GUAM POWER AUTHORITY

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

August 29, 2018

EXE/SDP/2018-100
MEMORANDUM

GCA 34-18-2303
Speaker Benjamin J.F. Cruz

SEP 07 2018
Time: 1:53 [ ] AM [ ] PM File No.
Received By:

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

FROM: General Manager

SUBJECT: **Filing of Creation of Positions**
RE: AMI Technician
AMI Technician Leader

In accordance with §6303 (d) of Title 4, Guam Code Annotated, transmitted herewith is a copy of Resolution No. 2018-15 adopted and approved by the Consolidated Commission on Utilities (CCU) on August 28, 2018, relative to the creation of the AMI Technician and AMI Technician Leader positions in the classified service and as certified, technical and professional positions. These positions are essential and shall support the Guam Power Authority's Smart Grid initiatives towards modernization and efficiency of our Island Wide Power System.

Si Yu'os Ma'ase.

JOHN M. BENAVENTE, P.E.

Attachments

2018 SEP -7 PM 2:59

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 9.29.18@4:37pm.
Initials:

2303

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

Resolution No. 2018-18

RELATIVE TO THE APPROVAL OF THE CREATION OF THE ADVANCED METER INFRASTRUCTURE (AMI) TECHNICIAN SERIES OF POSITIONS

WHEREAS, under 12 G.C.A. § 8104, the Consolidated Commission on Utilities ("CCU") has plenary authority over financial, contractual and policy matters relative to the Guam Power Authority; and

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

WHEREAS, the GPA General Manager requests the CCU to approve the creation of the Advanced Meter Infrastructure ("AMI") Technician series positions (Exhibit A); and

WHEREAS, the GPA General Manager requests the CCU to approve the classification standards of the AMI Technician series positions in the classified status; and

WHEREAS, the GPA General Manager requests the CCU to abolish the Meter Reader and Customer Service Electrician series of positions; and

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

WHEREAS, GPA Personnel Rules & Regulations as amended by Public Law 28-159 authorizes the CCU to amend, modify or add a position to the list of certified, technical and professional positions; and

WHEREAS, regulatory notification requirements have been satisfied and GPA continues to conduct outreach with potentially affected employees.

NOW, THEREFORE, BE IT RESOLVED, the Consolidated Commission on Utilities, as the Governing Body of the Guam Power 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 AMI Technician series of positions in the classified status are hereby approved and attached herein as Exhibit A.
3. The AMI Technician series of positions are hereby added to the Certified, Technical and Professional list of positions at GPA.
4. The Meter Reader and Customer Service Electrician series are hereby abolished and removed from the Certified, Technical and Professional list of positions at GPA effective October 28, 2018.
5. The authorization of the AMI Technician series of positions shall become effective September 29, 2018.

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

DULY AND REGULARLY ADOPTED AND APPROVED THIS 28th DAY OF AUGUST 2018.

Certified by:

JOSEPH T. DUENAS
Chairperson
Consolidated Commission on Utilities

Attested by:

J. GEORGE BAMBA
Secretary
Consolidated Commission on Utilities

SECRETARY'S CERTIFICATE

I, J. George Bamba, Secretary for the Consolidated Commission on Utilities (CCU), as evidenced by my signature above do certify as follows:

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

Ayes:	5
Nays:	0
Absent:	0
Abstain:	0



AMI Technician (Proposed)

NATURE OF WORK IN THIS CLASS:

This position is responsible for assisting with and supporting the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power 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.)*

Monitors the dashboard system for status of AMI meters, radio frequency (RF) connectivity and outage tracking.

Performs remote connections/disconnections for 2s and 12s smart meters for move-in/move-out customers as well as delinquent accounts.

Sends and receives various commands, e.g. On Demand Reads (ODR) as needed to AMI meters and RF network for operations and troubleshooting.

Enters latitude/longitude, service location ID, date and time of installation, customer information file (customer ID, billing cycle, book number) on spreadsheet and provide to IT for import to update records in Command Center.

Validates and reviews field activity work order for successful completion on Command Center and Customer Information System (CIS).

Coordinates customer inquiries for meter troubleshooting.

Assists in conducting AMI meter investigations for non-responding meters and makes proper repairs using meter software application programs.

Prepares documents for field investigations, energy surveys, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings).

Monitor unscheduled power outages and report locations to the Power System Control Center (PSCC) and/or other departments.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Landis+Gyr Command Center applications.

Knowledge of 132Comm, End Point Test Manager (ETM) and radio shop software applications.

Knowledge of optical probes utilized to obtain data directly from smart meters.

Knowledge of the customer information system.

Knowledge of the different AMI meter types and forms including GPA legacy meter types and forms.

Knowledge of AMI Network operations and Radio Frequency (RF) Networking.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

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

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

1) One (1) year experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring and graduation from high school or GED equivalency; or

2) 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:

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

AMI Technician Leader (Proposed)

NATURE OF WORK IN THIS CLASS:

This position leads and supports the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power 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.)*

Leads in the monitoring of the dashboard system for status of AMI meters, radio frequency (RF) connectivity and outage tracking.

Leads in remote connections/disconnections for 2s and 12s smart meters for move-in/move-out customers as well as delinquent accounts.

Leads in sending and receiving of various commands, e.g. On Demand Reads (ODR) as needed to AMI meters and RF network for operations and troubleshooting.

Enters latitude/longitude, service location ID, date and time of installation, customer information file (customer ID, billing cycle, book number) on spreadsheet and provide to IT for import to update records in Command Center.

Leads in validating and reviewing field activity work orders for successful completion on Command Center and Customer Information System (CIS).

Coordinates customer inquiries for meter troubleshooting.

Leads in the preparation of documents for field investigations, energy surveys, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings).

Leads in monitoring of unscheduled power outages and report locations to the Power System Control Center (PSCC) and/or other departments.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Landis+Gyr Command Center applications.

Knowledge of 132Comm, End Point Test Manager (ETM) and radio shop software applications.

Knowledge of optical probes utilized to obtain data directly from smart meters.

Knowledge of the customer information system.

Knowledge of different AMI meter types and forms including GPA legacy meter types and forms.

Knowledge of AMI Network operations and Radio Frequency (RF) Networking.

