G
GPA	Construction Inspector II	622	I
GPA	Construction Inspector III	732	K

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Contracts Administrator	798	K
GPA	Control Operator	793	K
GPA	Controller	1079	O
GPA	Customer Service Electrician I	439	G
GPA	Customer Service Electrician II	527	I
GPA	Customer Service Electrician Leader	660	J
GPA	Customer Service Electrician Supervisor	851	K
GPA	Customer Service Representative	461	G
GPA	Customer Service Representative Supervisor	795	K
GPA	Database Administrator	822	J
GPA	Electric Meter Reader I	319	C
GPA	Electric Meter Reader II	406	E
GPA	Electric Meter Reader Leader	553	H
GPA	Electric Meter Reader Supervisor	734	J
GPA	Electric Operation Trainee	364	C
GPA	Electric Power Laboratory Chief	952	M
GPA	Electric Power Systems Dispatcher I	788	K
GPA	Electric Power Systems Dispatcher II	911	L
GPA	Electric Power Systems Dispatcher Technician	660	J
GPA	Electric Relay Technician I	486	G
GPA	Electric Relay Technician II	575	I
GPA	Electric Relay Technician Leader	718	J
GPA	Electric Relay Technician Supervisor	911	L
GPA	Electrician Troubleshooter	697	J
GPA	Employee Development Specialist I	503	H
GPA	Employee Development Specialist II	670	J
GPA	Employee Development Specialist III	796	K
GPA	Engineer I	687	J
GPA	Engineer II	809	K
GPA	Engineer III	931	M
GPA	Engineer Supervisor	1044	O
GPA	Engineering Aide I	298	C
GPA	Engineering Aide II	339	D

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Engineering Aide III	441	F
GPA	Engineering Technician I	482	G
GPA	Engineering Technician II	578	J
GPA	Environmental Manager	1158	O
GPA	Equipment Operator I	397	E
GPA	Equipment Operator II	445	F
GPA	Equipment Operator III	511	G
GPA	Equipment Operator IV	546	H
GPA	Equipment Operator Leader I	644	I
GPA	Equipment Operator Leader II	661	J
GPA	Equipment Operator Supervisor	795	K
GPA	Facilities Manager	997	M
GPA	Fleet Support Services Manager	1015	N
GPA	General Manager (GPA)	1831	S
GPA	GIS Analyst I	502	H
GPA	GIS Analyst II	612	J
GPA	GIS Analyst III	756	K
GPA	Heavy Equipment Mechanic I	477	G
GPA	Heavy Equipment Mechanic II	561	I
GPA	Heavy Equipment Mechanic Leader	700	J
GPA	Heavy Equipment Mechanic Supervisor	909	L
GPA	Help Desk Support Supervisor	771	J
GPA	Help Desk Technician	575	I
GPA	HVCS / Electrician I	486	G
GPA	HVCS / Electrician II	570	I
GPA	HVCS / Electrician Leader	703	J
GPA	HVCS / Electrician Supervisor	911	L
GPA	Information Security Administrator	822	J
GPA	Information Technology Manager	1064	O
GPA	Internal Auditor	1019	N
GPA	Inventory Management Officer	824	K
GPA	Land Agent I	362	E
GPA	Land Agent II	465	G

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Land Agent III	531	I
GPA	Line Electrician I	486	G
GPA	Line Electrician II	568	I
GPA	Line Electrician Leader	702	J
GPA	Line Electrician Supervisor	911	L
GPA	Line Inspector	623	J
GPA	Machinist I	482	G
GPA	Machinist II	570	I
GPA	Machinist Leader	700	J
GPA	Maintenance Planner	796	K
GPA	Maintenance Worker	422	E
GPA	Management Analyst I	503	H
GPA	Management Analyst II	670	J
GPA	Management Analyst III	796	K
GPA	Management Analyst IV	913	L
GPA	Manager of Engineering	1232	Q
GPA	Manager of Generation	1229	Q
GPA	Meter / Relay Superintendent	1018	N
GPA	Meter Electrician I	478	G
GPA	Meter Electrician II	569	I
GPA	Meter Electrician Leader	712	J
GPA	Meter Electrician Supervisor	911	L
GPA	Network Systems Administrator	897	L
GPA	Payroll Clerk I	346	D
GPA	Payroll Clerk II	438	G
GPA	Payroll Clerk III	493	H
GPA	Payroll Supervisor	805	K
GPA	Personnel Assistant I	364	D
GPA	Personnel Assistant II	433	F
GPA	Personnel Services Administrator	1064	O
GPA	Personnel Specialist I	503	H
GPA	Personnel Specialist II	670	J
GPA	Personnel Specialist III	796	K

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Personnel Specialist IV	913	L
GPA	Planner Work Co-Ordinator (Transportation)	561	H
GPA	Plant Electrician / Instrument Maintenance Supervisor	911	L
GPA	Plant Electrician I	478	G
GPA	Plant Electrician II	569	I
GPA	Plant Electrician Leader	712	J
GPA	Plant Instrument Technician I	488	G
GPA	Plant Instrument Technician II	576	I
GPA	Plant Instrument Technician Leader	722	J
GPA	Plant Maintenance Mechanic I	477	G
GPA	Plant Maintenance Mechanic II	561	I
GPA	Plant Maintenance Mechanic Leader	700	J
GPA	Plant Maintenance Supervisor	909	L
GPA	Plant Maintenance Welder I	477	G
GPA	Plant Maintenance Welder II	557	I
GPA	Plant Maintenance Welder III	696	J
GPA	Plant Operator / Main. Mechanic Leader	755	J
GPA	Plant Operator / Maintenance Supervisor	929	L
GPA	Plant Operator / Maintenance Worker I	488	G
GPA	Plant Operator / Maintenance Worker II	607	J
GPA	Plant Operator I	438	F
GPA	Plant Operator II	488	G
GPA	Plant Operator III	618	J
GPA	Plant Results Supervisor	908	L
GPA	Plant Shift Supervisor	935	L
GPA	Plant Utility Worker	348	D
GPA	Plant Water Technician I	469	G
GPA	Plant Water Technician II	576	I
GPA	Plant Water Technician Leader	656	J
GPA	Power Plant Maintenance Superintendent (CMWS)	998	N
GPA	Power Systems Superintendent (Overhead)	999	N
GPA	Power Systems Superintendent (Substation)	1011	N
GPA	Power Systems Superintendent (Underground)	1011	N

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Program Coordinator I	503	H
GPA	Program Coordinator II	670	J
GPA	Program Coordinator III	796	K
GPA	Program Coordinator IV	913	L
GPA	Programmer / Analyst Supervisor	916	L
GPA	Programmer Analyst	683	J
GPA	PSCC Manager	1153	P
GPA	PSCC Superintendent	1047	N
GPA	Public Information Officer	926	M
GPA	Refrigeration Mechanic I	477	G
GPA	Refrigeration Mechanic II	561	I
GPA	Refrigeration Mechanic Leader	696	J
GPA	Revenue Protection Field Investigator	794	K
GPA	Revenue Protection Utility Analyst	913	L
GPA	Right of Way Supervisor	915	L
GPA	Risk Analyst	779	K
GPA	Safety Administrator	975	M
GPA	Safety Inspector I	418	F
GPA	Safety Inspector II	539	H
GPA	Safety Inspector III	741	J
GPA	Safety Supervisor	872	K
GPA	SCADA Technician I	589	I
GPA	SCADA Technician II	705	J
GPA	SCADA Technician Leader	809	K
GPA	SCADA Technician Supervisor	926	L
GPA	Secretary I	378	E
GPA	Secretary I (Typist)	378	E
GPA	Secretary II	438	G
GPA	Secretary II (Typist)	438	G
GPA	Shop Planner	786	K
GPA	Special Projects Engineer	978	N
GPA	SPORD Manager	1236	Q
GPA	Staff Attorney	1199	P

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Storekeeper I	322	C
GPA	Storekeeper II	424	F
GPA	Substation Electrician I	486	G
GPA	Substation Electrician II	570	I
GPA	Substation Electrician Leader	703	J
GPA	Substation Electrician Supervisor	911	L
GPA	Supply Clerk	322	C
GPA	Supply Management Administrator	990	M
GPA	Survey Supervisor	900	L
GPA	System Protection Engineer (Substation)	944	M
GPA	Systems Analyst I	725	J
GPA	Systems Analyst II	910	L
GPA	Systems Manager	1064	O
GPA	T&D Manager	1196	P
GPA	Tool Mechanic	390	E
GPA	Trouble Dispatcher	474	G
GPA	Trouble Dispatcher Leader	600	J
GPA	Utility Auditor I	670	J
GPA	Utility Auditor II	796	K
GPA	Utility Auditor III	913	L
GPA	Utility Services Administrator	1075	O
GPA	Utility Worker	348	D
GPA	Warehouse Supervisor I	724	J
GPA	Warehouse Supervisor II	803	K
GPA	Word Processing Secretary I	378	E
GPA	Word Processing Secretary II	438	G

PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GPA)

Authority	POSITION	JE	GRADE
GPA	Accounting Technician I	431	F
GPA	Accounting Technician II	503	G
GPA	Accounting Technician III	606	I
GPA	Administrative Aide	353	D
GPA	Administrative Assistant	527	H
GPA	Board Secretary	582	I
GPA	Buyer I	381	F
GPA	Cashier I	315	C
GPA	Cashier II	358	E
GPA	Clerk I	212	A
GPA	Clerk II	270	B
GPA	Clerk III	322	C
GPA	Clerk Typist I	270	B
GPA	Clerk Typist II	322	C
GPA	Clerk Typist III	346	D
GPA	Engineering Aide I	298	C
GPA	Engineering Aide II	339	D
GPA	Engineering Aide III	441	F
GPA	Maintenance Worker	422	E
GPA	Payroll Clerk I	346	D
GPA	Payroll Clerk II	438	G
GPA	Payroll Clerk III	493	H
GPA	Personnel Assistant I	364	D
GPA	Personnel Assistant II	433	F
GPA	Secretary I	378	E
GPA	Secretary I (Typist)	378	E
GPA	Secretary II	438	G
GPA	Secretary II (Typist)	438	G
GPA	Storekeeper I	322	C
GPA	Storekeeper II	424	F
GPA	Supply Clerk	322	C
GPA	Utility Worker	348	D
GPA	Word Processing Secretary I	378	E
GPA	Word Processing Secretary II	438	G

PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GPA)

Five (5) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	FILLED	ADMINISTRATIVE AIDE	353	29,660	D	4	B	30,864	D	5	B
GPA	FILLED	ADMINISTRATIVE ASSISTANT	527	39,717	H	5	D	41,329	H	6	D
GPA	FILLED	BUYER I	381	31,430	F	3	C	32,706	F	4	C
GPA	FILLED	CASHIER I	315	27,445	C	4	A	28,559	C	5	A
GPA	FILLED	CASHIER II	358	30,550	E	4	B	31,790	E	5	B
GPA	FILLED	CLERK II	270	25,942	B	4	D	26,995	B	5	D
GPA	FILLED	CLERK III	322	27,997	C	4	C	29,133	C	5	C
GPA	FILLED	ENGINEERING AIDE III	441	32,062	F	4	A	33,364	F	5	A
GPA	FILLED	MAINTENANCE WORKER	422	32,429	E	5	D	33,746	E	6	D
GPA	FILLED	PAYROLL CLERK II	438	33,649	G	3	D	35,015	G	4	D
GPA	FILLED	STOREKEEPER I	322	27,445	C	4	A	28,559	C	5	A
GPA	FILLED	STOREKEEPER II	424	32,706	F	4	C	34,034	F	5	C
GPA	FILLED	UTILITY WORKER	348	28,788	D	3	C	29,956	D	4	C
GPA	FILLED	WORD PROCESSING SECRETARY II	438	33,649	G	3	D	35,015	G	4	D

Five (5) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	NEW	ACCOUNTING TECHNICIAN I	431	32,062	F	4	A	33,364	F	5	A
GPA	NEW	ACCOUNTING TECHNICIAN II	503	36,437	G	5	D	37,917	G	6	D
GPA	NEW	ACCOUNTING TECHNICIAN III	606	44,042	I	5	C	45,830	I	6	C
GPA	NEW	CLERK I	212	23,100	A	4	A	24,038	A	5	A
GPA	NEW	CLERK TYPIST I	270	25,942	B	4	D	26,995	B	5	D
GPA	NEW	CLERK TYPIST II	322	27,997	C	4	C	29,133	C	5	C
GPA	NEW	CLERK TYPIST III	346	29,660	D	4	B	30,864	D	5	B
GPA	NEW	ENGINEERING AIDE I	298	26,638	C	3	B	27,719	C	4	B
GPA	NEW	ENGINEERING AIDE II	339	28,503	D	3	B	29,660	D	4	B
GPA	NEW	PAYROLL CLERK I	346	28,788	D	3	C	29,956	D	4	C
GPA	NEW	PAYROLL CLERK III	493	38,549	H	5	A	40,114	H	6	A
GPA	NEW	PERSONNEL ASSISTANT I	364	29,660	D	4	B	30,864	D	5	B
GPA	NEW	PERSONNEL ASSISTANT II	433	33,033	F	4	D	34,375	F	5	D
GPA	NEW	SECRETARY I	378	31,164	E	4	D	32,429	E	5	D
GPA	NEW	SECRETARY I (TYPIST)	378	31,164	E	4	D	32,429	E	5	D
GPA	NEW	SECRETARY II	438	33,649	G	3	D	35,015	G	4	D
GPA	NEW	SECRETARY II (TYPIST)	438	33,649	G	3	D	35,015	G	4	D
GPA	NEW	SUPPLY CLERK	322	27,445	C	4	A	28,559	C	5	A
GPA	NEW	WORD PROCESSING SECRETARY I	378	31,164	E	4	D	32,429	E	5	D

PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GPA)

Seven (7) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	FILLED	ADMINISTRATIVE AIDE	353	29,075	D	3	D	30,864	D	5	B
GPA	FILLED	ADMINISTRATIVE ASSISTANT	527	38,934	H	5	B	41,329	H	6	D
GPA	FILLED	BUYER I	381	30,811	F	3	A	32,706	F	4	C
GPA	FILLED	CASHIER I	315	26,904	C	3	C	28,559	C	5	A
GPA	FILLED	CASHIER II	358	29,948	E	3	D	31,790	E	5	B
GPA	FILLED	CLERK II	270	25,431	B	4	B	26,995	B	5	D
GPA	FILLED	CLERK III	322	27,445	C	4	A	29,133	C	5	C
GPA	FILLED	ENGINEERING AIDE III	441	31,430	F	3	C	33,364	F	5	A
GPA	FILLED	MAINTENANCE WORKER	422	31,790	E	5	B	33,746	E	6	D
GPA	FILLED	PAYROLL CLERK II	438	32,986	G	3	B	35,015	G	4	D
GPA	FILLED	STOREKEEPER I	322	26,904	C	3	C	28,559	C	5	A
GPA	FILLED	STOREKEEPER II	424	32,062	F	4	A	34,034	F	5	C
GPA	FILLED	UTILITY WORKER	348	28,220	D	3	A	29,956	D	4	C
GPA	FILLED	WORD PROCESSING SECRETARY II	438	32,986	G	3	B	35,015	G	4	D

Seven (7) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	NEW	ACCOUNTING TECHNICIAN I	431	31,430	F	3	C	33,364	F	5	A
GPA	NEW	ACCOUNTING TECHNICIAN II	503	35,719	G	5	B	37,917	G	6	D
GPA	NEW	ACCOUNTING TECHNICIAN III	606	43,174	I	5	A	45,830	I	6	C
GPA	NEW	CLERK I	212	22,645	A	3	C	24,038	A	5	A
GPA	NEW	CLERK TYPIST I	270	25,431	B	4	B	26,995	B	5	D
GPA	NEW	CLERK TYPIST II	322	27,445	C	4	A	29,133	C	5	C
GPA	NEW	CLERK TYPIST III	346	29,075	D	3	D	30,864	D	5	B
GPA	NEW	ENGINEERING AIDE I	298	26,113	C	2	D	27,719	C	4	B
GPA	NEW	ENGINEERING AIDE II	339	27,941	D	2	D	29,660	D	4	B
GPA	NEW	PAYROLL CLERK I	346	28,220	D	3	A	29,956	D	4	C
GPA	NEW	PAYROLL CLERK III	493	37,789	H	4	C	40,114	H	6	A
GPA	NEW	PERSONNEL ASSISTANT I	364	29,075	D	3	D	30,864	D	5	B
GPA	NEW	PERSONNEL ASSISTANT II	433	32,383	F	4	B	34,375	F	5	D
GPA	NEW	SECRETARY I	378	30,550	E	4	B	32,429	E	5	D
GPA	NEW	SECRETARY I (TYPIST)	378	30,550	E	4	B	32,429	E	5	D
GPA	NEW	SECRETARY II	438	32,986	G	3	B	35,015	G	4	D
GPA	NEW	SECRETARY II (TYPIST)	438	32,986	G	3	B	35,015	G	4	D
GPA	NEW	SUPPLY CLERK	322	26,904	C	3	C	28,559	C	5	A
GPA	NEW	WORD PROCESSING SECRETARY I	378	30,550	E	4	B	32,429	E	5	D

UTILITY ACCOUNTING TECHNICIAN I
(Proposed)

NATURE OF WORK IN THIS CLASS:

This is routine utility bookkeeping work involved in the maintenance and summary of utility subsidiary accounts and preparation of routine financial reports according to established 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.)

Maintains utility subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; using a computerized accounting or customer information system; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts.

Prepares routine utility fund status reports.

Operates calculator and related office equipment.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Possess basic knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations with speed and accuracy.

Ability to learn basic accounting.

Ability to operate calculators and computers programmed with accounting software including Microsoft Word, Excel and Customer Information Systems (CIS).

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Completion of a two-semester course in bookkeeping and graduation from high school; or

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

ESTABLISHED: October 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

CONSOLIDATED COMMISSION ON UTILITIES

RESOLUTION NO. 2012-49

RESOLUTION RELATIVE TO AMENDING THE PROMOTION/DEMOTION/TRANSFER POLICY

WHEREAS, the General Manager, Guam Power Authority petitions the Consolidated Commission on Utilities (CCU) to amend the Promotion/Demotion/Transfer Policy, and

WHEREAS, the CCU has the lawful authority under Public Law 28-159, Section 3.0.b to approve and amend a unified pay scale and implementation plan for employees in 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, in 2007, the CCU adopted the recommendations of the Compensation and Benefits Study conducted by Alan Searle & Associates; and

WHEREAS, the CCU also endorsed a plan to transition GPA to the new compensation model over a five (5) year period beginning fiscal year 2008; and

WHEREAS, the transition plan also included a compensation formula used to determine new rates of pay upon an employee's promotion and/or demotion into another position; and

WHEREAS, based on the current pay policy, upon promotion, an employee's new base salary is determined by slotting the current salary into the higher pay grade closest to but not less than the current salary earned and is then awarded a further six sub-steps; and

WHEREAS, the implementation of the current pay policy distorts internal equity; and

WHEREAS, when upon promotion, junior employees are slotted at the minimum range with an additional six sub-steps increase surpassing senior employees whose step placements were slotted at the minimum range at the time of a transitional movement to the next market percentile.

WHEREAS, the proposed policy change corrects this problem by making a process change to when the six sub-steps is applied.

WHEREAS, when an employee is being promoted the first step will be to identify a new base salary six sub-steps up from the employee's current base salary. If the new base salary is still below the minimum of the implementation range he/she is promoted to then they are slotted at the minimum of the new implementation range.

WHEREAS, for demotions, the process will be applied with a six sub-step decrease down the grade prior to slotting into the new lower grade.

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

1. The amendment of the Promotion/Demotion/Transfer Policy applicable to CTP positions and personnel at GPA as delineated in Appendices "D, E and F" of Exhibit 1.
2. That the Guam Waterworks Authority also review the effect of the pay policy applicable to the determination of new pay rates assigned upon a promotion/demotion/transfer of personnel in CTP positions as delineated in Appendices "D, E and F" of Exhibit 1.

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

DULY AND REGULARLY ADOPTED this 24th day of July, 2012.

