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FEB 13 2018

HRD NO.: OG-17-500-C

GL#34-18-1549
Speaker Benjamin J.F. Cruz

FEB 17 2018
Time: 10:49 [ ] AM [ ] PM File No. 34-1555
Received By:

Senator Regine Biscoe Lee
Legislative Secretary
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96932

Subject: Creation of Position
RE: Invasive Species Coordinator

Buenas yan Håfa Adai! We respectfully request to file for record the creation of the Invasive Species Coordinator position within the classified service in accordance with §6303, Title 4, Guam Code Annotated. The creation of this position is a result of a request dated June 26, 2017, by the Department of Agriculture. This position will be located within the Biosecurity Division of the Department of Agriculturet. Attached is a copy of the class specification for the Invasive Species Coordinator position.

Should you have any questions or require additional information, please do not hesitate to contact our Classification and Pay Branch at 475-1265/1201/1131. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Acting Director
Department of Administration

2018 FEB 20 AM 11:15

Attachments

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 2/20/18 8:30am
Initials:

Acknowledged By:

Legislative Secretary
Mina' Trenta Quatro Na Liheslaturan Guahan
Date: 2/20/18

1549

NATURE OF WORK IN THIS CLASS:

This is responsible work involved in developing specific programs related to invasive species management on Guam including terrestrial, aquatic and marine species.

Under general direction, this position independently performs professional duties in the coordination of the Guam Invasive Species Council (GISC) for the Department of Agriculture, Biosecurity Division. This position is responsible for the planning, designing, implementation, monitoring, and coordination of assigned project (s). The position is also responsible for communication and coordination between the GISC and Government Agencies, Stakeholders, Nursery Associations, Private Landowners, Non-Governmental Organizations and others in pursuing invasive species management and control.

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.)

Serves as the Council Secretary for the GISC to carry out necessary communication and coordination as directed by the Council and performs related day to day operational activities within the Biosecurity Division.

Represents Guam and addresses regional issues through participation on the Regional Invasive Species Council.

Provides guidance and support necessary for the GISC to undertake and implement the Guam Invasive Species Management Plan to prevent the introduction of invasive species and the monitoring, control and eradication of invasive species throughout Guam.

Acts as advisor to the GISC on the development and implementation of invasive species policies and practices to prevent the spread of invasive species.

Prepares and maintains all records, reports, and correspondence for the GISC and the Regional Invasive Species Council activities.

Provides advice and guidance on technical aspects of procedures, provide clarification of policy and to facilitate processes with regards to the Interagency Biosecurity Task Force Work Plan as directed.

Evaluates risks associated with introduction and spread of invasive species and provides scientific assistance and technical advice and guidance to the GISC.

Doc. No. 34GL-18-1549.

Conducts analysis and assessments in developing invasive species strategies and management plans.

Develops and creates prevention protocols for invasive species at the borders.

Coordinates and manages data and information collection and develops databases to categorize trends of incursion of invasive species.

Updates the Guam Invasive Species database for inventory, record keeping, mapping and reporting.

Serves as a liaison and develops effective communication and coordination plans with government agencies, private landowners, non-governmental organizations and others pursuing invasive species management and control in the event of species detection.

Analyzes pathways and conveyances to limit the impacts on economic and environmental resources and recommend solutions to the GISC, Regional Invasive

Species Council, National Invasive Species Council, and the Guam Invasive Species Advisory Committee.

Collects information and prepares statistical reports from operational entities (i.e. Biosecurity Division, Customs and Quarantine Agency, UOG, Aquatic and Wildlife Division, etc.) for GISC.

Analyzes, prepares and submits statistical reports on invasive species to the GISC, Guam Invasive Species Advisory Committee, and the Executive and Legislative Branches of government for their use and disposition.

Gathers and submits recommendations from experts in specific fields of science pertaining to invasive species based on verified research.

Develops contingency and a Rapid Response Plan for invasive species control, eradication and mitigation. Ensures compliance with applicable Guam and federal plans, policies, regulations and guidelines.

Recommends budget and staffing requirements for management and research projects related to invasive species programs that the GISC may undertake.

Schedules meetings for sitting Council members and Advisory Committees with interagency voting and non-voting member agencies within the government (i.e EPA, GPA, GWA, PAG, GIAA, etc.)

Facilitate the development of an interagency monitoring plan and conduct activities, build partnerships and collaboration with community organizations, leaders and related agencies on invasive species programs.

Coordinates and conducts media and public education and outreach for the government, to the private sector and the community.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles of ecology and conservation

Knowledge of the implementation of a multi-faceted natural resource- related project or program.

Knowledge of Guam's terrestrial, aquatic and/or marine Invasive Species.

Knowledge of the Guam Invasive Species database.

Knowledge of rules and policies pertinent to personnel safety and operational matters

Ability to manage, coordinate and implement plans with multiple government agencies and interest groups.

Ability to apply statistical theory; computer techniques; quantitative techniques; and other procedures including study design, statistical analysis and sampling methods.

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

Ability to gather, evaluate and analyze data utilizing various tools; data collection management and relational databases; and recommend solutions.

Ability to establish and maintain effective working relationships with managers, staff, representatives of governmental, professional and community organizations, and the general public.

Skilled in problem solving, decision making, and interpersonal management in accordance with appropriate program guidelines.

Skilled in organization, leadership, public relations and communications.

MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of progressively responsible specialized experience in the applicable fields of ecology, entomology, plant pathology, weed science, botany, wildlife, or forestry; and graduation from a recognized college or university with a Bachelor's degree in Agriculture, Biology, Ecology or related field; or

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

ESTABLISHED:	**JANUARY 2018**
PAYGRADE:	**O**
FLSA:	**EXEMPT**
STATUTE:	**PUBLIC LAW 31-43**

HAY EVALUATION:	**KNOW-HOW:**	**E II 2**	**264**
	PROBLEM SOLVING:	**E 3 (33%)**	**87**
	ACCOUNTABILITY:	**D 3 C**	**115**
	TOTAL POINTS:		**466**

EDDIE BAZA CALVO
Governor of Guam

CHRISTINE W. BALETO, Director
Department of Administration