Ability to lead the work of others.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

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

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

1) Four (4) years of experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring, and graduation from high school or GED equivalency; or

2) 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:

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

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

STAFF REPORT

REQUEST:

The General Manager of the Guam Power Authority petitions the Consolidated Commission on Utilities (CCU) to create the following positions in the classified service pursuant to Public Law 28-112:

- AMI Technician (Proposed Creation)
- AMI Technician Leader (Proposed Creation)

AUTHORITY:

Public Law 28-159, Section 3(c) Amendment of Certified, Technical, and Professional Positions. Section 9, 4 GCA §6303 (d) states:

"Creation of positions in the Autonomous Agencies and Public Corporations.

(1) The petition of the head of an agency, department or public corporation listed in the first paragraph of 4 GCA §4105(a) of this Title to create a position shall include:

A. the justification for the new and amended positions;

Creation of the AMI Technician positions and amendment to the existing Meter Electrician series of positions are critical towards the Authority's vision of efficiency and system reliability in the transformation of Smart Grid initiatives that has modernize our Island Wide Power System. Although, Smart Grid is a cornerstone of GPA's transformation, GPA replaced many of its old analog meters with digital smart meters for both residential and commercial customers. GPA is now able fulfill remote service connection and disconnection orders in a matter of hours instead of days.

B. the essential details concerning the creation of the position; (see classification review below)

C. an analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4 GCA §4101.1.(d);

The Smart Grid is a digitally-enhanced network that uses computer-based remote control and automation to increase the efficiency of the Authority's Island-Wide Power System (IWPS). Smart meters employ two-way radio communication technology and computer processing. This allows GPA to read meters remotely, start and stop meters remotely, receive outage alert notifications and monitor power quality. The duties and responsibilities associated with the AMI Technician positions is to ensure accurate day-to-day monitoring, analysis and control of the Command Center, which is the head end of the AMI network. The major function of the AMI Command Center Supervisor is to oversee the monitoring the AMI Command Center and determine appropriate courses of action; coordinates with the Internal Audit's Revenue Protection Section, Power System Control Center (PSCC), and other divisions regarding network issues, meter investigation, metering failure and tampering issues. These positions are much needed towards the strategic goals of the Authority and fulfillment of its mission towards modernizing our Island Wide Power System.

D. the position description; (see attached)

E. the proposed pay ranges and demonstration of compliance with §6301 of this Title;

The GPA's compensation plan was authorized by P.L. 28-159 and approved by the CCU in October 2007. The proposed compensation is in accordance with the Strategic Pay Plan Methodology.

F. a fiscal note as that term in described in 2 GCA §9101 et seq.; and any other pertinent information.

The Guam Power Authority is responsible for the funding availability for these positions and is in compliance with all applicable laws, rules and regulations regarding the creation, filling and retention of positions in certified, technical and professional positions. The funding of these positions has no financial impact to the General Fund.

(2) The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition along with evidence of his compliance with 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.

(3) No new position may be filled until after compliance with the provision of this section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary."

METHODOLOGY:

Information was gathered from various public utilities associated with the American Public Power Association (APPA) and other utilities with comparable positions within the U.S. mainland. The information collected were used to analyze and develop the proposed job standards as they apply to the work performed at GPA. The staff reviewed the duties associated with the proposed creations as indicated in the position description forms. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of twelve (12) measurement factors; Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisory/Managerial Responsibility.

CLASSIFICATION REVIEW:

In 2011, GPA embarked in a Smart Grid project towards modernizing our IWPS. GPA replaced most of its old analog meters with digital smart meters for both residential and commercial customers. Thus, resulting in the installation and utilization of advanced meter infrastructure (AMI), which includes smart meters. As a result, this significantly changed the Authority's processes and structure. GPA personnel can now communicate with meters remotely, start and stop power remotely, receive outage alert notifications and to monitor power quality. The AMI network reads and processes real time power consumption in homes and businesses on Guam and transmit data back to GPA. It's a tremendous technological change in GPA to constantly monitor electricity flow and adjust its distribution for maximum efficiency.

The AMI Command Center integrated system is currently located within the Customer Services Division and is currently supervised by a Customer Service Supervisor. The proposed AMI Technician positions will be assigned within the Customer Services Division and will be responsible for:

- Monitoring radio frequency network for all collectors, routers and meters for status with regards to network health and productivity on Command Center system.
- Monitoring Advanced Metering Infrastructure (AMI) Command Center head end system and dashboard.
- Monitoring meter and endpoint alerts on AMI dashboard (i.e. lost, not logging, tamper reverse, stuck switch, power outages).
- Performing all remote reconnects and disconnects on AMI meters for new and existing customers as well as non-payment/delinquent accounts on field activity reports and validation.
- Monitoring Meter Data Management System (MDMS).
- Performing AMI send and receive command prompts as needed.
- Processing work order requests & input data into the Customer Information System (CIS) of the Customer Care & Billing (CC&B) System.
- Monitoring outage tracking reporting and coordinates with PSCC and/or other divisions.

The impact to the implementation of Smart Grid initiatives and the replacement of analog electric meters with AMI smart meters eliminated and replaced functions in various positions within the Customer Services Division, specifically, Electric Meter Readers series and Customer Service Electrician series. This type of automation of meter reading and real-time day metering inclusive of installation, disconnection and reconnection has caused the Authority to eliminate these positions. Out of the 51,000 customers, there are only less than 30 "opt out" customers requiring manual reading of the analog meters. However, this task is very minimal and does not justify a full-time Electric Meter Reader to perform this task. Manual meter reading, meter installation, removal and troubleshooting tasks have been absorbed into duties of Meter Electrician series with the Authority's Meter Shop section.