Certified by:

SIMON A. SANCHEZ, II
Chairperson
Consolidated Commission on Utilities

Attested by:

GLORIA B. NELSON
Secretary
Consolidated Commission on Utilities

SECRETARY'S CERTIFICATE

I, Gloria B. Nelson, Board Secretary of the Consolidated Commission on Utilities evidenced by my signature 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: 4
NAYS: 0
ABSTENTIONS: 0
ABSENT: 1

GUAM POWER AUTHORITY
HUMAN RESOURCES DIVISION
STAFF REPORT

I. REQUEST:

The General Manager requests the Consolidated Commission on Utilities (CCU) to amend the Promotion/Demotion/Transfer Policy applicable to certified, technical, and professional (CTP) positions.

II. AUTHORITY: P.L. 28-159, Section 3.0.b.

III. BACKGROUND:

In March 2007, the CCU adopted the recommendations of the Compensation and Benefits Study conducted by Alan Searle and Associates. These recommendations included a comprehensive compensation methodology, a pay scale, an implementation plan and a list of positions distributed as List A and List B of certified, technical and professional positions. The scope of the study involved comparisons of all GPA positions to industry standards and the national average market conditions. This was necessary to retain employees and provide incentives to attract new ones. Further, the pay scale in effect prior to the adoption of the new pay scale was outdated and had not been revisited since its implementation in 1990.

In adopting the recommendations presented by Alan Searle and Associates, the CCU was prudent and endorsed a plan to transition GPA to the new compensation model over a five year period beginning in fiscal year 2008. The incremental transitions provide a more competitive market position for GPA. The initial structural adjustment was made to the 5th market percentile in 2008. In 2009, GPA targeted a second structural pay adjustment at the 15th market percentile. However, based on funding availability the second structural pay adjustment was allocated at the 10th market percentile. To date, most positions are on or near the 12th market percentile as a result of performance pay increments.

The recommendations adopted by the CCU also included a compensation formula that is used to determine new rates of pay upon an employee's promotion and or demotion into another position. Based on the current policy, 6% is tagged on to the new base salary in the higher grade closest to but not less than the current salary earned. At face value, the formula appeared to work well. However, in its implementation there was discrepancy overall in the slotting of new rates with regard the implementation range of a position during a transitional pay adjustment placing the new rate of pay above the minimum range creating internal inequity.

IV. DISCUSSION:

When moving from one market percentile to the next higher percentile, the impact in moving from a position of a lower grade and implementation pay range to a position of a higher grade and implementation pay range is significant. The result of this process is similar to a step to step movement which creates a wider gap between incumbent employees being bypassed by the newly promoted employees in the same position. It is important to note, that when moving from one market percentile to the next higher market percentile, there are incumbent employees in positions whose current salaries are below the minimum step of the implementation range. From there, their salaries will be brought up to the minimum range during the transitional and structural pay adjustment. There are also employees whose current salaries are slotted above the minimum step of the implementation range. This is where the discrepancy exists. Under the current pay policy, junior employees who are promoted are slotted above the minimum range with an additional six percent increase. Thus, exceeding current incumbents placements during a transitional movement.

The proposed amendment will provide the six percent increase from the employees current pay grade and sub-step prior to slotting into the new pay grade and sub-step of the position promoted to. This process will maintain internal equity between the positions and the gaps that exist between junior and senior employees. (See Exhibit 1 Alan Searle & Associates Report, May 2012).

V. RECOMMENDATION:

a. To approve the amendment of the Promotion/Demotion/Transfer Policy applicable to CTP positions and personnel at GPA as delineated in Appendices "D, E and F" of Exhibit 1.

b. To request that the Guam Waterworks Authority also review the effect of the pay policy applicable to the determination of new pay rates assigned upon the promotion/demotion/transfer of personnel in CTP positions as delineated in Appendices "D, E and F" of Exhibit 1.

Julie L. Quinata
Personnel Services Administrator

7/6/12
JOAQUIN C. FLORES, P.E.
General Manager, GPA

GUAM POWER AUTHORITY

COMPENSATION & BENEFITS STUDY

Request to Amend

Promotion / Demotion Policy

May 2012

ALAN SEARLE & ASSOCIATES LIMITED

Management Consultants, Auckland, New Zealand

APPENDIX E6

EXHIBIT "1"

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Current Policy

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Proposed Policy

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GUAM POWER AUTHORITY

Request To Amend Promotion / Demotion / Transfer Policy

1.0 Background

When the compensation study for GPA and GWA was ratified a policy (Appendix A) concerning promotions, demotions and transfers was also included. However it has since been identified that under certain promotional situations employees are effectively receiving "two bites at the cake" so to speak. The certain situations referred to above are those instances where (prior to the promotion) the employee's current base salary is below the minimum of the implementation range they are being promoted to. In this situation current policy is such that the employee is initially slotted at the minimum of the implementation range he/she is being promoted to (seen as the first "bite of the cake") and is then awarded a further six sub-steps (seen as the second "bite of the cake") in order to identify their new base salary. This policy whilst attractive to the employee being promoted needs to be amended in order to ensure internal relativities and equity are maintained.

Please note that the above also applies to PAG, GIAA and GCC who also have the same policy in place with regards their compensation models.

2.0 Current Policy

Current policy (to handling promotions and demotions) is outlined in Appendix A
An example of current policy relating to promotions is outlined in Appendix B
An example of current policy relating to demotions is outlined in Appendix C

3.0 Proposed Policy

The proposed policy change corrects the problem by simply making a process change to when the six sub-steps is applied. In short, when an employee is being promoted the first step will be to identify a new base

salary six sub-steps up from the employee's current base salary (grade, step and sub-step). If this new base salary is still below the minimum of the implementation range he/she is being promoted to then they are simply slotted at the minimum of the new implementation range. If on the other hand the new base salary is above the minimum of the implementation range he/she is being promoted to then they would be slotted at the closest sub-step just on the high side.

In summary, the proposed change simply applies (as an initial step) the six sub-steps to the employee's current base salary and grade. For promotions this is a six sub-step increase up the grade or for demotions it is a six sub-step decrease down the grade. This then identifies a value that can then be compared to the implementation range of the position the employee is being promoted or demoted to.

The proposed policy (to handling promotions and demotions) is outlined in Appendix D
An example of the proposed policy relating to promotions is outlined in Appendix E
An example of the proposed policy relating to demotions is outlined in Appendix F

4.0 Impact / Handling of Proposed Policy Change

Whilst some employees at GPA have benefited from existing policy in the handling of their promotion we cannot turn around now and reduce their base salaries as the policy was correctly followed at the time the promotion was calculated. However, any advantage can be brought back to a "level playing field" when GPA / GWA make their next structural adjustment in pay and move i.e. to a higher market percentile. For information purposes, both GPA / GWA are currently around the 10^{th} - 15^{th} market percentile compared to utilities (both electric and water) on the U.S. mainland.

The "level playing field" is achieved as follows : when the next structural adjustment in calculated we identify (which is part of the normal process) a new implementation range for every position. With regards the minimum of that range an employee's current base salary is either above or below it. So therefore the salary of an employee who (by virtue of their promotion) may have exceeded a longer serving employee in the same position are now both treated the same and depending on the implementation criteria will be slotted accordingly.

5.0 Summary

Whilst current promotion policy has benefited some employees slightly the situation can be corrected. As outlined earlier, the optimum time to make that change is when GPA / GWA make their next structural adjustment in pay and move to a higher market percentile. The process is straightforward for once the new implementation ranges have been identified (at the preferred market percentile) all employees are treated the same, and as previously outlined, depending on the implementation criteria will be slotted accordingly.

APPENDIX A

1.1 Promotion

a) A pay adjustment resulting in an increase / promotion either by competition, reclassification, pay grade reassignment or temporary appointment is effectuated by identifying from the new pay grade the salary (sub-step) closest to, but not less than the salary currently being received prior to promotion plus an additional six (6) sub-steps. This identifies the new base salary.

b) A pay adjustment where the salary received prior to promotion is below the low end of the new implementation range shall be slotted at the lowest sub-step of the new implementation range plus an additional six (6) sub-steps. This identifies the new base salary.

c) The General Manager at his / her discretion, or upon the recommendation of a respective Division Manager, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or the Authority as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

1.2 Demotion

a) A pay adjustment resulting in a decrease either by demotion, voluntary, reclassification, or pay grade reassignment is effectuated by identifying from the amended pay grade the salary (sub-step) closest to, but not more than the salary (sub-step) currently being received prior to demotion less an additional six (6) sub-steps. This identifies the new base salary.

b) A pay adjustment where the salary received prior to demotion, voluntary, reclassification, or pay grade reassignment is below the lowest sub-step of the new implementation range shall be slotted at the lowest sub-step of the new implementation range. This identifies the new base salary.

Appendix B : Example - Promotions (Current Policy)

			Step 3				Step 4				Step 5				Step 6				Step 7				Step 8		
	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C
Position A	33,309	33,842	33,978	34,318	34,861	35,008	35,358	35,712	36,069	36,429	36,794	37,162	37,533	37,909	38,288	38,671	39,057	39,448	39,842	40,241	40,643	41,050	41,460	41,875	42,293
Position B	37,972	38,352	38,735	39,123	39,514	39,909	40,308	40,711	41,118	41,530	41,945	42,364 (1)	42,788 (2)	43,216 (3)	43,648 (4)	44,084 (5)	44,525 (6)	44,971	45,420	45,874	46,333	46,797	47,264	47,737	48,214
Position C	43,288	43,721	44,158	44,600	45,046	45,496	45,951	46,411	46,875	47,344	47,817	48,295	48,778	49,266	49,759	50,256	50,759	51,266	51,779	52,297	52,820	53,348	53,881	54,420	54,965

Low end of implementation range

Employees current grade, step and sub-step prior to promotion i.e. Grade I, Step B, Sub-step B ($41,875)

Step 1 : Initially move to closest sub-step on new grade (high side) i.e. Grade J, Step 5, Sub-step A ($41,945)

Step 2 : Increase by a further 6 (six) sub-steps to indentify final grade, step and sub-step i.e. Grade J, Step 6, Sub-step C ($44,525)

	Step 2				Step 3				Step 4				Step 5				Step 6				Step 7				Step 8
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A
Position A	25,125	25,376	25,630	25,886	26,145	26,407	26,671	26,937	27,207	27,479	27,754	28,031	28,312	28,595	28,881	29,169	29,461	29,756	30,053	30,354	30,657	30,964	31,274	31,586	31,902
Position B	28,643	28,929	29,218	29,510 (1)	29,805 (2)	30,104 (3)	30,405 (4)	30,709 (5)	31,016 (6)	31,326	31,639	31,956	32,275	32,598	32,924	33,253	33,586	33,922	34,261	34,603	34,949	35,299	35,652	36,008	36,368

