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

December 14, 2017

Speaker Benjamin J. F. Cruz
34th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

GL#34-17-1321
Speaker Benjamin J.F. Cruz
DEC 15 2017
Time: 1:00 [ ] AM [ ] PM File No.
Received By:

Re: Filing of Guam Waterworks Authority's Creation of Positions

Hafa Adai,

Pursuant to Public Law #28-112 and on behalf of the Consolidated Commission on Utilities and the Guam Waterworks Authority, we hereby submit and file the creation of positions for:

Utility Accounting Technician I
Utility Accounting Technician II
Utility Accounting Technician III
Utility Administrative Aide
Utility Administrative Assistant
Utility Cashier I
Utility Cashier II
Utility General Accounting Supervisor
Utility Personnel Assistant I
Utility Personnel Assistant II
Utility Storekeeper I
Utility Storekeeper II
Utility Trades Helper

Should you have any questions and/or concerns, please contact our Personnel Services Division at 300.6074-6.

Si Yu'os Ma'ase,

Miguel C. Bordallo, P.E.
General Manager

2017 DEC 15 PM 1:47

MCB/zpc/cmt

Attachment 1321

cc: GWA Personnel Services Division

Zina Pangelinan-Charfauros

From: Heidi Ballendorf <heidi@guamwaterworks.org>
Sent: Tuesday, September 12, 2017 5:22 PM
To: slimtiaco@guampdn.com; news@guampdn.com; parroyo@k57.com; 'Phill Leon Guerrero'; clynt@spbguam.com; Sabrina@kuam.com; jason@kuam.com; managingeditor@glimpsesofguam.com; publisher@pacificislandtimes.com; publisher@glimpsesofguam.com; editor@postguam.com; john@postguam.com
Cc: 'Zina Pangelinan-Charfauros'; 'Miguel Bordallo'; 'Ann Borja'
Subject: FOR IMMEDIATE RELEASE GWA ANNOUNCES PERSONNEL POSITIONS AND UPDATED ALAN SEARLE REPORT TUESDAY SEPTEMBER 12th, 2017
Attachments: Press Release and Appendices.pdf

Importance: High

Media Partners,

Please find attached memo signed by GM Miguel Bordallo and attached appendices.

Should you have any detailed questions please email the GM and feel free to copy myself.

Sincerely,

Heidi M. Ballendorf
Communications Manager
www.guamwaterworks.org
PCS: 687-4505
BETTER WATER BETTER LIVES

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Suite 200; Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P.O. Box 3010, Hagåtña, Guam 96932
Tel. No. (671) 300-6073-6 Fax No. (671) 300-6896

PRESS RELEASE

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) the following:

Creation of Positions

Utility Accounting Technician I

Utility Accounting Technician II

Utility Accounting Technician III

Utility Administrative Aide

Utility Administrative Assistant

Utility Cashier I

Utility Cashier II

~~Utility General Accounting Supervisor~~

Utility Personnel Assistant I

Utility Personnel Assistant II

Utility Storekeeper I

Utility Storekeeper II

Utility Trades Helper

This petition is in compliance with 4 GCA, Chapter 6, §6303 (d) (added by Public Law 28-112) and amended by P.L. 28-159, Section 3(c). The petition is also required by 4 GCA, §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Article 1 (Sunshine Law).

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Personnel Services Division at 300.6074-6.

MIGUEL C. BORDALLO, P.E.
General Manager

Doc. No. 34GL-17-1321 .

GUAM WATERWORKS AUTHORITY
EXECUTIVE REPORT

MISSION STATEMENT: The Guam Waterworks Authority SHALL

Provide outstanding customer service by delivering excellent water and wastewater services in a safe, reliable, responsible and cost effective manner.

AUTHORITY:

12 GCA CHAPTER 14, GUAM WATERWORKS AUTHORITY

§14103. Continuation of Existence.
Guam Waterworks Authority (GWA) is continued in existence as a public corporation.

§ 14105. 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.