Based on the proposed job standards for the AMI Technician and Leader positions, the nature of work and minimum experience and training consist of:

AMI Technician:

This positions are responsible for assisting with and supporting the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power Authority. The proposed position requires:

1) One (1) year experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring and graduation from high school or GED equivalency; or
2) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMI Technician Leader:

This position leads and supports the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power Authority. The proposed position requires:

1) Four (4) years of experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring and graduation from high school or GED equivalency; or
2) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

RECOMMENDATION:

1) To approve the creation of the following positions in the classified service and add these positions to list of the certified, technical and professionals (CTP) category of positions:

   - AMI Technician
   - AMI Technician Leader

The proposed minimum and maximum range of compensation will be in accordance with the Strategic Pay Methodology, as follows:

2017 MARKET DATA (15th Market Percentile)	JE Points	Structural Adjustment - MIN				Structural Adjustment - MAX			
		Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
AMI Technician	414	32,706	F	4	C	34,034	F	5	C
AMI Technician Leader	640	46,933	J	4	B	48,839	J	5	B

2) To abolish and remove the following positions from GPA's list of positions:

   - Electric Meter Reader I
   - Electric Meter Reader II
   - Electric Meter Reader Leader
   - Electric Meter Reader Supervisor
   - Customer Service Electrician I
   - Customer Service Electrician II
   - Customer Service Electrician Leader
   - Customer Service Electrician Supervisor

Prepared by:

SANDRA D. PEREZ
Personnel Services Administrator (A)

Concurred by:

BEATRICE P. LIMTIACO
Assistant General Manager, Administration

Approved by:

JOHN M. BENAVENTE, P.E.
General Manager

AMI Technician

NATURE OF WORK IN THIS CLASS:

This position is responsible for assisting with and supporting the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power 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.)*

Monitors the dashboard system for status of AMI meters, radio frequency (RF) connectivity and outage tracking.

Performs remote connections/disconnections for 2s and 12s smart meters for move-in/move-out customers as well as delinquent accounts.

Sends and receives various commands, e.g. On Demand Reads (ODR) as needed to AMI meters and RF network for operations and troubleshooting.

Enters latitude/longitude, service location ID, date and time of installation, customer information file (customer ID, billing cycle, book number) on spreadsheet and provide to IT for import to update records in Command Center.

Validates and reviews field activity work order for successful completion on Command Center and Customer Information System (CIS).

Coordinates customer inquiries for meter troubleshooting.

Assists in conducting AMI meter investigations for non-responding meters and makes proper repairs using meter software application programs.

Prepares documents for field investigations, energy surveys, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings).

Monitor unscheduled power outages and report locations to the Power System Control Center (PSCC) and/or other departments.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Landis+Gyr Command Center applications.

Knowledge of 132Comm, End Point Test Manager (ETM) and radio shop software applications.

Knowledge of optical probes utilized to obtain data directly from smart meters.

Knowledge of the customer information system.

Knowledge of the different AMI meter types and forms including GPA legacy meter types and forms.

Knowledge of AMI Network operations and Radio Frequency (RF) Networking.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

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

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

1) One (1) year experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring and graduation from high school or GED equivalency; or

2) 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: August 28, 2018

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

AMI Technician Leader

NATURE OF WORK IN THIS CLASS:

This position leads and supports the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power 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.)*

Leads in the monitoring of the dashboard system for status of AMI meters, radio frequency (RF) connectivity and outage tracking.

Leads in remote connections/disconnections for 2s and 12s smart meters for move-in/move-out customers as well as delinquent accounts.

Leads in sending and receiving of various commands, e.g. On Demand Reads (ODR) as needed to AMI meters and RF network for operations and troubleshooting.

Enters latitude/longitude, service location ID, date and time of installation, customer information file (customer ID, billing cycle, book number) on spreadsheet and provide to IT for import to update records in Command Center.

Leads in validating and reviewing field activity work orders for successful completion on Command Center and Customer Information System (CIS).

Coordinates customer inquiries for meter troubleshooting.

Leads in the preparation of documents for field investigations, energy surveys, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings).

Leads in monitoring of unscheduled power outages and report locations to the Power System Control Center (PSCC) and/or other departments.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Landis+Gyr Command Center applications.

Knowledge of 132Comm, End Point Test Manager (ETM) and radio shop software applications.

Knowledge of optical probes utilized to obtain data directly from smart meters.

Knowledge of the customer information system.

Knowledge of different AMI meter types and forms including GPA legacy meter types and forms.

Knowledge of AMI Network operations and Radio Frequency (RF) Networking.

Ability to lead the work of others.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

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

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

1) Four (4) years of experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring, and graduation from high school or GED equivalency; or

2) 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: August 28, 2018

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

CIVIL SERVICE COMMISSION
POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

(1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.

(2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.

(3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.

(4) The direct supervisor completes the questionnaire for vacant positions.

(5) Section IX is completed by the Human Resources Office.

(6) The completed questionnaire is subject to post-audit by the Civil Service Commission.

I. JOB IDENTIFICATION:

Position Title: Show the official (payroll) title only.

Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.

Job Location: Show the exact location of the position within the organization.

Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

(1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.

(2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.

(3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

Revised: 05/97

Class Code

CIVIL SERVICE COMMISSION
POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: **AMI TECHNICIAN**

Official Position No.:

Job Location: Guam Power Authority (Department/Agency) Customer Services (Division) (Section/Unit)

Name: Last First Middle Initial

Pay Grade: [X] Classified [ ] Unclassified [ ] Position Vacant

Supervisor: (Name of Direct Supervisor) Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	
	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that **MUST** be performed. List duties in one of the formats below. (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (√ or X) one format only: [ ] (1), [ ] (2), [X] (3)
	AMI OPERATIONS/RF NETWORKING: Check collector status and ping each collector for status confirmation. Monitor the AMI dashboard real time outage tracker. Prepare for remote disconnection and reconnection on command center. Send command via command center and record. Respond to client safety alerts for reconnection of customers properly. Validate field activity work order for successful completion on Command Center and CIS.; Monitor meter and endpoint alerts on AMI dashboard (i.e. lost, not logging, tamper reverse, stuck switch, power outages); Prepare documents for field investigations, energy audits, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings); Monitor all reporting associated with network connectivity and meter data. Review and analyze daily midnight reads, interval data, meter history, event logs for irregularities and voltage quality. Assist with meter inquiries from all divisions. Monitor and update meter group types and user defined group. Edit and update AMI meter information on command center (i.e. service address, latitude/longitude location, billing cycles, and book numbers); Monitor for unscheduled power outages and report locations to PSCC and/or other departments.
	CUSTOMER SERVICE DUTIES: Interacting and assisting customers on a daily basis regarding their power bill inquiries, while in the office or out on the field. Whether in person or by phone. Perform various task with CIS system. Assist business office personnel with manpower augmentation when needed. Complete and lock all daily customer work order requests for commercial, residential, and government accounts to include same day services. Process and lock AMI meter exchange, AMI meter investigations and Emergency work clearance work orders. Create work orders on CIS system when necessary and submit to proper departments. Provide excellent customer service when dealing with customers directly or by phone. Provide good customer relations by providing customers the knowledge to understand the operations, advantages, and benefits of the smart meter. program.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that **may be** performed, as assigned.
	Assist other divisions on providing information on customer accounts, locations, readings etc.
	Assist various sections throughout in the monitoring of the AMI real time outage tracker during pre-and post-storm restorations.
	Conduct preventive maintenance on all assigned vehicles.