Low end of implementation range

Employees current grade, step and sub-step prior to promotion i.e. Grade G, Step 4, Sub-step C ($27,754)

Step 1 : As employees current base salary is below minimum initially move to low end of implementation range of new grade i.e. Grade H, Step 2, Sub-step C ($29,218)

Step 2 : Increase by 6 (six) sub-steps to indentify new grade, step and sub-step i.e. Grade H, Step 4, Sub-step A ($31,016)

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APPENDIX E12

APPENDIX "B"

Appendix C : Example - Demotions (Current Policy)

			Step 3				Step 4				Step 5				Step 6				Step 7				Step 8		
	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C
Position A	33,309	33,642	33,978	34,318	34,661	35,008	35,358	35,712	36,069	36,429	36,794	37,162	37,533	37,909	38,288	38,671	39,057	39,448	39,842	40,241	40,643	41,050	41,460	41,875	42,293
Position B	37,972	38,352	38,735	39,123	39,514	39,909	40,308	40,711	41,118	41,530	41,945	42,364	42,788	43,216	43,648	44,084	44,525	44,971	45,420	45,874	46,333	46,797	47,264	47,737	48,214
Position C	43,288	43,721	44,158	44,600	45,046	45,496	45,951	46,411	46,875	47,344	47,817	48,295	48,778	49,266	49,759	50,256	50,759	51,266	51,779	52,297	52,820	53,348	53,881	54,420	54,965

Low end of implementation range

Employees current grade, step and sub-step prior to demotion i.e. Grade J, Step 5, Sub-step A ($41,945)

Step 1 : Initially move to closest substep on lower grade (low side) i.e. Grade I, Step 8, Sub-step B ($41,875)

Step 2 : Decrease by 6 (six) sub-steps to indentify final grade, step and sub-step i.e. Grade I, Step 8, Sub-step D ($39,448)

			Step 3				Step 4				Step 5				Step 6				Step 7				Step 8		
	C	D	A	B	C	D	A	B	C (6)	D (5)	A (4)	B (3)	C (2)	D (1)	A	B	C	D	A	B	C	D	A	B	C
Position A	33,309	33,642	33,978	34,318	34,661	35,008	35,358	35,712	36,069	36,429	36,794	37,162	37,533	37,909	38,288	38,671	39,057	39,448	39,842	40,241	40,643	41,050	41,460	41,875	42,293
Position B	37,972	38,352	38,735	39,123	39,514	39,909	40,308	40,711	41,118	41,530	41,945	42,364	42,788	43,216	43,648	44,084	44,525	44,971	45,420	45,874	46,333	46,797	47,264	47,737	48,214
Position C	43,288	43,721	44,158	44,600	45,046	45,496	45,951	46,411	46,875	47,344	47,817	48,295	48,778	49,266	49,759	50,256	50,759	51,266	51,779	52,297	52,820	53,348	53,881	54,420	54,965

Low end of implementation range

Employees current grade, step and sub-step prior to demotion i.e. Grade J, Step 2, Sub-step D ($38,352)

Step 1 : Initially move to closest substep on lower grade (low side) i.e. Grade I, Step 6, Sub-step A ($38,288)

Step 2 : Decrease by 6 (six) sub-steps to indentify final grade, step and sub-step i.e. Grade I, Step 4, Sub-step C ($36,069)

Note : If six (6) sub-steps cannot be taken, take low end of implementation range as new base salary

Doc. No. 34 GL-17-1033.

APPENDIX E13

APPENDIX "C"

APPENDIX D

1.1 Promotion

A pay adjustment resulting in a promotion either by competition, reclassification, pay grade reassignment or temporary appointment is effectuated by initially increasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is :

a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range. This identifies the employee's new base salary.

b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the high side) of the new grade. This identifies the employee's new base salary.

c) The General Manager at his / her discretion, or upon the recommendation of a respective Division Manager, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or the Authority as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

1.2 Demotion

A pay adjustment resulting in a decrease either by demotion, voluntary, reclassification, or pay grade reassignment is effectuated by initially decreasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is :

d) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range. This identifies the employee's new base salary.

e) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade. This identifies the employee's new base salary.

Appendix E : Example - Promotions (Proposed Policy)

SCENARIO 1.

		Step 2				Step 3				Step 4				Step 5				Step 6				Step 7	
		A	B	C	D	A	B	C	D	A	B (1)	C (2)	D (3)	A (4)	B (5)	C (6)	D	A	B	C	D	A	B
Position A	Grade F	25,125	25,376	25,630	25,886	26,145	26,407	26,671	26,937	27,207	27,479	27,754	28,031	28,312	28,595	28,881	29,169	29,461	29,756	30,053	30,354	30,657	30,964
Position B	Grade H	28,643	28,929	29,218	29,510	29,806	30,104	30,405	30,709	31,016	31,326	31,639	31,956	32,275	32,598	32,924	33,253	33,586	33,922	34,261	34,603	34,949	35,299

Low end of implementation ranges (both Positions A & B)

Employees current grade, step and sub-step prior to promotion i.e. Grade F, Step 4, Sub-step A ($27,207)

Step 1 : Initially move up the employees current grade by six sub-steps to identify a value i.e. Grade F, Step 5, Sub-step C ($28,881)

Step 2 : Transpose that value to the new grade that the employee is being promoted to and to the closest sub-step "just on the high side" i.e. Grade H, Step 2, Sub-step B ($28,929)

As this value is still BELOW the minimum of the new implementation range the employee would move to the minimum of the new implementation range i.e. Grade H, Step3, Substep C ($30,405) as their new base salary

SCENARIO 2.

		Step 2				Step 3				Step 4				Step 5				Step 6				Step 7	
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D (1)	A (2)	B (3)	C (4)	D (5)	A (6)	B
Position A	Grade F	25,125	25,376	25,630	25,886	26,145	26,407	26,671	26,937	27,207	27,479	27,754	28,031	28,312	28,595	28,881	29,169	29,461	29,756	30,053	30,354	30,657	30,964
Position B	Grade H	28,643	28,929	29,218	29,510	29,806	30,104	30,405	30,709	31,016	31,326	31,639	31,956	32,275	32,598	32,924	33,253	33,586	33,922	34,261	34,603	34,949	35,299

Low end of implementation ranges (both Positions A & B)

Employees current grade, step and sub-step prior to promotion i.e. Grade F, Step 5, Sub-step C ($28,881)

Step 1 : Initially move up the employees current grade by six sub-steps to identify a value i.e. Grade F, Step 7, Sub-step A ($30,657)

Step 2 : Transpose that value to the new grade that the employee is being promoted to and to the closest sub-step "just on the high side" i.e. Grade H, Step 3, Sub-step D ($30,709)

As this value is ABOVE the minimum of the new implementation range the employee would stay at that value i.e. Grade H, Step 3, Sub-step D ($30,709) as their new base salary

Doc. No. 34 GL-17-1033

APPENDIX "E"

Appendix F : Example - Demotions (Proposed Policy)

SCENARIO 1.

		Step 2				Step 3				Step 4				Step 5				Step 6				Step 7	
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B
Position A	Grade F	25,125	25,376	25,630	25,886	26,145	26,407	26,671	26,937	27,207	27,479	27,754	28,031	28,312	28,595	28,881	29,169	29,461	29,756	30,053	30,354	30,657	30,964
Position B	Grade H	28,643	28,929	29,218	29,510	29,806	30,104	30,405	30,709	31,016	31,326	31,639	31,956	32,275	32,598	32,924	33,253	33,585	33,922	34,261	34,603	34,949	35,299

(6) (5) (4) (3) (2) (1)

Low end of implementation ranges (both Positions A & B)

Employees current grade, step and sub-step prior to demotion i.e. Grade H, Step 5, Sub-step B ($32,598)

Step 1 : Initially move down six sub-steps from the employees current salary to identify a value i.e. Grade H, Step 3, Sub-step D ($30,709)

Step 2 : Transpose that value to the new grade that the employee is being demoted to, and to the closest sub-step "just on the low side" i.e. Grade F, Step 7, Sub-step A ($30,657)

As this value is still ABOVE the minimum of the new implementation range management reserves the right (depending on the circumstances of the demotion) to further reduce this to the minimum.

SCENARIO 2.

		Step 2				Step 3				Step 4				Step 5				Step 6				Step 7	
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B
Position A	Grade F	25,125	25,376	25,630	25,886	26,145	26,407	26,671	26,937	27,207	27,479	27,754	28,031	28,312	28,595	28,881	29,169	29,461	29,756	30,053	30,354	30,657	30,964
Position B	Grade H	28,643	28,929	29,218	29,510	29,806	30,104	30,405	30,709	31,016	31,326	31,639	31,956	32,275	32,598	32,924	33,253	33,585	33,922	34,261	34,603	34,949	35,299

(6) (5) (4) (3) (2) (1)

Low end of implementation ranges (both Positions A & B)

Employees current grade, step and sub-step prior to demotion i.e. Grade H, Step 3, Sub-step D ($30,709)

Step 1 : Initially move down six sub-steps from the employees current salary to identify a value i.e. Grade H, Step 2, Sub-step B ($28,929). Please note (that with this scenario) this action goes below the minimum of the current grade.

Step 2 : Transpose that value to the new grade that the employee is being demoted to, and to the closest sub-step "just on the low side" i.e. Grade F, Step 5, Sub-step G ($28,881)

As this value is still ABOVE the minimum of the new implementation range management reserves the right (depending on the circumstances of the demotion) to further reduce this to the minimum.

Doc. No. 34 GL-17-1033

APPENDIX E16

APPENDIX "F"

UTILITY ACCOUNTING TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine utility bookkeeping work involved in the maintenance and summary of utility subsidiary accounts and preparation of routine financial reports according to established 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.)

Maintains utility subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; using a computerized accounting or customer information system; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts.

Prepares routine utility fund status reports.

Operates calculator and related office equipment.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Possess basic knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations with speed and accuracy.

Ability to learn basic accounting.

Ability to operate calculators and computers programmed with accounting software including Microsoft Word, Excel and Customer Information Systems (CIS).