GWA Personnel Rules & Regulations, Paragraph A to the Glossary of GWA's Personnel Rules - Certified, Technical, and Professional Positions (as amended by Public Law 28-159 Section 3 (c)):

SUMMARY:

The Guam Waterworks Authority owns and operates an extensive network of facilities that provides water and wastewater services to the majority of island residents. These facilities represent a significant investment and include substantial visible and underground infrastructure assets.

GWA Operates and maintains more than 200 water facilities on Guam. The facility types can generally be classified as sources, reservoirs, and waster booster pumping stations. GWA is also responsible for three public water systems. The Northern, Central and Southern Public Water Systems.

GWA provides wastewater services for Guam's general population and Andersen Air Force Base. The wastewater system consists of seven wastewater basins: Agat, Umatac - Merizo, Inajaran, Baza Gardens, Pago Socio, Northern District and Hagatna.

While these efforts support efficient and reliable utility service, they cannot abate the growing cyber and physical security threats to the Authority. GWA 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 GWA 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 GWA 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 GWA 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.

Finance and Accounting duties involve responsibility for the financial records of the Authority. This includes: analyzing financial statements, long range financial planning, enhancing and monitoring internal controls, preparing annual budgets, external/internal audit functions, debt/financing proposals, managing investments, revenue collection and tracking. Accounting computer based applications used in carrying out the functions of Finance and Accounting include, but not limited to the JD Edwards Accounting Modules and Customer Care and Billing system.

Maintenance Worker duties involve work the maintenance of GWA facilities including facilities, treatment plants, pumping stations, wells and the administration office building. They must be cognizant to hazard conditions at 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 water distribution, water production and treatment, wastewater collection and wastewater treatment plants and facilities overhauls, underground water and sewer line construction and repairs, and conducting inventory of large bulk items unique to the GWA 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 GWA's assets is paramount. The whole organization is accountable for ensuring safety and preparedness of its employees when safety and security at any level is compromised.

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

Recently, an updated market review of all positons was conducted and determined GWA'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 - D17)

Based on the foregoing, management recognizes that all positions are critical to the safety and welfare of GWA 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 – D17); and

b) To add these newly created positions (delineated in Appendices D1 – D17) to GWA'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 to GPA and GWA business processes (delineated in Appendices E1 – E16).

MIGUEL C. BORDALLO, P.E.
General Manager, GWA

9.12.17
Date

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

RESOLUTION NO. 01–FY2018

RELATIVE TO THE CREATION AND ADDENDUM OF CERTIFIED, TECHNICAL, AND PROFESSIONAL (CTP) LIST OF POSITIONS AND TO ADOPT CCU RESOLUTION NO. 2012-49 AS AN APPROVED BUSINESS PROCESS FOR GUAM WATERWORKS AUTHORITY

WHEREAS, Section 8104 (c), Chapter 8, and Section 14104 (c), Chapter 14 of Title 12 of the Guam Code Annotated authorizes the Guam Waterworks Authority to establish its internal organization and management and adopt regulations for the administration of its operations; and

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

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

WHEREAS, Public Law 28-159 added Subsection 7.03 to the GPA Personnel Rules and Regulations, and added Paragraph 29 to the Glossary of GWA's Personnel Rules, item (c) 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 each Authority's CTP positions; and

WHEREAS, a new Chapter 5.200 to GWA's Personnel Rules and Regulations, item 3.0.3, 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, Appendices A-A5). 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 GWA positions are below the 5th 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, Appendices B1-B3); and

WHEREAS, GWA desires to improve business processes, optimize its assets and maximize employees' performance. GWA 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, Appendices C-C8). GWA also recognizes that these positions involve processes that are uncommon and unique to the utility. Thus, GWA petitions to create positions for incumbents to integrate and transition into the Strategic Pay classification methodology applicable to CTP positions (See Exhibit A, Appendices D1-D3); and

WHEREAS, modern companies operate on information and GWA must leverage information in modernizing its infrastructure and technology, and must create an awareness of the importance of protecting these facets critical to the utilities. GWA operations are critical to preserving its business processes and the quality of life island-wide. GWA 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 utility; 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. (Exhibit A, Appendices A-A5 & B1-B3).