	.Follow all departmental rules and policies.
	Perform good housekeeping.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:

[ ] None [ ] Up to 15% of total working hours

[ ] 15 – 50% of total working hours [X] Over 50%

B. Outside your department / agency. Mark (X or √)

[ ] None [ ] Up to 15% of total working hours

[ ] 15 – 50% of total working hours [X] Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

[ ]	Detailed and specific instructions / procedures received or followed for each assignment.
[ ]	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
[X]	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
[ ]	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Desk Top Computer	35
Lap Top Computer	15
Printer/ Copier Machine	5
Calculator	2
Shoretel Telephone	1
Push To Talk Radio	1
Optical Probe	10
Thermal Tester	1
Integrated Wan Radio (IWR)	5
Volt Meter	5
Various Personal Protective Equipment (PPE)	5
Government Official Vehicle	15

VII. JOB REQUIREMENTS

[ ] Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."

[ ] No work experience is required.

General: . One (1) year experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring and graduation from high school or GED equivalency; or
Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Supervisor / Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

- Computer Knowledge: Demonstrated ability with regard to computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications and data base applications and experience using programs such as (for example: MS Word, Access and Excel).
- Analytical Thinking Skills: Proven ability to work in complex frameworks, analyze and prioritize elevated levels of information and convert ideas and objectives into actions.
- Problem Solving: Ability to appropriately prioritize problems, gather and analyze the right information to identify symptoms and causes and identify the right people to involve reaching better conclusions.
- Knowledge of Basic Electricity

2. FORMAL EDUCATION OR TRAINING:
Mark (√ or X) the **most** applicable education level required.

a. [ ] Below High School – Show Number of Years
b. [X] High School Graduation / GED

c. [ ] Vocational / Technical School

Show specific training that is required by this position.

Basic knowledge of AMI meters and Radio Frequency Networking or equivalent.

Semi-skilled in the electrical trade or equivalent.

2 years' experience in the installation and removal of electrical power meters or equivalent.

d. [ ] Some College

Show number of [ ] Semester Hours _____ or [ ] Quarter Hours _____.

Show specific courses required by the essential functions of this job.

e. College Degree (Show major area of study required.)

[ ] Associate's : _____

[ ] Bachelor's: _____

[ ] Master's: _____

[ ] Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

4. LICENSE, REGISTRATION OR CERTIFICATION:
List possession of required license, professional registration/certification needed to perform essential functions.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (√ or X) the most appropriate physical requirement(s) for the job.

[X]	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
[X]	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
[X]	Sitting/Standing/Walking	The employee is required to sit, stand, and walk most of the time.
[X]	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
[X]	Lifting	Employee is required to raise or lower objects from one level to another regularly.
[X]	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.

[X]	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
[X]	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
[X]	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
[X]	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
[X]	Speaking	The job requires expressing ideas by the spoken word.
[X]	Listening	The job requires the perception of speech or the nature of sounds in the air.
[ ]	Other	Describe the requirement.

_____

_____

_____

2. Mark (√ or X) the most appropriate mental / visual requirement for the job.

[X] General Intelligence (typical requirement for machine operators, office staff, etc.)

[ ] Motor Coordination Skills (typical for automotive mechanic, painter, etc.)

[X] Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)

[X] Verbal Intelligence (typical for counselors, customer service representatives, etc.)

[X] Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[ ] Other:

_____

_____

_____

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

__60_% Indoors in a comfortable temperature-controlled environment (for instance, in an office).

__5_% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

__10_% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

__25_% Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[ ] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

_5_% Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

_____% Vibration (i.e., operating jackhammer, impact wrench).

__5_% Noise (Exposure at a level enough to cause bearing loss or fatigue).

_____% An improperly illuminated or awkward and confining work space.

_ 5_% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

__10_% Lifting or carrying items or objects. Describe item/object and weight:

__25_% Heat. Describe source and degree of high temperature.

Outdoors Temperatures

__25_% Cold. Describe source and degree of cold temperature: Indoor Office Temperatures

_ 25_% Other hazards. Describe:

Electrical, Extreme Weather, and Vicious Animals

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[ ] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

[ ] Regular – Standard Eight (8) hours daily, Monday – Friday
[ ] Irregular – Shift work – A 24-hour work operation.
[X] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

40 hours a week and overtime if required in an event of non-communication issues or other issues pertaining to a smart meter and or command center and emergency situations.

The information given on this position is complete and correct.

N/A

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block to Be Filled Out Only By The Direct Supervisor

a. (1) Has the employee correctly stated his or her official payroll position title?

[X] Yes] No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?

[X] Yes [ ] No

(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)

_____

_____

_____

c. What positions under your supervision perform the same essential functions Give name and title:

Name Title

_____

_____

_____

d. Does this position require (mark one)

[ ] Immediate supervision on a regular basis,

[ ] Immediate supervision only for new/complex tasks, or

[X] Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the

[ ] Formulation, [X] Interpretation, and/or [X] Application of Agency/Department policy. Give examples:

_____

_____

_____

f. The employee (mark one)

[ ] Performs routine, well-defined tasks,

[ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or

[ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

X _____

Beatrice P. Limtiaco

Assistant General Manager, Administration

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____ _____
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

_____

_____

Approved by: _____ _____
Personnel Services Administrator Date

Civil Service Commission Post-Audit:

Date: _____

Reviewed by: _____ _____
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

_____

_____

AMI Technician Leader (Proposed)

NATURE OF WORK IN THIS CLASS:

This position leads and supports the day-to-day monitoring, analysis and control of the Command Center for the Advanced Metering Infrastructure (AMI) operations and Radio Frequency (RF) networking for the Guam Power 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.)*

Leads in the monitoring of the dashboard system for status of AMI meters, radio frequency (RF) connectivity and outage tracking.