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Completion of a two-semester course in bookkeeping and graduation from high school; or

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

ESTABLISHED: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ACCOUNTING TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the utility bookkeeping operation of the utilities and/or may supervise a small staff of lower level technicians or clerks.

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.)

Maintains diversified utility subsidiary accounts and bookkeeping records using a computerized accounting or customer information system; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; prepares utility financial statements and utility fund status reports.

Operates calculator and similar office equipment.

May supervise lower level technicians and clerks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations with speed and accuracy.

Ability to supervise the work of others may be required for certain assignments.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and computers programmed with accounting software including Microsoft Word, Excel and customer information systems.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of utility bookkeeping work experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or

(B) Completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or

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

ESTABLISHED: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ACCOUNTING TECHNICIAN III

NATURE OF WORK IN THIS CLASS:

This is complex bookkeeping and financial reporting work in the utilities.

Employees in this class maintain complete sets of books and financial records and prepare specialized reports requiring the interpretation of complex reporting requirements and guidelines; or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a utility accounting office.

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.)

Maintains compete sets of utility bookkeeping records involving federal funds; prepares fund status and financial reports.

Supervises the maintenance of diversified sets of utility accounts and bookkeeping records using a computerized accounting or customer information system.

Operates calculator and similar office equipment.

May prepare budget request for the unit, agency or program.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations.

Ability to learn and apply accounting basics.

Ability to interpret and apply complex federal funding requirements and guidelines.

Ability to supervise the work of others may be required for certain positions.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and computers programmed with accounting software including Microsoft Word, Excel and customer information system.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in bookkeeping work and graduation from high school, including or supplements by a two-semester course in bookkeeping; or

(B) One year of experience in bookkeeping work and completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or

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

ESTABLISHED: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ADMINISTRATIVE AIDE

NATURE OF WORK IN THIS CLASS:

This is clerical and administrative work involved in the interpreting and applying appropriate laws, rules, regulations, policies and procedures for the utilities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Provides support to supervisor/manager on various administrative/organization matters for the utilities; utilizes the JD Edwards system and other systems applicable to the utilities.

Establishes and implements office procedures.

Requisitions and follows through on supplies and services.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices and procedures.

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

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERINCE AND TAINING:

A) Two years of experience involving public contact work with arithmetic computations; or

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

ESTABLISHED: September 26, 2017

JOSEPH T. DUENAS, Chairman,
Consolidated Commission on Utilities

UTILITY ADMINISTRATIVE ASSISTANT

NATURE OF WORK IN THIS CLASS:

This is staff administrative work involved in providing assistance to the utilities.

Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

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.)*

Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.

Consults with and advise employees, supervisors on personnel matters.

Expedites requests for personnel action, purchase requisitions and other administrative transactions.

Conducts research on an assigned subject; compiles data and statistics.

Assists in the preparation of the utility budget and other utility related matters of the authority; maintains utility budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.

Arranges conferences; may represent supervisor at meetings or conferences.

May supervise the work of subordinate clerical personnel.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management practices and general administrative functions.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Ability to supervise the work of others may be required.

Ability to compile statistics.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A. Three years of staff work involving personnel, budget and other management operations and graduation from high school; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

BUYER I

NATURE OF WORK IN THIS CLASS:

This is routine technical purchasing work in the procurement of supplies, materials and equipment for the utility.

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.)*

Receives and reviews requisitions generated by utility departments; Works with departmental representatives in the procurement of their supply needs, ensuring that all pertinent information and specifications are provided by the end-user; Determines the type of procurement by using standard guidelines.

Prepares invitation for utility competitive bids; secures written and telephone price quotations; prepares and analyzes utility bid tabulation for compliance with specifications; awards bids.

Interviews vendors; investigates source of supply.

Inspects merchandise for compliance with specifications; reviews undelivered purchases, clearing out all pending invoices.

Performs routine data entry and updates through JD Edwards system, such as inputting of change orders, adding new vendors, and/or change of addresses that may affect account ledgers.

Maintains files and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices and procedures and shipping methods.

Knowledge of commonly used supplies, materials, and equipment.

Knowledge of the sources of supply and of market and price trends.

Knowledge of modern office practices and procedures.

Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials and equipment.

Ability to prepare and analyze bids and specifications in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; or

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

NECESSARY SPECIAL QUALIFICATION:

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CASHIER I

NATURE OF WORK IN THIS CLASS:

This is routine, repetitive clerical work in receiving and accounting for money in a utility.

Employees in this class perform routine utility cashiering assignments independently after initial training and work under closer supervision on a variety of more complex developmental assignments within the Authority.

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.)*

Receives and records daily collection of monies over the counter and through the mail from the public, officials, or other employees or through other collection agents in payment for, power, water.

Balances cash, and checks against field receipts and prepare appropriate daily and monthly cash reports.

Assists head cashiers utilizing Customer Care & Billing (CC&B) system (the current customer information system) in performing payment research, reconciliations and transfers.

Prepares require tabulations and deposits; issues change funds.

Prepares utility cash balancing report.

Classifies receipts, validates documents, records serial numbers on documents and posts documents for summary; prepares breakdown of registers and sub-registers.

Inspects and examines currency to detect counterfeit, foreign or damage; inspects checks for proper amount, date, signature and endorsement.

Make change, cashes checks and issues receipts for monies accepted.

Read totals of cash register and checks with amount of money in register and/or safe.

May interview payees following interviewing procedures.

May research on questionable accounts.

Keeps records of all transactions, receipts and disbursements.

Operates a typewriter, adding machine, calculating machine and other office machines.

May perform other clerical functions as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Possess basic knowledge in Microsoft Excel.

Possess excellent customer service skills.

Ability to accurately count money and tabulate receipts.

Ability to use the computerized customer information system to record receipts.

Ability to maintain records.

Ability to work effectively with the public and employees.

Ability to communicate effectively both verbally and in writing.

Ability to handle stressful situations.

Skill in operating an adding machine, a cash register and other related equipment.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of progressively responsible cashiering experience or as bank teller and graduation from high school or GED equivalency; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CASHIER II

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and utility cashiering work.

Employees in this class perform the full range of complex utility cashiering and supervisory work involved in receiving, accounting for and disbursing of cash collections from specific sources including independent work in specialized areas of the position.

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.)*

Supervises subordinate cashiers and participates in the daily receipts of monies in payment for, power, utility, or services.

Utilizes Customer Care & Billing (CC&B) system (the current customer information system) in performing payment research, reconciliations and transfers.

Prepares appropriate daily and monthly reports of utility cash transactions.

Verifies cash received from the utilities to be used as change fund.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, depositing and accounting for cash transactions.

Possess basic knowledge in Microsoft Excel.

Possess excellent customer service skills.

Ability to use the computerized customer information system to record receipts and conduct research.

Ability to supervise the work of others.

Ability to make arithmetic computations rapidly and accurately.

Ability to handle cash accurately.

Ability to operate cash register, adding and calculating machines.

Ability to work effectively with the public and employees.

Ability to communicate effectively both verbally and in writing.

Ability to keep revenue records and prepare reports from these records.

Ability to handle stressful situations.

Skill in operating an adding machine, a cash register and other related equipment.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of experience as a cashier or bank teller including one year of supervisor work in receiving, accounting for and disbursing of cash collections and graduation from high school or GED equivalency; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine utility clerical work. Utility clerical work involves simple office work based on prescribed or well established procedures. Tasks can be learned by on-the-job training in a few days. Instructions are given at beginning level and subsequent assignments. After employees become familiar with office routine and particular procedures or tasks, they work with independence on regular 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.)*

Arranges, maintains, and files material according to alphabetical, numerical or other predetermined categories; retrieves materials for the utility according to a prescribed or well-established procedures.

Performs simple inventory of office supplies and equipment for the utility.

Posts various records according to established procedures; does simple tabulation of data and simple arithmetical computation.

Receives customers and other visitors to the department; determines their needs, and directs them accordingly.

Sorts incoming mail according to departmental/divisional practices; maintains incoming/outgoing record log for division or office.

May operate typewriter or other office machines learned on the job.

May maintain employee time sheets.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily and to adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to learn to operate common office machines whose operation may be learned on the job.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities, and skills listed above are required.

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility clerical work. Tasks performed involve a large number of routine utility clerical duties in several different clerical functions which require several weeks to learn.

Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is more repetitive, more responsibility is placed on final action.

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.)*

Retrieves incoming utility customer account applications, sketches, or any miscellaneous files; creates customer folders and files documents sequentially, alphabetically or by subject matter; types folder labels; photocopy as necessary.

Gives out and receives applications for employment; reviews application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel actions forms, eligibility and certification lists; maintains and updates employee service cards.

May perform simple typing of standard forms or letters and operate other office machines.

Establishes and implements office procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general officer practices and procedures.

Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures.

Ability to understand and follow moderately complex oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Ability to operate common office machines, including typewriter, may be required for certain assignments.

MINIMUM EXPERIENCE AND TRAINING:

A. One year of clerical experience; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK III

NATURE OF WORK IN THIS CLASS:

This is complex and varied utility clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

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.)*

Establishes and maintains utility customer account files, consisting of active and inactive accounts, deceased members file and various registers and log books; Perform file audits; Produce moderately complex reports and submit to supervisor for compilation.

Retrieve utility customer account files for any inquiry, dispute, or account sketches. Photocopy as necessary.

May lead the work of lower level clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply complex rules, regulations and related guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Ability to type and operate standard office machines may be required for certain assignments.

Ability to lead the work of others may be required for certain assignments.

MINIMUM EXPERIENCE AND TRAINING:

A. Two years of office clerical experience; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK TYPIST I

NATURE OF WORK IN THIS CLASS:

This is routine utility clerical work. Employees in this class perform simple typing work on a substantially full-time basis in accordance with detailed instructions or in accordance with established procedures. The work does not require the use of initiative or judgment. Work may also include the performance of routine office work according to prescribed and well-established procedures, which can be learned by on-the-job training within a few days. The work is reviewed for accuracy, adequacy, and conformance with instructions and/or applicable 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.)*

Types straight rough drafts from handwritten or other marked copy according to few standard formats where attention to arrangement is not required. The typist has no responsibility for insuring correct punctuation or grammar.

Types clearly identified information such as names, addresses, identification numbers, or other information on index cards, forms, and other documents where the information can be readily extracted from other lists, forms, or other sources.

