GUAM WATERWORKS AUTHORITY
Human Resources Division
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

Transmittal of Documents Receipt

GL#34-18-1764
Speaker Benjamin J.F. Cruz

APR 20 2018
Time: 8:30 [X] AM [ ] PM File No. 34-180
Received By:

Date: 04/19/2018

To: 34th Guam Legislature
The Honorable Benjamin J.F. Cruz

From: Guam Waterworks Authority – Human Resources Division

Telephone: 671.300.6074-6/6078/6852/6899

Fax: 671.300.6896

( ) Urgent ( ) Please Reply ( ) Please Review ( ) Please Comment

Subject: Filing of GWA Creation of Position:
Assistant General Manager of Administration & Support (Unclassified)

2018 APR 20 AM 11:38

Received By:

_____
Print Name & Signature

_____
Date

1764

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

Speaker Benjamin J.F. Cruz

APR 2 0 2018
Time: 8:30 [X] AM [ ] PM File No: 34-1601
Received By:

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

Re: Filing of Guam Waterworks Authority Creation of Position:
Assistant General Manager of Administration & Support (Unclassified)

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 position for the above referenced position.

Should you have any questions and/or concerns, please contact our Personnel Services Division at 300-6073-6.

Sincerely,

Acting GM
4/17/18
For MIGUEL C. BORDALLO, PE
GENERAL MANAGER

MCB/ jca

Attachment

Copy: GWA Personnel Services Division

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

RESOLUTION NO. 23-FY2018

RELATIVE TO THE APPROVAL OF THE AMENDMENT OF THE ASSISTANT GENERAL MANAGER ADMINISTRATION & SUPPORT (UNCLASSIFIED) JOB CLASSIFICATION STANDARD

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

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

WHEREAS, the GWA General Manager requests the CCU to approve the amendment of the Assistant General Manager Administration & Support classification standard (Exhibit A); and

WHEREAS, the GWA General Manager requests the CCU to approve the job classification standards of the Assistant General Manager Administration & Support position in the unclassified status; and

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

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

NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities, as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize the following:

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The amendment of the job classification standard for the Assistant General Manager Administration & Support position in the unclassified status is hereby approved and attached herein as Attachment A.
3. The Assistant General Manager Administration & Support position is hereby added to the certified, technical and professional list of positions at GWA.

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

DULY AND REGULARLY ADOPTED, this 27th day of March, 2018.

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

J. GEORGE BAMBA
Secretary

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: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

ATTACHMENT
A

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P. O. Box 3010 Hagåtña, Guam 96932
Tel: 671.300.6846-48, Fax 671.648.3290

ASSISTANT GENERAL MANAGER OF ADMINISTRATION & SUPPORT (AGMA&S)
(Unclassified)

MINIMUM QUALIFICATIONS

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

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

NATURE OF WORK IN THIS CLASS:

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

- The AGMA&S shall report to and is accountable to the Guam Waterworks Authority's General Manager for the provisions of customer service and technical support, fleet and staffing support services to the rest of the Authority in an efficient manner, to enable successful operation of the utility.

- The AGMA&S is also responsible and accountable for managing and organizing efficient business practices in the divisions assigned.

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

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

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

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

- The AGMA&S shall plan, organize, staff, and direct the operation of the Authority's administrative and support divisions, including the setting of objectives, standards, training of employees and evaluation of staff and divisional performances.

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

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

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

- The AGMA&S shall be responsible for the preparation of annual budget estimate for the administrative and support divisions under his or her supervision.

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

- The AGMA&S shall also oversee the provision of all customer service and information technology support as required to properly and effectively carry out the operational, administrative and support functions of the Authority.

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

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

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

- The AGMA&S shall provide complete and timely reports on the administrative and support functions to the General Manager and the CCU.

- The AGMA&S may be appointed to serve as Acting General Manager for the Authority from time to time.

- The AGMA&S shall perform such other duties assigned by the General Manager.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of best practices in customer service, information technology support, procurement and supply, equipment fleet and staffing support functions related to facilities and infrastructure systems; procurement rules and regulations; information technology systems and development, deployment and maintenance; human resources practices and procedures, administration, training and development.

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

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

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

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

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

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

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

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

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

Position Established:	1 February 1997
Amended (1st):	October 2012
Amended (2nd):	November 2016
Amended (3rd):	March 2018

Salary: Alan Searle Compensation Plan; ***COMMENSURATE WITH EXPERIENCE***

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

Joseph T. Duenas, Chairman
Consolidated Commission on Utilities