2. The creation of positions delineated in Exhibit A, Appendices D1-D3, and the addition of these positions into the GWA list of CTP positions delineated in Exhibit A, Appendices C-C8. 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 utility.

3. 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, Appendices E1-E16, is applicable to GWA business processes.

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

DULY AND REGULARLY ADOPTED, this 20th day of October, 2017.

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

J. GEORGE BAMBA
Secretary

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SECRETARY'S CERTIFICATE

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

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

AYES: 3

NAYS: 0

ABSTENTIONS: 0

ABSENT: 2

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PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GWA)

Authority	Position	JE Points	Grade
GWA	Utility Accounting Technician I	431	F
GWA	Utility Accounting Technician II	503	G
GWA	Utility Accounting Technician III	606	I
GWA	Utility Administrative Aide	353	D
GWA	Utility Administrative Assistant	527	H
GWA	Utility Cashier I	315	C
GWA	Utility Cashier II	358	E
GWA	Utility General Accounting Supervisor	1001	N
GWA	Utility Personnel Assistant I	364	D
GWA	Utility Personnel Assistant II	433	F
GWA	Utility Storekeeper I	322	C
GWA	Utility Storekeeper II	424	F
GWA	Utility Trades Helper	272	B

UTILITY ACCOUNTING TECHNICIAN I
(GWA)

NATURE OF WORK IN THIS CLASS:

This is routine bookkeeping work involved in the maintenance and summary of subsidiary accounts and preparation of routine financial reports according to established procedures consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC).

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

Maintains subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts; prepares routine fund status reports.

Under general supervision, receives, sorts, corrects and reconciles a variety of accounting documents such as invoices, payment vouchers and billings.

Posts data to appropriate accounts, reviews financial information, disburses funds, makes deposits and prepares financial reports.

Operates calculator and related office equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to make arithmetic computations with speed and accuracy.

Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software (JD Edwards and Customer Care & Billing (CC&B) and/or computer systems consistent with National Association of Regulatory Commissioners (NARUC).
Ability to operate calculators and similar office equipment.

Ability to work effectively with. Internal and external customers.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE ANDTRAINING:

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

UTILITY ACCOUNTING TECHNICIAN II
(GWA)

NATURE OF WORK IN THIS CLASS:

This is moderately complex bookkeeping work in the maintenance and summary of diversified accounts and accounting records consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC). Employees in this class may be in charge of the bookkeeping operation of a small department or agency 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 duties which may be performed.)

Maintains diversified subsidiary accounts and bookkeeping records; 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 financial statements and 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.

Ability to make arithmetic computations with speed and accuracy.

Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software (JDE Edwards and Customer Care & Billing (CC&B) and/or computer systems consistent with National Association of Regulatory Utility Commissioners (NARUC).
~~Ability to supervise the work of others may be required for certain assignments.~~

Ability to work effectively with internal and external customers.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

MINIMUM EXPERIENCE ANDTRAINING:

A) One year of bookkeeping work experience, including or supplemented by 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

UTILITY ACCOUNTING TECHNICIAN III
(GWA)

NATURE OF WORK IN THIS CLASS:

This is complex bookkeeping and financial reporting work involving water and wastewater revenue and expenses and/or federal funds.

Employees in this class maintain complete sets of books and financial records and prepares specialized reports requiring the interpretation of complex reporting requirements and guidelines consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC); or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a central accounting office.

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

Maintains complete sets of bookkeeping records involving water and wastewater revenue and expenses and/or federal funds; prepares routine financial schedules.

Supervises the maintenance of diversified sets of accounts and bookkeeping records.

Operates calculators and similar office equipment.

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

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to make arithmetic computations.

Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software (JD Edwards and Customer Care & Billing (CC&B) and/or computer systems consistent with National Association of Regulatory Utility Commissioners (NARUC).

Ability to interpret and apply complex utility revenue and/or federal funding requirements and guidelines, consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC) as well as other local/state and federal regulatory requirements.

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 similar office equipment.

MINIMUM EXPERIENCE AND TRAINING:

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

B) One year of experience as an Accounting Technician II; or

C) 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

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

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 GENERAL ACCOUNTING SUPERVISOR
(GWA)

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional water and wastewater utility accounting and fiscal management work.

Employees in this class serve as agency water and wastewater utility accounting and fiscal supervisor responsible for accounting, and related fiscal functions; or assists agency in directing the operations of an accounting department of a water and wastewater utility.

Oversees the daily operations of the accounting department.

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

Supervises the accounting and related day-to-day fiscal activities of the water and wastewater utility.

Reviews, analyzes and interprets financial reports and statements; determines the adequacy of internal controls and accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning.

Participates in policy and program planning; provides advice and assistance in preparation and development of the Utility's annual budget in regard to projected costs and revenues, water and wastewater trends, water and wastewater revenue and expenditure projections, and possible funding problems and solutions consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC), U.S. Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB); Office of Management & Budget (OMB) standards and practices as well as other local/state and federal regulatory requirements.

Establishes procedures and guidelines and makes recommendations for accounting operations including but not limited to System Development Charges, Sewer connection and other amortization programs for service billings and collection activities and other related water and wastewater fiscal functions.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of U.S. Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Office of Management & Budget (OMB) standards and practices as well as other local/state and federal regulatory requirements.

Knowledge of the principles and practices of management.

Advance computer skills in modern applications, accounting software and databases specific to water and wastewater utility operations, equipment and water and wastewater utility accounting systems.

Ability to supervise accounting, budget and related water and wastewater utility fiscal functions.

Ability to make decisions in accordance with program guidelines and requirements.

Ability to interpret and apply pertinent laws, rules and regulations and other guidelines, specifically National Association of Regulatory Utility Commissioners (NARUC).

Ability to analyze and interpret water and wastewater fiscal and ratemaking data and give advice regarding projected costs, reasonable program levels, water and wastewater trends, water and wastewater revenue and expenditure estimates, and possible funding problems and solutions.

Ability to design complex accounting systems and prepare complex financial statements and reports.

Ability to work effectively with Internal and external customers.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

A) Four years of experience as an Accountant III or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or

~~B) Three years of experience as an Accountant III or equivalent work and possession of a~~ certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination; or

C) Five years of experience as an Accountant III or equivalent work and graduation from a recognized college or university with an Associate's degree in Accounting, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

Established: October 2017

Joseph T. Duenas, Chairman
Consolidated Commission on Utilities

Utility Personnel Assistant I
(GWA)

NATURE OF WORK IN THIS CLASS

This is routine technical support work in a personnel office of a Utility.

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

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

Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions for the utility; utilizes the JDE Edwards system to track employee information and other related programs implemented by the utility.

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 and prepares periodic and special personnel reports as required utilizing the appropriate HR computer system application used by the utility.

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

Administers written paper and pencil examinations; corrects test papers and computes raw score.

Maintains personnel records.

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

Performs 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 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: October 2017

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PERSONNEL ASSISTANT II
(GWA)

NATURE OF WORK IN THIS CLASS

This is complex technical support work in a personnel office of the Utility.

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

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

Coordinates the processing of a variety of personnel transactions; reviews completed notification personnel action forms for accuracy of information. Utilizes the JD Edwards system to track employee information and other related HR related programs implemented by the Utility.

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

Processes employment contracts for both off-island recruitment and local hires; coordinates the processing of travel authorizations; answers routine inquiries pertaining to off-island recruitment.

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

Prepares employment statistics and other reports as required utilizing the appropriate HR computer system application used by the utility.

Answers routine inquiries 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.

Performs 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: October 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.

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