Acts as receptionist; receives telephone and office callers and directs them to proper personnel; gives routine information.

Operates duplicating machines, addressograph, and other office machines whose operation can be learned on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to type accurately at a prescribed rate of speed.

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily, and to adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions.

Ability to learn to operate common office machines whose operation may be learned on the job.

Ability to work effectively with the public and employees.

MINIMUM EXPERIENCE AND TRAINING:

A) Completion of a course in basic typing; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK TYPIST II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility typing and clerical work.

Employees in this class type with accuracy material from copy that is of any kind or form (e.g. printed, typed, or handwritten narrative or other form, involving moderate changes). Employees produce a verbatim duplicate of the copy material involving no highly complicated spacing arrangements or foreign language or specialized vocabulary knowledge. Work requires the use of some judgement as to form, arrangement, and spacing to be used. The employee receives detailed instructions regarding material to be typed in unusual cases.

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.)*

Types letters, memoranda, reports, articles, statistical, and other material from copy or rough draft; cuts stencils.

Maintains records concerning purchase orders and requisitions; prepares payroll.

Checks computations for accuracy and makes moderately complex or varied calculations, adjustments and tabulations; prepares statistical summaries.

Fills out, types, and processes a variety of involved forms and records; reviews and types personnel action forms.

Answers telephone; greets visitors; gives out general information and/or directs inquires to appropriate personnel.

Logs correspondence, reports, and other material showing source, destination and other identifying information.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to type at a prescribed rate of speed.

Knowledge of standard office practices and procedures and equipment.

Ability to organize and type reports, correspondence and other material in appropriate format and style, and to make moderately involved changes.

Ability to work effectively with the public and employees.

Ability to understand and follow moderately complex oral and written instructions.

Ability to maintain records.

Proficiency in English, spelling, punctuation and grammar.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of experience in typing and clerical work; and completion of courses in office practice and intermediate typing; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK TYPIST III

NATURE OF WORK IN THIS CLASS:

This is complex typing and clerical work for the utility.

Employees in this class type complex materials generally involving varied spacing arrangements, foreign or specialized language, and extensive changes and insertions. Work requires the use of judgement as to form and arrangement of typewritten material and correct punctuation, spelling and grammar. Clerical work involves complex and varied procedures and processes.

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.)*

Types correspondence, memorandums, reports, and related materials; reviews typed materials for accuracy of grammar, spelling, punctuation, format and placement; drafts routine correspondence.

Maintains files; inventories office supplies and equipment; prepares payroll; maintains records of activity funds; compiles statistical data and prepares periodic statistical reports; coordinates the processing and handling of incoming and outgoing mail.

Receives office callers, and refers them to appropriate personnel; answers questions or inquires for routine information.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling, punctuation and grammar.

Knowledge of standard office practices, procedures and equipment.

Ability to organize and type lengthy and complex reports, correspondence and other material in proper format and style, and to make moderately involved changes.

Ability to learn and apply organizational and procedural changes.

Ability to learn and operate standard office machines and equipment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years of experience in typing and office clerical work and completion of courses in business English, advance typing and office practices; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Exhibit _____

UTILITY ENGINEERING AIDE I

NATURE OF WORK IN THIS CLASS:

This is routine drafting and/or surveying work for the utility.

Employees in this class perform routine drafting work independently after initial training and work under closer supervision on 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.)*

Performs simple drafting work such as reducing and plotting simple field notes; assists in searching land records.

Figures applicable scales; performs simple mathematical lettering; makes minor alterations to drawings containing clearly depicted objects by following furnished notes, records and sketches, or specific verbal instructions; retraces simple completed drawings with ink or pencil.

Searches records and files; files and duplicates plans and other material and performs clerical work.

Cuts bush along line of sight; digs for survey monuments.

Keeps all equipment such as machetes, chain, axes, and reels cleaned and oiled or sharpened.

May assist in field surveys as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic mathematics.

Ability to learn and apply basic principles of drafting.

Ability to follow oral, written and graphic instructions.

Ability to work effectively with employees and the public.

Skill in the use and care of equipment and instruments in drafting and/or surveying work.

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from high school, supplemented by courses and basic mathematics; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ENGINEERING AIDE II

NATURE OF WORK IN THIS CLASS:

This is moderately complex drafting or surveying work for the utility.

Employees in this class perform moderately complex drafting or surveying work independently on an on-going basis and participate in the full range of complex technical duties under closer 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.)*

Performs moderately complex drafting work including making calculations, checking plans, writing descriptions of ownership and plastic scribing, striping and color separation.

Performs varied drafting work in the preparation for drawing of property maps, site plans, right-of-way and other general specifications and/or schematic plans for documentary and project purposes.

Works in a survey party as rodman and/or chainman; assists in establishing lines and grade by using the level rod, flag, tapes, or chain,; cut lines or marks and drives stakes for line and grades.

Computes lot description for accurate closure; plots traverses, property right-of-way, boundaries and contour line; provides complete sketches and drawings of preliminary design work.

Makes final sketch of proposed drawing; draws charts for representation of statistical data and draws finished designs from sketches.

Assembles specifications by securing from a variety of source data such as charts, graphs, blueprints and drawings.

Reduces field notes and conducts research work in land records; may assist on field surveys.
Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the basic principles and practices of drafting.

Knowledge of construction materials and of methods and procedures employed in their use.

Knowledge of mathematics and its use in the field surveying.

Ability to use basic survey or drafting equipment.

Ability to apply departmental standard concerning inspection and material testing.

Ability to perform moderately complex drafting.

Ability to make drawings and to copy or trace from completed survey drawings.

Ability to make mathematic computation and tabulation with speed and accuracy.

Ability to use logarithm, trigonometry and curve data tables.

Ability to perform precise engineering computation and reduce to field notes.

Skill in the use and care of equipment and instruments in drafting work.

MINIMUM EXPERIENCE AND TRAINING:

A) Six months of experience in drafting or survey work and graduation from high school supplemented by courses in drafting and basic mathematics.

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ENGINEERING AIDE III

NATURE OF WORK IN THIS CLASS:

This is complex technical engineering drafting or surveying work for the utility.

Employees in this class perform complex technical drafting or surveying work independently on an on-going basis and participate in related field 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.)*

Performs basic engineering design work for proposed projects such as electrical system, electronic system, water and sewer system based on information gathered in field survey.

Sets up; adjusts and may operate transit and level in running lines and grades; enters data in field books; reduces field notes; plots cross sections and profiles.

Performs complex drafting and computational work in the preparation of plans and specifications for street paving, sewer and water constructions, electrical and telephone constructions and other engineering projects.

Transfers survey data to maps, profiles, cross-sections and drafts; maintains island maps and plans.

Maintains engineering records; prepares and reviews specifications and contract documents; makes cost comparison; issues permits and performs office management duties.

May inspect construction work to insure compliance with plans and specifications.

Maintains records and prepares reports.

May operate transit and level in construction lines, sets grade stakes, and places cut and fill stakes; serves as accurate recorder on traverse, triangulation, or level survey work.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of drafting and department standards concerning inspection and material testing.

Knowledge of techniques and procedures employed in cadastral survey work.

Knowledge of construction materials and of methods and procedures for employees to use.

Knowledge of mathematics and its use in field surveying and engineering computation.

Ability to prepare moderately complex reports and review records for accuracy.

Ability to perform precise survey work to make engineering computations, and to reduce field notes.

Ability to train and lead a small crew of aides.

Skill in the care and use of drafting and/or surveying instruments.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of experience in drafting or surveying work and graduation from high school supplemented by courses in drafting and mathematics; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY MAINTENANCE WORKER

NATURE OF WORK IN THIS CLASS:

Performs skilled work involved in the maintenance and repair of building structures, machinery, electrical equipment and fixtures for the utility.

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.)*

Repairs and maintains building structures, machinery, plumbing systems, electrical and mechanical equipment and fixtures.

Replaces and repairs defective electrical components and fixtures; inspects, maintains and repairs machinery and mechanical equipment; measures, cuts, and installs pipes and tubing for water lines; repairs and replaces gauges; valves, pressure regulators and other plumbing equipment; opens clogged drains.

Cuts out and joins parts of worktables, benches, shelves, and other furnishings; builds shed or other outbuildings; replaces and repairs brick and plaster wall.

Paints building woodwork, fixtures, machines or equipment to prevent corrosion.

Maintains building and grounds in clean and orderly condition.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years of experience in the maintenance and repair of building structures, machinery, plumbing, electrical wiring, and fixtures; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PAYROLL CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine utility clerical work in the preparation of payrolls and the maintenance of payroll records. Work is reviewed through submission of reports.

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.)*

Sorts and files personnel actions, correspondences, and other materials in the employees' jackets.

Updating and balancing employees leave status manually and in the JD Edwards System. Accrues employees annual and sick leave from employees record card.

Participates in computing special payments manually.

Processing of new employees (by entering their tax method, tax exemption, check route and security business unit.

Prepares timesheets of employees; posts to time and attendance record; checks for completeness and accuracy.

Prepares labor distribution summary.

Maintains payroll records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply established payroll policies, procedures, and guidelines.

Ability to learn and use a computerized time entry system.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years experience as an office clerk;

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PAYROLL CLERK II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility clerical work involved in the preparation of payrolls and the maintenance of payroll records in the autonomous agencies.

Employees in this class perform complex payroll clerical work independently on an ongoing basis.

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.)*

Prepares and maintains individual service cards for employees; annotates all necessary information on the service cards such as rates, job code titles, pay ranges, annual and sick leave taken and accrued each pay period.

Process time entry, payroll direct deposits and deductions utilizing the JD Edwards Systems.

Prepares and maintains payroll control master affecting necessary adjustment to employees salaries, deduction and related records.

Process Automatic Clearing House (ACH) transfers.

Processes personnel actions affecting employees' pay such as promotion, demotion, etc., computing retroactive adjustment for payments.

Processes and controls flow of Time of Attendance Time Sheet and other payroll disbursement for processing of payments.

Processes special payments manually for advance pay, lump sum payments, errors in leave processing, etc.

Balance year-to-date on individual earnings.

Controls accuracy, completeness and current status of savings bonds records.

Prepares bi-weekly payroll summary report, payroll analysis every end of payroll period.