Leads in remote connections/disconnections for 2s and 12s smart meters for move-in/move-out customers as well as delinquent accounts.

Leads in sending and receiving of various commands, e.g. On Demand Reads (ODR) as needed to AMI meters and RF network for operations and troubleshooting.

Enters latitude/longitude, service location ID, date and time of installation, customer information file (customer ID, billing cycle, book number) on spreadsheet and provide to IT for import to update records in Command Center.

Leads in validating and reviewing field activity work orders for successful completion on Command Center and Customer Information System (CIS).

Coordinates customer inquiries for meter troubleshooting.

Leads in the preparation of documents for field investigations, energy surveys, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings).

Leads in monitoring of unscheduled power outages and report locations to the Power System Control Center (PSCC) and/or other departments.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Landis+Gyr Command Center applications.

Knowledge of 132Comm, End Point Test Manager (ETM) and radio shop software applications.

Knowledge of optical probes utilized to obtain data directly from smart meters.

Knowledge of the customer information system.

Knowledge of different AMI meter types and forms including GPA legacy meter types and forms.

Knowledge of AMI Network operations and Radio Frequency (RF) Networking.

Ability to lead the work of others.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

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

Ability to lean and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

1) Four (4) years of experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring, and graduation from high school or GED equivalency; or

2) 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:

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

CIVIL SERVICE COMMISSION
POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

(1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.

(2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.

(3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.

(4) The direct supervisor completes the questionnaire for vacant positions.

(5) Section IX is completed by the Human Resources Office.

(6) The completed questionnaire is subject to post-audit by the Civil Service Commission.

I. JOB IDENTIFICATION:

Position Title: Show the official (payroll) title only.

Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.

Job Location: Show the exact location of the position within the organization.

Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

(1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.

(2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.

(3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

Revised:, 05/97

Class Code

CIVIL SERVICE COMMISSION
POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: **AMI TECHNICIAN LEADER**

Official Position No.:

Job Location: Guam Power Authority (Department/Agency) Customer Services (Division) (Section/Unit)

Name: Last First Middle Initial

Pay Grade: [X] Classified [ ] Unclassified [ ] Position Vacant

Supervisor: (Name of Direct Supervisor) Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	
	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that **MUST** be performed. List duties in one of the formats below. (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (√ or X) one format only: [ ] (1), [ ] (2), [X] (3)
	AMI OPERATIONS/RF NETWORKING: Leads and assist personnel in day to day operations related to collector status. Perform Collector connectivity tests/ping. Prepare for remote disconnection and reconnection on command center. Send command via command center and record. Respond to client safety alerts for reconnection of customers properly. Validate field activity work order for successful completion on Command Center and CIS.; Monitor meter and endpoint alerts on AMI dashboard (i.e. lost, not logging, tamper reverse, stuck switch, power outages); Prepare documents for field investigations, energy audits, and meter testing (i.e. interval data, consumption load break down, snap shots, and readings); Monitor all reporting associated with network connectivity and meter data. Review and analyze daily midnight reads, interval data, meter history, event logs for irregularities and voltage quality; Assist with meter inquiries from all divisions; Monitor and update meter group types and user defined group; Edit and update smart meter information on command center (i.e. service address, latitude/longitude location, billing cycles, and book numbers); Monitor for unscheduled power outages and report locations to PSCC and/or other departments.
	CUSTOMER SERVICE DUTIES: Interacting and assisting customers on a daily basis regarding their power bill inquiries, while in the office or out on the field. Whether in person or by phone. Perform various task with CIS system. Assist business office personnel with manpower augmentation when needed. Complete and lock all daily customer work order requests for commercial, residential, and government accounts to include same day services. Process and lock AMI meter exchange, AMI meter investigations and Emergency work clearance work orders. Create work orders on CIS system when necessary and submit to proper departments. Provide excellent customer service when dealing with customers directly or by phone. Provide good customer relations by providing customers the knowledge to understand the operations, advantages, and benefits of the smart meter. program.
	ADMINISTRATIVE: Performs as auxiliary payroll time entry clerk for personnel. Performs vehicle time entry and monitors vehicle preventive maintenance schedules. Prepares weekly rotational work schedule for approval. Performs account billing adjustments related to error reads and work order completions.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that **may be** performed, as assigned.
	Assist other divisions on providing information on customer accounts, locations, readings etc.
	Assist various sections throughout in the monitoring of the AMI real time outage tracker during pre-and post-

	storm restorations.
	Conduct preventive maintenance on all assigned vehicles.
	Follow all departmental rules and policies.
	Perform good housekeeping.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:

[ ] None [ ] Up to 15% of total working hours

[ ] 15 – 50% of total working hours [X] Over 50%

B. Outside your department / agency. Mark (X or √)

[ ] None [ ] Up to 15% of total working hours

[ ] 15 – 50% of total working hours [X] Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

[ ]	Detailed and specific instructions / procedures received or followed for each assignment.
[ ]	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
[X]	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
[ ]	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Desk Top Computer	35
Lap Top Computer	15
Printer/ Copier Machine	2
Calculator	2
Shoretel Telephone	1
Push To Talk Radio	1
Optical Probe	10
Thermal Tester	1
Integrated Wan Radio (IWR)	5
Volt Meter	5
Various Personal Protective Equipment (PPE)	5
Government Official Vehicle	15

VII. JOB REQUIREMENTS

[ ] Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."	
[ ] No work experience is required.	
Computer Knowledge: Demonstrated ability with regard to computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications and data base applications and experience using programs such as (for example: MS Word, Access and Excel).	
Analytical Thinking Skills: Proven ability to work in complex frameworks, analyze and prioritize elevated levels of information and convert ideas and objectives into actions. Problem Solving Skills: Ability to appropriately prioritize problems, gather and analyze the right information to identify symptoms and causes and identify the right people to involve reaching better conclusions.	
Specialized: Advanced Metering Infrastructure and Radio Frequency network/meter/router/collector; Radio Shop, Command Center, and Endpoint Test Management (ETM) advance operations training by Landis & Gyr.	
Semi-skilled in the electrical trade or equivalent.	
Four (4) years of experience in Advanced Metering Infrastructure (AMI) dashboard alerts and endpoint status monitoring and graduation from high school or GED equivalency; or Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.	
Supervisor / Management:	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
2. FORMAL EDUCATION OR TRAINING: Mark (√ or X) the **most** applicable education level required.	
a. [ ] Below High School – Show Number of Years	
b. [X] High School Graduation / GED	

c. [ ] Vocational / Technical School

Show specific training that is required by this position.

