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

Transmittal of Documents Receipt

GL# 34-18-2193
Speaker Benjamin J.F. Cruz

AUG 0 2 2018
Time: 11:00 [AM] [ ] PM File No. ____
Received By:

Date: August 2, 2018

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

From: 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 Guam Waterworks Authority's Creation of Positions

2018 AUG -3 AM 9:29

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Date

2193

GUAM WATERWORKS AUTHORITY
ATRIDAT KINALAMTEN HANOM GUAHAN
"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

July 26, 2018

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

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

Hafa Adai,

Pursuant to Public Law #28-112; §6303(3) of Title 4 GCA, Chapter 6 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 Laboratory Technician I
Utility Laboratory Technician II
Utility Laboratory Technician Leader
Utility Laboratory Technician Supervisor

Should you have any questions and/or concerns, please contact our Personnel Services Division at 300.6073.

Si Yu'os Ma'ase,

Miguel C. Bordallo, P.E.
General Manager

MCB/zpc/cmot

Attachment

cc: GWA Personnel Services Division

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

RESOLUTION NO. 39-FY2018

RELATIVE TO THE CREATION OF THE UTILITY LABORATORY TECHNICIAN SERIES OF POSITIONS

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 creation of the Utility Laboratory Technician series of positions; and

WHEREAS, the GWA General Manager requests the CCU to approve the classification standards of the Utility Laboratory Technician series of positions in the classified 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 creation and the job classification standards for the Utility Laboratory Technician series of positions in the classified status is hereby approved and attached herein as Exhibit A.
3. The Utility Laboratory Technician series of positions 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 24th day of July, 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:

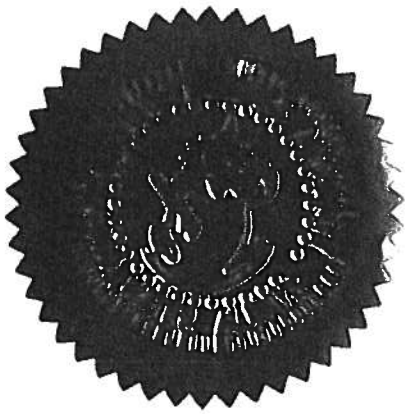
The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present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

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0



UTILITY LABORATORY TECHNICIAN I

NATURE OF WORK:

Utility Laboratory Technician I performs routine technical laboratory duties after initial training and work under closer supervision on a variety of semi complex developmental assignments.

Employees in this class assist in the collection and perform routine analysis of water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act and the Clean Water Act.

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)

Provides routine support and assistance to laboratory personnel in processing and field testing of various laboratory duties.

Prepares samples for field testing, sterilizes equipment, basic calibration of equipment as recommended and general cleaning duties.

Conducts routine maintenance work of equipment to ensure working order of equipment and ensures necessary supplies are available to perform field testing.

Performs routine work collecting samples from the distribution lines, deep well and surface water sources.

Performs routine work collecting water samples from customer complaints of dirty water, bad odor, or high chlorine contents.

Assists in disinfecting tankers and new water lines.

Performs routine work testing water for bacteriological contamination and chlorine residual.

Performs routine work collection of samples of off shore, shoreline, wastewater treatment plant influent/effluent and various rivers as well as any discharges into the rivers as required.

Conducts routine field tests on potable water samples for chemical analysis such as: Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, pH, Temperature, Turbidity and Bacteria content.

Conducts routine field tests on Settleable, Suspended and Total Solids, ph Fecal Coliform, E-Coli, Enterococci and Biochemical Oxygen Demand.

Logs data into assigned logbooks and inputs required information into the LIMS (Laboratory Information Management System) computer program daily, after initial training.

Creates work orders for daily assigned tasks.

Assists in minor repair of laboratory equipment.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laboratory testing procedures, principles, techniques, terminology, protocols and equipment.

Knowledge of basic laboratory equipment maintenance, calibration and troubleshooting and sterilization.

Knowledge of laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE's), proper laboratory techniques, disposal of bio-hazard, etc.

Knowledge of basic of LIMS (Laboratory Information Management System) computer program.

Ability to learn and apply basic principles of the physical and biological sciences, as applied to particular laboratory assignment.

Ability to operate and conduct basic maintenance of laboratory equipment.