May audit all special payments prior to signature of Payroll Supervisor.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the practices and procedures of office management.

Ability to learn existing compensation plan; withholding tax procedures; payroll accounting procedures; laws and regulations giving the legality of payroll actions; policies and procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees.

Ability to learn and use a computerized time entry system.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years experience as an office clerk and one year in payroll work; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PAYROLL CLERK III

NATURE OF WORK IN THIS CLASS:

This is complex utility clerical work involved in the preparation of payrolls and the maintenance of payroll records in the autonomous agencies.

Employees in this class perform full range of complex payroll clerical work independently on an ongoing basis.

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.)*

Establishes employees names on the on-line payroll master.

Prepares and maintains payroll control master affecting necessary adjustments to employees' salaries, deductions and related records.

Process time entry, payroll direct deposits and deductions utilizing the JD Edwards System.

Process online Automatic Clearing House (ACH) transfers.

Processes personnel actions affecting employees' pay such as promotion, demotion, etc., computing retroactive adjustment for payments.

Updates payroll control master at pay period ending; verifies against the manual control master; releases control master for check-write.

Processes special payments manually for advance pay, lump sum payments, errors in leave processing, etc.

Balance year-to-date on individual earnings.

Controls accuracy, completeness and current status of savings bonds records.

Prepares bi-weekly payroll summary report, and payroll analysis every end of payroll period.

May audit all special payments prior to signature of Payroll Supervisor.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of office management.

Ability to learn existing compensation plan; withholding tax procedures; payroll accounting procedures; laws and regulations giving the legality of payroll actions; policies and procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees.

Ability to proficiently use a computerized time entry system.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to operate a computer terminal utilizing the payroll process.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) Three years of experience as an office clerk and two (2) year in payroll work and graduation from high school; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

PERSONNEL ASSISTANT I

NATURE OF WORK IN THIS CLASS:

This is routine technical support work in personnel office.

Employees in this class perform routine technical duties independently after initial training and work under close 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.)*

Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions; utilized the JD Edwards system to track employee information and other programs for the utilities.

Establishes eligibility lists and prepares certification of eligible; schedules examinations.

Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance; social security and retirement plan.

Compiles employment data such as address, weekly earnings, absences, supervisory reports on performance, date of and reason for termination and prepares periodic and special personnel reports as required.

Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.

Maintains and files personnel records.

May perform incidental typing and clerical duties in the performance of assigned tasks.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to learn and apply personnel rules, regulations, procedures and program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A. Two years of general clerical work involving public contact and graduation from high school; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

PERSONNEL ASSISTANT II

NATURE OF WORK IN THIS CLASS:

This is complex technical support work in personnel office in the utilities. Employees in this class often serve as team or group leaders over less experienced technical staff.

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.)*

Coordinates the processing of a variety of personnel transactions for the utilities; reviews completed notification personnel action forms for accuracy of information.

Reviews job applications for completeness of information; requests for additional information to supplement the job application submitted as required; sends out employment inquires as required.

Answers routine inquires pertaining to off-island recruitment.

Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.

Coordinates the establishment of lists of eligible and certification and the maintenance of personnel records.

Provide assistance in administering employee benefit programs for the utilities.

Prepares employment statistics and other reports as required.

Answer routine inquires of employees, management officials or the general public concerning personnel rules, regulations, procedures, benefits and other personnel matters.

May evaluate job applications for clerical and labor and trades jobs to determine eligibility in accordance with the established class standards.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to interpret and apply personnel laws, rules, regulations, procedures and other program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A. One year of specialized personnel technical support work and graduation from high school; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

STOREKEEPER I

NATURE OF WORK IN THIS CLASS:

This is responsible manual and clerical work in the operation of warehouse containing a variety of items for the utility.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Receives, examines, and records the receipt of goods for the utility; unpacks and stores goods in proper areas.

Process work orders via JD Edwards system. Processing to include verification of account numbers and updating utility inventory ledger.

Review and Receive Supply Issue Receipt (SIR) for completeness; return those lacking accounting and material information to end user for corrections.

Prepare and issue materials in support of the utility, such as concrete poles, transformers, wires, hardware and generation parts.

Posts incoming or outgoing stock to inventory records; takes physical inventory of stock; prepare for annual inventory by ensuring materials are properly labeled and in their assigned locations.

Initiates requisitions for replenishment of stock; handles shortage and damage claims.

Operates forklifts, trucks, or other equipment in the receipt and storage of supplies; may pick up or deliver supplies.

Maintains storage or bin areas requiring climbing ladders, reaching and lifting of heavy items.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods of receipt, requisitioning, handling, storing, ad issuing of materials and supplies.

Knowledge of the types and uses of supplies carried in the warehouse.

Knowledge of warehouse safety practices.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the safe operation of light reequipment and other motor vehicle may be required for some assignments.

MINIMUM EXPERIENCE AND TRAINING:

A. One year of experience in a stockroom or warehouse operation; or

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

NECESSARY SPECIAL QUALIFICATION:

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

STOREKEEPER II

NATURE OF WORK IN THIS CLASS:

This is complex storekeeping work involved in the operation of complete warehouse receiving, storing, and issuing large volumes of highly complex and diverse items for the utility.

Employees in this class often serve as team or group leaders over less experienced staff.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Leads storekeeping staff and participates in the receiving, checking, storing, inventory, and issuing of materials and supplies for utility on its computerized inventory systems, JD Edwards System; post issued materials adjusting inventory system.

Organizes storage areas for efficient, logical and safe storage of materials and supplies, such as transformers, cutouts, utility meters, office equipment, etc.

Inspects incoming supplies and materials for quality, quantity and damaged goods; recommends method of disposal for items not reusable.

Receives and reviews requisitions, issues item requested and may make substitution of items.

Requisitions materials or supplies to maintain sufficient quantity on hand. Performs periodic inventory count of assigned stocks for the utility alert Inventory Management Officer to initiate replenishment process.

Recommends repair, replacement, or purchase of new equipment.

Operates forklift, trucks, and other motor vehicle.

May make direct purchases as necessary.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods of receipt, requisitioning, handling, storing, and issuing of materials and supplies.

Knowledge of the types and uses of supplies carried in the warehouse.

Knowledge of warehouse safety practices.

Ability to lead the work of others.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to lift heavy objects.

Ability to prepare and maintain inventory records.

Skill in the safe operation of light reequipment and other motor vehicle may be required for some assignments.

MINIMUM EXPERIENCE AND TRAINING:

A. Two years of experience in a stockroom or warehouse operation; or

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

NECESSARY SPECIAL QUALIFICATION:

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY SUPPLY CLERK

NATURE OF WORK IN THIS CLASS:

This is routine manual and clerical work involved in the operation and maintenance of a storeroom in a utility.

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.)*

Receives, unpacks, and stores materials and supplies.

Verifies materials and supplies against purchase orders and invoices.

Prepares requisition to replenish items; makes periodic inventory of items in the storeroom; cleans storeroom and keeps stock in order.

Maintains records of items received and issued.

Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.

May obtain price quotations from various vendors.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of storekeeping operations.

Knowledge of modern office practices and procedures.

Ability to maintain records and prepare reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

A) Six months of experience involving storage and accountability of materials and supplies; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY WORKER

NATURE OF WORK IN THIS CLASS:

Performs a wide variety of manual and semi-skilled work involved in the construction, maintenance and repair of buildings and grounds in a utility.

Assists skilled maintenance workers in the maintenance and repair work on buildings and grounds.

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.)*

Performs minor electrical, plumbing, painting, and carpentry maintenance and repair work on buildings and grounds in a utility.

Performs a variety of light clerical work in a stockroom by receiving, storing, and issuing tools, supplies and equipment; performs custodial work, grounds work and other similar manual work, such as transporting furniture, tools, parts, equipment, materials, and supplies to and from work stations and other areas.

Operates light trucks, lawn mowers, and a variety of hand power tools.

Applies safe work practices on the job.

Maintains work records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and perform general construction, maintenance and repair work on buildings and grounds.

Ability to perform a variety of light clerical work and maintain a small stockroom.

Ability to perform custodial, grounds, or other similar manual work.

Ability to operate light trucks, lawn mowers, and a variety of hand and power tools.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain work records.

MINIMUM EXPERIENCE AND TRAINING:

A) Six months of general maintenance work; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

SECRETARY I (TYPIST) (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is secretarial work but without the shorthand skills required.

Employees in this class usually work for the administrator of a utility, using individual judgement and initiative, in a variety of office clerical activities and coordinating functions in providing clerical assistance. Such responsibilities require an understanding of the functions of the utility and its overall relationship to others organizationally. Instructions are received in the form of suggestions or general outlines of desired objectives. Employees are expected to carry the assignments through to completion under minimal supervision. Work requires reference to style, manual, or procedures, or the use of considerable judgement as to form, arrangement, and spacing.

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.)*

Types reports, correspondence, and other material involving considerable use of judgement as to form, arrangement, and spacing; makes extensive changes under general instruction.

Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes purchase requisitions, personnel, and other records and forms; relieves supervisor of all clerical details on minor administrative matters.

Answers phone calls, takes messages, directs calls to individual or division section; greets visitors; and provides general information about the department; maintains appointment calendar for superior.

Receives and reviews incoming mail; rotes mail to the proper persons.

May supervise a few clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard Business English, spelling, punctuation, and grammar.

Knowledge of office practices, procedures and equipment.

Ability to type technical reports, manuals, correspondence and other material with involved corrections and insertions or other elements requiring special spacing and prepare finished copy in appropriate style, arrangement, and format.

Ability to perform office management functions for a moderately complex office, and to modify and implement appropriate office practices, procedures and systems.

Ability to learn and apply organizational and procedural guidelines of the office.

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to exercise good judgement, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

Skill in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years of typing and office clerical work and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution, and graduation from high school; or

B) Three years of typing and clerical work, and graduation from high school; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

SECRETARY II (TYPIST) (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is complex secretarial work involving the full range of secretarial and office management duties and including several additional job requirements, but without shorthand skill requirements in a utility.

Employees in this class usually work for a department head or large division or administrator in a utility, requiring use of initiative and independent judgement such as in interpreting complex rules, regulation, and guidelines, and being responsible for involved and complex office management systems and practices. The work involves considerable knowledge of departmental activities, practices, and procedures, and the application of these practices to a variety of individual situations. Employees relieve the superior of a variety of administrative details. Directions are usually received in the form of suggestions or general outline of objectives with instructions given on highly complex assignments or in unprecedented situations.