Advanced Metering Infrastructure and Radio Frequency Networking.

Knowledge and training of Customer information systems related

d. [ ] Some College

Show number of [ ] Semester Hours _____ or [ ] Quarter Hours _____.

Show specific courses required by the essential functions of this job.

e. College Degree (Show major area of study required.)

[ ] Associate's : _____

[ ] Bachelor's: _____

[ ] Master's: _____

[ ] Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

Advanced Metering Infrastructure Operations and Radio Frequency networking.

4. LICENSE, REGISTRATION OR CERTIFICATION:
List possession of required license, professional registration/certification needed to perform essential functions.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (√ or X) the most appropriate physical requirement(s) for the job.

[X]	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
[X]	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
[X]	Sitting/Standing/Walking	The employee is required to sit, stand, and walk most of the time.
[X]	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
[X]	Lifting	Employee is required to raise or lower objects from one level to another regularly.
[X]	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.

[X]	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
[X]	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
[X]	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
[X]	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
[X]	Speaking	The job requires expressing ideas by the spoken word.
[X]	Listening	The job requires the perception of speech or the nature of sounds in the air.
[ ]	Other	Describe the requirement.

2. Mark (√ or X) the most appropriate mental / visual requirement for the job.

[X] General Intelligence (typical requirement for machine operators, office staff, etc.)

[ ] Motor Coordination Skills (typical for automotive mechanic, painter, etc.)

[X] Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)

[X] Verbal Intelligence (typical for counselors, customer service representatives, etc.)

[ ] Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[ ] Other:

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

__60_% Indoors in a comfortable temperature-controlled environment (for instance, in an office).

__5_% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

__10_% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

__25_% Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[ ] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

_5_% Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

_____% Vibration (i.e., operating jackhammer, impact wrench).

__5_% Noise (Exposure at a level enough to cause bearing loss or fatigue).

_____% An improperly illuminated or awkward and confining work space.

_ 5_% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

__10_% Lifting or carrying items or objects. Describe item/object and weight:

_____

_____

__25_% Heat. Describe source and degree of high temperature.

Outdoors Temperatures

_____

_____

__25_% Cold. Describe source and degree of cold temperature: Indoor Office Temperatures

_____

_____

_ 25_% Other hazards. Describe:

Electrical, Extreme Weather, and Vicious Animals

_____

_____

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[ ] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

[ ] Regular – Standard Eight (8) hours daily, Monday – Friday
[ ] Irregular – Shift work – A 24-hour work operation.
[X] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

40 hours a week and overtime if required in an event of non-communication issues or other issues pertaining to a smart meter and or command center and emergency situations.

The information given on this position is complete and correct.

_____ _____

Signature of Employee Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block to Be Filled Out Only By The Direct Supervisor

a. (1) Has the employee correctly stated his or her official payroll position title?

[ ] Yes] No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?

[ ] Yes [ ] No

(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)

_____

_____

_____

c. What positions under your supervision perform the same essential functions Give name and title:

Name Title

_____

_____

_____

d. Does this position require (mark one)

[ ] Immediate supervision on a regular basis,

[ ] Immediate supervision only for new/complex tasks, or

[ ] Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the

[ ] Formulation, [ ] Interpretation, and/or [ ] Application of Agency/Department policy. Give examples:

_____

_____

_____

f. The employee (mark one)

[ ] Performs routine, well-defined tasks,

[ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or

[ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

X _____

Beatrice P. Limtiaco

Assistant General Manager, Administration

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____ _____
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

_____

_____

Approved by: _____ _____
Personnel Services Administrator Date

Civil Service Commission Post-Audit:

Date: _____

Reviewed by: _____ _____
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

_____

_____

Sandi D Perez

From: Beatrice Limtiaco
Sent: Tuesday, August 14, 2018 8:46 AM
To: Sandi D Perez; Joyce N Sayama; Candice M. Ananich; Bernadette Lou Sablan
Subject: RE: Organizational Realignment - Resolution 2018-18
Attachments: ISSUE FOR DECISION Org Realign August 2018 r2.pptx

Buenas all,

Attached are the revised slides. Sandi & I found an error.

Thanks,
/tpl

From: Sandi D Perez
Sent: Friday, August 10, 2018 3:23 PM
To: Joyce N Sayama <jsayama@gpagwa.com>; Candice M. Ananich <cmananich@gpagwa.com>; Bernadette Lou Sablan <l.sablan@gpagwa.com>
Cc: Beatrice Limtiaco <tlimtiaco@gpagwa.com>
Subject: Organizational Realignment - Resolution 2018-18

Hafa Adai Everyone,

Please see attached documents relative to the upcoming Aug. 23, 2018 CCU work session. Please let me know if there is anything else needed. Thank you.

Regards,

Sandra D. Perez
Acting Personnel Services Administrator
GPA Human Resources Division
Gloria B. Nelson Public Service Building
688 Route 15 Mangilao, GU 96913
P.O. Box 2977
Hagatna, GU 96932
Tel: (671) 648-3132
Fax: (671) 648-3160

Disclaimer Notice: The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system. Guam Power Authority is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.

GUAM POWER AUTHORITY

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

MEDIA NOTICE

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

CREATION OF POSITIONS: (Classified)
AMI Technician
AMI Technician Leader

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

For more information, please visit the Guam Power Authority's website at www.guampowerauthority.com/gpa_authority/careers/gpa_petitions.php or you may contact the Human Resources Division at 647-3130.