Ability to maintain records and prepare reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to follow specific procedures and observe and record results accurately.

Ability to work with computer systems and multiple software programs as required, according to company and departmental procedures.

MINIMUM EXPERIENCE AND TRAINING;

A. High School Diploma or successful completion of General Education Development (GED) test or any equivalent education high school program and successful completion of 18 credit hours in biology, chemistry, or closely related field and One (1) year of experience in a laboratory work; or

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

ESTABLISHED: July 2018

PAYGRADE: MINIMUM: F3-A $30,811
MAXIMUM: F4-A $32,062

JOB EVALUATION POINTS: 469

JOSEPH T. DUENAS, CHAIRMAN
CONSOLIDATED COMMISSION ON UTILITIES

UTILITY LABORATORY TECHNICIAN II

NATURE OF WORK:

Utility Laboratory Technician II performs semi-complex technical laboratory duties independently after initial training and works under closer supervision on a variety of complex developmental assignments.

Employees in this class collect and perform semi-complex analysis of water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act and the Clean Water Act.

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)

Provides semi-complex support and assistance in processing samples for analysis, sterilizes equipment, more intricate calibration of equipment as recommended.

Maintains working order of equipment and supplies necessary to perform analysis of samples to include minor repairs on laboratory equipment when needed.

Performs semi-complex work collecting samples from the distribution lines, deep well and surface water sources.

Collects semi-complex water samples from customer complaints of dirty water, bad odor, or high chlorine contents.

Disinfects tankers and new water lines to include determining the amount of chlorine needed to provide a certain dosage.

Performs semi-complex analysis water for bacteriological contamination and chlorine residue.

Collects semi-complex sample collection for off shore, shoreline, wastewater treatment plant influent/effluent and various rivers as well as any discharges into the rivers as required.

Performs semi-complex analysis of potable water samples and analyzes for chemical analysis such as: Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, pH, Temperature, Turbidity and Bacteria content.

Performs semi-complex analysis of Settleable, Suspended and Total Solids, ph Fecal Coliform, E-Coli, Enterococci and Biochemical Oxygen Demand.

Performs semi-complex, non-routine chemical, biological or physical test and analysis as required in control operations of water and sewage.

Maintains records of all analytical work according to Laboratory Quality Assurance (QA) and Quality Control (QC) Plans and Standard Operating Procedures. Ensures all data is in compliance with the requirements of pre-schedule intervals.

Maintains various laboratory records and prepares reports. Inputs required information into the LIMS (Laboratory Information Management System) computer program.

Creates work orders for daily assigned tasks.

Doc. No. 34GL-18-2193.

Repairs laboratory equipment as needed.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laboratory testing procedures, principles, techniques, terminology, protocols and equipment in a water utility.

Knowledge of laboratory equipment maintenance, calibration and troubleshooting and sterilization used in a water utility.

Knowledge of laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE's), proper laboratory techniques, disposal of bio-hazard, etc. in a water utility.

Knowledge of basic principles of the physical and biological sciences, as applied to particular laboratory assignment in a utility.

Knowledge of computer systems and multiple software programs as required, according to company and departmental procedures used in a water utility.

Knowledge of LIMS (Laboratory Information Mana

gement System) computer program.

Ability to maintain records and prepare reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to make decisions in accordance with appropriate program guidelines

Ability to follow specific standard operating procedures and observe and record results accurately.

MINIMUM EXPERIENCE AND TRAINING;

A. Graduation from a recognized college or university with an Associate's degree in science or water technology with courses in microbiology, chemistry or related natural science; ***and*** two (2) years of experience as a Utility Laboratory Technician I; or

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

ESTABLISHED: July 2018

PAYGRADE: MINIMUM: I2-D $39,476
MAXIMUM: I3-D $41,079

JOB EVALUATION POINTS: 576

JOSEPH T. DUENAS, CHAIRMAN
CONSOLIDATED COMMISSION ON UTILITIES

UTILITY LABORATORY TECHNICIAN LEADER

NATURE OF WORK:

Utility Laboratory Technician Leader performs complex technical laboratory duties independently.

Employees in this class collect and analyze more complex analysis of water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act and the Clean Water Act.

Employees often serves as team or group leader over less experienced technical laboratory 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)

Leads the processing of samples for analysis, sterilizes equipment, more intricate calibration of equipment as recommended and general cleaning duties.