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.)*

Develops and implements procedures for expediting the flow of clerical work through the executive's office.

Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, spelling; corrects or recommends changes.

Functions as office manager; acts in liaison capacity for the executive for internal and external contracts; exercise discretion and judgement on minor administrative decisions.

Maintains a variety of office records and reports. File and store completed documents on computer hard drive or flash drive, or maintain a computer filing system to store, retrieve, update and delete documents.

Assists in the preparation of budget and summaries, such as assembling and verifying budget data; collects and organizes data and material required for superior.

Sorts mail delivered to the office and reads and routes it to the proper personnel; maintains and controls incoming and outgoing correspondence.

Schedule appointments and maintain and update appointment calendars.

Receives phone calls and office visitors; schedules meetings, conferences and appointments for superior; handles various details on own initiative.

May supervise a few clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard Business English, spelling, punctuation, and grammar.

Knowledge of secretarial practices and procedures

Ability to perform office management functions for a complex office, and to design or modify appropriate office practices, procedures and systems.

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to learn and apply organizational and procedural guidelines of the office.

Ability to type technical reports, manuals, correspondence and other material which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement, and format.

Ability to exercise good judgement, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to maintain records and prepare reports.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Skill in typing at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of secretarial experience (w/o shorthand) and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution; or

B) Graduation from a recognized college or university with an Associate's degree in clerical studies (Secretary w/o shorthand); or

C) Three years of typing and clerical experience, one year of secretarial experience and graduation from high school; or

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

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY TRADES HELPER

NATURE OF WORK IN THIS CLASS:

Performs unskilled trades work in a utility.

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.)*

Performs routine duties, receives on-the-job training, and provides assistance in a wide variety of trade areas such as electrical, plumbing, welding, mechanical and related trades.

Performs semi-skilled tasks under close supervision in order to gain skill and experience.

Maintains and cleans work areas, tools and equipment of the trade.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn the standard methods, practices, tools and equipment of a trade.

Ability to apply safe work practices on the job.

Ability to acquire the skills of a trade.

Ability to understand and follow oral and written instructions.

MINIMUM EXPERIENCE AND TRAINING:

No experience and training is required. The minimum knowledge, abilities and skills listed above are required.

Established: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

WORD PROCESSING SECRETARY I (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is responsible secretarial work involving the substantial operation of a word processing equipment in a utility.

Employees in this class perform the full range of secretarial and office management duties usually for a manager in in a utility which is dynamic and presents a variety of changing situations and job demands, or in overseeing the operation in a typing and clerical pool.

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.)

Develops and implements procedures for expediting the flow of clerical work; sets up and maintains a variety of office records and reports; collects and organizes data and material for a variety of routine administrative reports; devices varied office forms and documents.

Types memorandums, correspondence, reports, statistical and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed materials on the video terminal and edits before the printing of documents.

Stores and maintains various statistical data files for fast and easy maintenance and retrieval using a display writer diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices.

Receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgement in handling problems.

Takes and transcribes a variety of correspondence, reports, minutes of meetings and other materials. Oversees the operations and activities in a typing and clerical pool.

Takes inventory and orders office supplies; processes purchase requisitions, personnel and other standard forms for service; relieves superior of clerical details on minor administrative matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques used in the operation of word processing equipment.

Knowledge of word processor capabilities.

Knowledge of standard secretarial practices and procedures.

Knowledge of standard business English, spelling, punctuation and grammar.

Ability to interpret and apply pertinent organizational and procedural guidelines and requirements.

Ability to design or modify and implement appropriate office practices, procedures and systems.

Ability to exercise good judgement, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness.

Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Skill in the operation of word processing equipment.

Skill in typing at a prescribed rate of speed.

Skill in taking and transcribing a variety of oral dictation involving complex business material at a prescribed rate of speed may be required.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of progressively responsible typing and office clerical or stenographic work, six months in the operation of word processing equipment and graduation from high school; or

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

ESTABLISHED: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

WORD PROCESSING SECRETARY II (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is complex secretarial work involving the substantial operations of a word processing equipment in utility.

Employees in this class perform the full range of secretarial and office management duties usually serving a secretary to a manager of a utility; and in an office requiring knowledge of specialized terminology, procedures and other requirements.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Develops and implements office management procedures, practices and systems.

Takes and transcribes minutes of official meetings; prepares summary of meetings.

Receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgment in handling problems.

Independently handles office details and prepares material for meetings for superior.

Operates word processor, storing comprehensive information electronically and providing for text processing and other necessary operations; types memorandums, correspondence, reports, statistical papers and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed material in the video terminal and makes necessary corrections before the printing of document.

Establishes and maintains various files for fast and easy maintenance and retrieval, using a display writer diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices.

Keys in and stores on a diskette arithmetic instructions in the production of mathematical typing, such as budgets, financial reports, client bills and similar statistical material.

Maintains records and prepares routine administrative reports.

May supervise typing and clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques used in the operation of word processing equipment.

Knowledge of word processor capabilities.

Knowledge of standard or appropriate specialized secretarial practices and procedures.

Knowledge of standard business English, spelling, punctuation and grammar.

Knowledge of appropriate specialized terminology relevant to the job.

Ability to design or modify and implement appropriate office practices, procedures and systems.

Ability to use initiative and judgement in handling office matters.

Ability to interpret and apply pertinent organizational, procedural regulations and other work guidelines and requirements.

Ability to exercise good judgement, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Skill in the operation of word processing equipment.

Skill in transcribing a variety of oral dictation, such as official board or commission meetings and other standard and complex letters, reports or documents.

Skill in typing accurately at a prescribed rate of speed.

Skill in stenography may be required.

MINIMUM EXPERIENCE AND TRAINING:

a) Three years of progressively responsible office typing and clerical or stenographic work, one year in the operation of word processor equipment and graduation from high school; or

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

ESTABLISHED: September 26, 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

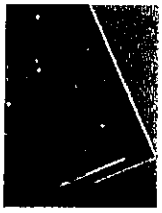
HUMAN RESOURCES | PETITIONS

Petition for Creation of PositionsPetition to CCU - CTP Creation-Inclusion-Market Update
List of Positions for Creation



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.
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Watts New

All about the issues affecting your electrical service.

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Sandi D Perez

From: Artemio S Perez
Sent: Saturday, September 16, 2017 11:49 AM
To: Beatrice Limtiaco
Cc: Sandi D Perez; Patricia L. Diego
Subject: FW: Creation of Positions
Attachments: MEDIA NOTICE (9-13-17).pdf

FYI on media release for subject matter.

Also, it was posted on our news release page as well: http://gpapio.blogspot.com/

Enjoy rest of weekend.

AP

From: Artemio S Perez
Sent: Saturday, September 16, 2017 11:10 AM
To: 'Ann Card' <ann@cardandcard.com>; Choice Broadcasting News Desk <news@boss104.gu>; 'Joy 92 News Desk' <traffic@joyfmradio.net>; 'KTKB News Desk' <arnold@ktkb.com>; 'PDN News Room' <news@guampdn.com>; 'AM 800 KTWG' <am800guam@gmail.com>; 'KISH FM' <kishfm102.9@gmail.com>; 'KSTO FM' <kstofm@gmail.com>; 'KSTO KISH' <kstokish@gmail.com>; 'L Dahilig' <ldahilig@gmail.com>; 'Jesse Lujan' <jessthebuzz@gmail.com>; 'Kin' <kin@kuam.com>; 'KUAM Reporters' <reporters@kuam.com>; 'Nestor Licanto' <nestor@kuam.com>; 'Robert Clarke' <robert@kuam.com>; Sabrina Salas <sabrina@kuam.com>; 'Maureen Maratita' <publisher@glimpsesofguam.com>; 'MBJ Assistant Editor' <assist_editor@glimpsesofguam.com>; 'MBJ Front Desk' <glimpses@glimpsesofguam.com>; 'MBJ Reporter 1' <reporter1@glimpsesofguam.com>; 'MBJ Reporter 4' <reporter4@glimpsesofguam.com>; Meghan (businesseditor@glimpsesofguam.com) <businesseditor@glimpsesofguam.com>; Cookie Cruz <cookie@spbguam.com>; Frank Ishizaki <fishizaki@hotmail.com>; Janela Carrera <janela@spbguam.com>; 'Kyle Mandapat' <Kyle@power98.com>; 'News Talk K57' <news@k57.com>; Patti Arroyo <parroyo@spbguam.com>; 'Phil Leon Guerrero' <phill@spbguam.com>; 'Amir Younis' <amier@postguam.com>; 'John O'Connor' <john@postguam.com>; Louella Losinio <louella.losinio@gmail.com>; 'Marianas Variety Editor' <editor@postguam.com>; Norman Taruc <digitaleditor@postguam.com>
Subject: Creation of Positions

All:

Please find attached media notice regarding subject matter.

GPA Communications Office

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The GPA Public Information Office provides all ratepayers, as well as the media, with current news and information that will contribute to an informed community. We strive to provide the most up-to-date information about the Guam Power Authority. Please let us know how we can serve you.

September 16, 2017
Creation of Positions

MEDIA NOTICE

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

CREATION OF POSITIONS:
Link:
www.guampowerauthority.com/gpa_authority/careers/documents/ListofPositionsforCreation.pdf

This petition complies with 4 GCA § § 6303(d) and 6205. This media notice complies with 4 GCA § 6303.

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 648-3130.
at 9/16/2017 11:11:00 AM

July 25, 2017

CCU APPROVES MASTERCARD PAYMENTS FOR COMMERCIAL ACCOUNTS

During a regular meeting of the Consolidated Commission on Utilities this evening, Commissioners approved a resolution authorizing GPA to extend the use of MasterCard debit and credit cards as payment for commercial accounts.

"For years, GPA was only authorized to accept debit and credit card payments from residential customers," stated John M. Benavente, P.E. General Manager, However, recently "GPA was able to obtain favorable Utility Interchange rates for MasterCard and with tonight's CCU approval, GPA can now offer to commercial customers the convenience of paying their energy statements with MasterCard debit and credit cards - We thank our commercial customers for their patience. We have finally received favorable rates which reduces commercial transaction costs making the service possible at a reasonable cost."