John M. Benavente, P.E.
General Manager

Sandi D Perez

From: Artemio S Perez
Sent: Friday, August 10, 2018 1:43 PM
To: Sandi D Perez
Cc: Heather P. Tajalle; Patricia L. Diego
Subject: FW: Creation of Positions Media Notice
Attachments: AMI Petition Media Notice.pdf

FYI

From: Artemio S Perez
Sent: Friday, August 10, 2018 1:16 PM
To: 'Ann Card' <ann@cardandcard.com>; Choice Broadcasting News Desk <news@boss104.gu>; 'Joy 92 News Desk' <traffic@joyfmradio.net>; 'KTKB News Desk' <arnold@ktkb.com>; 'PDN News Room' <news@guampdn.com>; 'AM 800 KTWG' <am800guam@gmail.com>; 'KISH FM' <kishfm102.9@gmail.com>; 'KSTO FM' <kstofm@gmail.com>; 'KSTO KISH' <kstokish@gmail.com>; 'L Dahilig' <ldahilig@gmail.com>; 'Jesse Lujan' <jessthebuzz@gmail.com>; 'Kin' <kin@kuam.com>; 'KUAM Reporters' <reporters@kuam.com>; 'Nestor Licanto' <nestor@kuam.com>; 'Robert Clarke' <robert@kuam.com>; 'Sabrina Salas' <sabrina@kuam.com>; Michael Knight (mailto:michael.knight@choicephonellc.com) <mailto:michael.knight@choicephonellc.com>; Ray Gibson <Raygibsonshow@gmail.com>; Lara Ozaki <lifestyleeditor@glimpsesofguam.com>; 'Maureen Maratita' <publisher@glimpsesofguam.com>; 'MBJ Front Desk' <glimpses@glimpsesofguam.com>; 'MBJ Reporter 4' <reporter4@glimpsesofguam.com>; Meghan (businesseditor@glimpsesofguam.com) <businesseditor@glimpsesofguam.com>; Cookie Cruz <cookie@spbguam.com>; Frank Ishizaki <fishizaki@hotmail.com>; Janela Carrera <janela@spbguam.com>; Jeff Marschesault <jeffrey@spbguam.com>; 'Kyle Mandapat' <Kyle@power98.com>; 'News Talk K57' <news@k57.com>; Patti Arroyo <parroyo@spbguam.com>; 'Phil Leon Guerrero' <phill@spbguam.com>; 'Amir Younis' <amier@postguam.com>; 'John O'Connor' <john@postguam.com>; Kevin Kerrigan <kevin@postguam.com>; Louella Losinio <louella.losinio@gmail.com>; 'Marianas Variety Editor' <editor@postguam.com>; Norman Taruc <digitaleditor@postguam.com>
Cc: 'Patricia L. Diego (pldiego@gpagwa.com)' <pldiego@gpagwa.com>
Subject: Creation of Positions Media Notice

All:

Please find attached media notice for the creation of positions as required by public law.

GPA Communications Officd

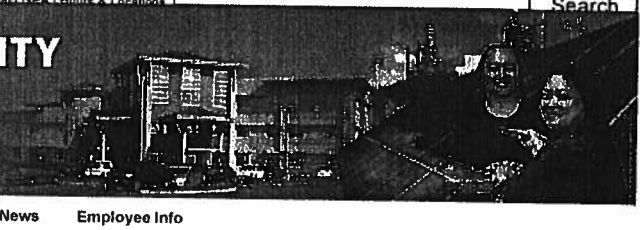
Disclaimer Notice: The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system. Guam Power Authority is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.

For My Home | For My Business | GPA Information

Contact GPA | Hours & Locations | Search

GUAM POWER AUTHORITY

Bringing Energy Solutions to You



About | Operations | Rates | Financials | Procurement | Human Resources | News | Employee Info

HUMAN RESOURCES | PETITIONS

Petition for Creation of Positions



Investing Our People

GPA workforce of more than 500 highly skilled employees is key to our mission.
Find out More



Future Planning

The focus of the 'IRP' is to uncover alternative sources of energy that are right for Guam.
Find out More



Watts New

All about the issues affecting your electrical service.

Get Current News

GPA logo link to home page | GWA logo link to home page | CCU logo link to home page

HOME | **BUSINESS** | **GPA INFORMATION**
CCU | CCU MEETINGS | GWA
Contact GPA | Hours & Locations
PayGPA | EZPay | Energy Sense | myEnergy | Outages | Watts New

Site Feedback | Internet Policy | Guam Power Authority All rights reserved

HOME | **BUSINESS** | **GPA INFORMATION**
CCU | CCU MEETINGS | GWA
Contact GPA | Hours & Locations | PayGPA | EZPay
Energy Sense | myEnergy | Outages | Watts New

Site Feedback | Internet Policy | Guam Power Authority All rights reserved

Sandi D Perez

From:	Bernadette Lou Sablan
Sent:	Friday, August 24, 2018 12:33 PM
To:	Artemio S Perez; BENJAMIN CRUZ; Charlene Calvo (charlene.calvo@ipehq.com); Gerardo Gambirazzio (gerardo.gambirazzio@fe.navy.mil); Guam Post (admin@postguam.com); Heidi Ballendorf; Jessica Peterson (webmaster@theguamguide.com); Jessy Gogue (ocp.mayor@gmail.com); John O'Connor (john@postguam.com); John S. Aguon (johnsaguon@gmail.com); Kevin Kerrigan (kevin@postguam.com); Kim Garrido; KStereo (kishfm102.9@gmail.com); KStereo (kstokish@gmail.com); Louella Losinio (louella@postguam.com); Manny Apuron; Mar-Vic Caqurangan ; Melvyn K. Kwek; Nestor Licanto (nestor@kuam.com); Pacific News Center (news@k57.com); Patricia L. Diego; Patty Arroyo (parroyo@k57.com); PDN Newsroom (news@guampdn.com); Sabrina Salas (sabrina@kuam.com); Tano, Kevin (KTano@guam.gannett.com); Telena Nelson (senatortcnelson@gmail.com); Therese Terlaje (senatorterlajeguam@gmail.com)
Cc:	CCU Board Members; Distribution A; Distribution B; 'gwamanagement@guamwaterworks.org'; 'gwamanagers@guamwaterworks.org'; SupportStaff List; Ann Borja - GWA; lizg@guamwaterworks.org; Antoinette Acfalle; Karla Tydingco; Elgine Alfonso (bealfonso@guamwaterworks.org.)
Subject:	GOVERNMENT MEETING NOTICE: / CONSOLIDATED COMMISSION ON UTILITIES - AUGUST 28, 2018 / SECOND NOTICE & AGENDA
Attachments:	Agenda 8.28.18.pdf
Importance:	High
Follow Up Flag:	Follow up
Flag Status:	Flagged

Dear Media,

Pursuant to P.L, 24-109, this will serve as SECOND NOTICE for the government meeting noted below.