Maintains working order of equipment and supplies necessary to performs analysis for samples to include minor repairs on laboratory equipment when needed.

Schedules the use of equipment, washing of glassware and other instruments and preparation of media, solutions, and other materials.

Leads the collection of samples from the Distribution lines, deep well and surface water source.

Leads the collection of water samples from consumer's complaints of dirty water, bad odor, or high chlorine content.

Maintains inventory, establishes supply levels and orders chemicals, equipment, and supplies.

Assists with research or study involving use of various equipment.

Schedules all required QA/QC and safety checks as required.

Disinfects tankers and new water lines to include determining the amount of chlorine needed to provide a certain dosage.

Analyzes water for bacteriological contamination and chlorine residue.

Leads in the collection of sample for off shore, shoreline, wastewater treatment plant influent/effluent and various rivers as well as any discharges into the rivers as required.

Analyzes potable water samples and analyzes for chemical analysis such as: Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, pH, Temperature, Turbidity and Bacteria content.

Analyzes oil and grease, Settleable, Suspended and Total Solids, ph Fecal Coliform, E-Coli, Enterococci and Biochemical Oxygen Demand.

Performs complex analysis, non-routine chemical, biological or physical test and analysis as required in control operations of water and sewage.

Leads and conducts training of other lower laboratory technicians.

Maintains records of all analytical work according to the Laboratory Quality Assurance (QA) and Quality Control (QC) Plans and Standard Operating Procedures. Ensures all data is in compliance with the requirements of pre-schedule intervals.

Maintains various laboratory records and prepares reports. Inputs required information into the LIMS (Laboratory Information Management System) computer program.

Creates work orders for daily assigned tasks.

May assist and participate in the budget preparation process.

Leads in the repair of laboratory equipment as needed.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laboratory testing procedures, principles, techniques, terminology, protocols and equipment of a variety of standardized laboratory tests.

Ability to perform difficult laboratory tests requiring some technical judgment in determining and using proper procedures and interpreting results.

Knowledge of laboratory equipment maintenance, calibration and troubleshooting and sterilization.

Knowledge of laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE's), proper laboratory techniques, disposal of bio-hazard, etc.

Knowledge of principles of the physical and biological sciences, as applied to particular laboratory assignment.

Knowledge of computer systems and various software/application programs as required, according to company and departmental procedures.

Knowledge of LIMS (Laboratory Information Management System) computer program.

Ability to maintain records and prepare reports.

Ability to lead the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to make decisions in accordance with appropriate program guidelines

Ability to follow specific procedures and observe and record results accurately.

MINIMUM EXPERIENCE AND TRAINING:

A. Graduation from a recognized college or university with an Associate's degree in science or water technology with courses in microbiology, chemistry or related natural science; ***and*** two (2) years of experience as a Utility Laboratory Technician II; or

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

ESTABLISHED: July 2018

PAYGRADE: MINIMUM: J5-C $49,327
MAXIMUM: J6-C $51,330

JOB EVALUATION POINTS: 711

JOSEPH T. DUENAS, CHAIRMAN
CONSOLIDATED COMMISSION ON UTILITIES

UTILITY LABORATORY TECHNICIAN SUPERVISOR

NATURE OF WORK:

Utility Laboratory Technician Supervisor performs supervisory laboratory work in the water and/or wastewater utility.

Employees in this class assesses complex techniques and methodologies in collecting and analyzing water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act and the Clean Water Act.

Employees in this class supervise a unit performing a variety of complex technical laboratory duties.

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 the laboratory personnel in processing and analysis of various laboratory duties in a water and/or wastewater utility.

Supervises the processing of samples for analysis, sterilizes of equipment and more intricate calibration of equipment and general cleaning duties in a water and/or wastewater utility.

Supervises the maintenance of equipment and supplies necessary to performs analysis for samples to include minor repairs on laboratory equipment when needed.

Supervises the collection of samples from the Distribution lines, deep well and surface water source.

Supervises the collection of samples from consumer complaints of dirty water, bad odor, or high chlorine content, etc.; diagnoses issues and coordinating with other divisions to help determine the cause and solve the problem.

Supervises the disinfection of tankers and new water lines to include determining the amount of chlorine needed to provide cartage dosage in a water and/or wastewater utility.

Supervises the analysis of water for bacteriological contamination and chlorine residue in a water and/or wastewater utility.

Supervises the collection of sample for off shore, shoreline, wastewater treatment plant influent/effluent and various rivers as well as any discharges into the rivers as required in a water and/or wastewater utility.

Supervises the analysis of potable water samples and analyzes for chemical analysis such as: Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, ph, Temperature, Turbidity and Bacteria content.

Supervises the analysis of Settleable, Suspended and Total Solids, ph Fecal Coliform, E-Coli, Enterococci and Biochemical Oxygen Demand.

Conducts research on new technologies or methods that might be beneficial or cost effective. This may include updating to new equipment and supplies necessary to perform analysis.

Conducts training of other lower level Utility Laboratory Technicians.

Maintains records of all analytical work according to Laboratory Quality Assurance (QA) and Quality Control (QC) Plans and Standard Operating Procedures. Ensures all data is in compliance with the requirements of pre-schedule intervals.

Reviews various laboratory records and reports into the LIMS (Laboratory Information Management System) computer program.

Reviews and validates daily chain of custody for field analysis in LIMS (Laboratory Information Management System) for water and wastewater.

Supervises the processes a number of procedures including samples for analysis, sterilizes equipment, calibration of equipment as recommended and general cleaning duties.

Supervises the schedules use of equipment, washing of glassware and other instruments and preparation of media, solutions, and other materials.

Supervises the work of lower level technicians performing various laboratory maintenance, preparation of media and specimens, and participates in performing standardized analysis.

Supervises the storage areas and dispenses of materials. Supervises the inventory and establishes supply levels and orders chemicals, equipment, and supplies.

Participates and submits recommendations in the section's budget process.

Participates in the research or study involving use of various equipment.

Supervises more complex, non-routine chemical, biological or physical test and analysis as required in control operations of water and sewage.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laboratory testing procedures, principles, techniques, terminology, protocols and equipment of a variety of standardized laboratory tests.

Knowledge of laboratory equipment maintenance, calibration and troubleshooting and sterilization.

Knowledge of laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE's), proper laboratory techniques, disposal of bio-hazard, etc.

Knowledge of principles of the physical and biological sciences, as applied to particular laboratory assignment.

Extensive Knowledge of LIMS (Laboratory Information Management System) computer program.

Knowledge of computer systems and multiple software programs as required, according to company and departmental procedures.

Knowledge to perform complex laboratory tests requiring technical judgment in determining and using proper procedures and interpreting results.

Ability to maintain records and prepare reports.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to make decisions in accordance with appropriate program guidelines

Ability to follow specific procedures and observe and record results accurately.

MINIMUM EXPERIENCE AND TRAINING;

Graduation from a recognized college or university with a Bachelor's degree in biology, chemistry, microbiology or closely related field; and 4 (four) years as a Utility Laboratory Technician Leader.

ESTABLISHED: July 2018

PAYGRADE: MINIMUM: K5-D $60,283
MAXIMUM: K6-D $62,731

JOB EVALUATION POINTS: 837

JOSEPH T. DUENAS, CHAIRMAN
CONSOLIDATED COMMISSION ON UTILITIES

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 * Hagatna, Guam 96932
Tel. No. (671) 300-6073-6 * Fax No. (671) 300-6896

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the creation of positions pursuant to Public Law 28-112, Section 9 (4GCA, Chapter 6, §6303 (3) and to add the positions to the Certified, Technical, and Professional (CTP) List B in the classified service:

Utility Laboratory Technician I
Utility Laboratory Technician II
Utility Laboratory Technician Leader
Utility Laboratory Technician Supervisor

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Human Resources Division at 300-3076-6.

MIGUEL C. BORDALLO, P.E.
General Manager

Justification for the new position:

The Guam Waterworks Authority (GWA) has determined a need to update the job standards for Laboratory Technician series positions to efficiently and effectively perform duties and functions of the GWA's Laboratory section. The creation of these positions is necessary to help direct and manage GWA's wide sampling activities in connection with water and wastewater operations.

The job specifications currently being utilized by GWA was initially created for use at the Government of Guam's line departments and agencies, established in 1980. Furthermore, the existing job standards are inconsistent with the updated and current operating procedures and practices of our laboratory technicians. GWA Laboratory technicians are unique in duties and responsibilities compared to other government of Guam agencies.

GWA laboratory technicians collect samples from shorelines, wastewater treatment plants, rivers, production wells, water treatment facilities and various locations within our distribution system, and analyze water samples for various physical and chemical constituents (Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, pH, Temperature, Turbidity and Bacteria content) which makes it unique from other government of Guam agencies.

Analysis of similarities and differences between the positions to be created and the positions listed pursuant to 4GCA §4101.1:

Although there are Laboratory Technician series of positions exist within the government of Guam, these positions are being created specifically for the water and wastewater utility to support GWA's updated and current operating procedures in the Laboratory section of the Compliance and Safety Division. While other laboratory technician positions within Government of Guam may perform the analytical work in very similar conditions and with similar equipment and materials, GWA laboratory technicians deal with specific sample types and facilities which are very different from non-utility laboratories. Further, certain sample collection activities require specific knowledge of GWA's utility systems which is not required or applicable to other lab tech positions. GWA Laboratory Technicians also have occasion to interact with customers about specific issues relative to water and/or wastewater utility services, making knowledge of GWA's specific systems a critical part of successful job performance in these positions.

These positions provide an appropriate line of progression within the organizational structure of the Authority, and we believe such progressive advancement allows for GWA to better manage its functions.

Position Description: See attached

Compensation:

Proposed pay range and demonstration of compliance with 4GCA §6301:

When the job description and qualification factors are taken into consideration and the new position is slotted, the resultant new pay grade under the implemented compensation structure and per annum is as follows:

JOB TITLE	JOB EVAL PTS	PAYGRADE/STEP	MINIMUM	MAXIMUM
Utility Laboratory Technician I	469	F3-A to F4-A	$30,811	$32,062
Utility Laboratory Technician II	576	I2-D to I3-D	$39,476	$41,079
Utility Laboratory Technician Leader	711	J5-C to J6-C	$49,327	$51,330
Utility Laboratory Technician Supervisor	837	K5-D to K6-D	$60,283	$62,731

As indicated in the table above, the salary ranges shown in minimum and maximum are at the 10th market percentile, based on the 2017 market data for this classified, certified, technical and professional position and are comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys.

Fiscal note as required by 2GCA §9101 et seq.:

GWA certifies that these positions are budgeted and that funding is available for the recruitment and retention of its newly created certified, technical and professional positions. The funding of this position does not have an impact on the General Fund.

MIGUEL C. BORDALLO, P.E.
General Manager

Careers at GWA

Current GWA Job Openings

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

Open To Public	Position Title (PDF)	Announcement No.	Pay Grade/Step	Open Date	Closing Date
Y	Plant Instrument Technician I(PDF)	EOE-037-2018	MIN G3-C $33,316.00 Per Annum MAX G4-C $33,649.00 Per Annum	07/23/2018	08/03/2018
Y	Utility Storekeeper I(PDF)	EOE-038-2018	MIN C3-A $26,374.00 Per Annum MAX C4-A $27,445.00 Per Annum	07/23/2018	08/03/2018
Y	Utility Trades Helper(PDF)	EOE-036-2018	MIN B2-D $23,957.00 Per Annum MAX B3-D $24,930.00 Per Annum	07/23/2018	08/03/2018
Y	Utility General Accounting Supervisor (GWA) (PDF)	EOE-019-2018	MIN N3-B $80,682.00 Per Annum MAX N4-B $83,958.00 Per Annum	02/23/2018	Continuous
Y	Information Security Administrator (PDF)	EOE-018-2018	MIN J6-D $51,843.00 Per Annum MAX J7-D $53,948.00 Per Annum	02/12/2018	Continuous
Y	Assistant General Manager Operations (AGMO) (Unclassified) (PDF)	EOE-005-2018	Commensurate with Experience MIN R5-C $122,056.00 Per Annum	10/30/2017	Continuous
Y	Water Plant Operator Supervisor (PDF) • Amendment	EOE-007-2018	MIN K7-A $51,779.00 Per Annum MAX K10-A $58,346.00 Per Annum	10/30/2017	Continuous

Petition to the CCU

Creation of Positions AGMA&S

Creation of Positions Utility Laboratory Technician Series

website posting