The AGENDA for this meeting is attached.

Pursuant to P.L. 28-112, this is notification that the Agenda includes the item noted below and is reflected in Section 5.1.5, Resolution 2018-18 on the Agenda (also published below)

GUAM POWER AUTHORITY
ATURIDÅT ILEKTRESEDÅT GUAHAN
P.O.BOX 2977 · HAGÅTÑA, GUAM U.S.A. 96932-2977

MEDIA NOTICE

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

CREATION OF POSITIONS: (Classified)
AMI Technician
AMI Technician Leader

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

For more information, please visit the Guam Power Authority's website at www.guampowerauthority.com/gpa_authority/careers/gpa_petitions.php or you may contact the Human Resources Division at 647-3130.

John M. Benavente, P.E.
General Manager

CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 | Hagatna, Guam 96932 | (671) 648-3002 | guamccu.org

Regular Board Meeting
CCU Conference Room, Gloria B. Nelson Public Service Building
5:30 p.m., August 28, 2018

AGENDA

1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. COMMUNICATIONS
   - 3.1 Public Comments (2 min. per person)

4. GWA
   - 4.2 New Business
   - 4.2.1 GM Report
   - 4.2.2 Financials
   - 4.2.3 Resolution No. 42-FY2018 Relative to the JMI Edison Contract Vacuum Regulators and Chlorinat System Parts
   - 4.2.4 Resolution No. 43-FY2018Relative Relative to the 2018 Water Resource Master Plan Update
   - 4.2.5 Resolution No. 44-FY2018 Relative to the Contract Asan-Adelup-Hagatna Sewer Rehabilitation Replacement Project
   - 4.2.6 Resolution No. 45-FY2018 Relative to Change Order No. 1 for the Tumon No. 2, Hyundai and Ch #2 Reservoirs Construction Contract
   - 4.2.6 Resolution No. 46-FY2018 Relative to Funding Source for the Baza Gardens Wastewater Cross- Pumping and Conveyance Construction Contracts
   - 4.2.7 Resolution No. 47-FY2018 Relative to Adoption of GWA's Asset Management Policy
   - 4.2.8 Resolution No. 48-FY2018 Relative to Purchases for Indefinite Quantity Contract with JMI Edison Submersible Pump and Motor Inventory
   - 4.2.9 Resolution No. 49-FY2018 Relative to FY2019 Budget

5. GPA
   - 5.1 New Business
   - 5.1.1 GM Report
   - 5.1.2 Financials
   - 5.1.3 Resolution 2018-16 Relative to Fuel Oil #6 Contract
   - 5.1.4 Resolution 2018-17 Relative to NET Metering Credit Recommendation
   - 5.1.5 Resolution 2018-18 Relative to Organizational Realignment
   - 5.1.6 Resolution 2018-19 Relative to FY2019 Budget

6. ANNOUNCEMENTS
   - 6.1 Next CCU Meetings: GWA Work Session: 9/18; GPA Work Session 9/20; CCU Meeting 9/25

7. EXECUTIVE SESSION
   - 7.1 Personnel Matter

8. ADJOURNMENT

Respectfully,
B. Lou Sablan

From: Bernadette Lou Sablan
Sent: Wednesday, August 22, 2018 11:51 AM
To: Artemio S Perez; BENJAMIN CRUZ; Charlene Calvo (charlene.calvo@ipehq.com); Gerardo Gambirazzio (gerardo.gambirazzio@fe.navy.mil); Guam Post (admin@postguam.com); Heidi Ballendorf; Jessica Peterson (webmaster@theguamguide.com); Jessy Gogue (ocp.mayor@gmail.com); John O'Connor (john@postguam.com); John S. Aguon (johnsaguon@gmail.com); Kevin Kerrigan (kevin@postguam.com); Kim Garrido; KStereo (kishfm102.9@gmail.com); KStereo (kstokish@gmail.com); Louella Losinio (louella@postguam.com); Manny Apuron; Mar-Vic Caqurangan ; Melvyn K. Kwek; Nestor Licanto (nestor@kuam.com); Pacific News Center (news@k57.com); Patricia L. Diego; Patty Arroyo (parroyo@k57.com); PDN Newsroom (news@guampdn.com); Sabrina Salas (sabrina@kuam.com); Tano, Kevin (KTano@guam.gannett.com); Telena Nelson (senatortcnelson@gmail.com); Therese Terlaje (senatorterlajeguam@gmail.com)
Cc: CCU Board Members; Distribution A; Distribution B; gwamanagement@guamwaterworks.org; gwamanagers@guamwaterworks.org; SupportStaff List; Ann Borja (annborja@guamwaterworks.org); lizg@guamwaterworks.org; Antoinette Acfalle; Karla Tydingco (ktydingco@guamwaterworks.org); Elgine Alfonso (bealfonso@guamwaterworks.org.)
Subject: GOVERNMENT MEETING NOTICE: / CONSOLIDATED COMMISSION ON UTILITIES - AUGUST 28, 2018 / FIRST NOTICE
Importance: High

ATTN: GOVERNMENT MEETING . . .

CONSOLIDATED COMMISSION ON UTILITIES

NOTICE OF REGULAR MEETING

FOR

GUAM POWER AUTHORITY

AND

GUAM WATERWORKS AUTHORITY

At 5:30 p.m., TUESDAY, AUGUST 28, 2018

VENUE:

CCU Conference Room
3rd Floor, Gloria B. Nelson Public Service Bldg.,
Rte 15, Mangilao

The Agenda will be made available to the media before the meeting.

Individuals requiring special accommodations, auxiliary aids or services may contact Lou Sablan at 648-3002.

B. Lou Sablan
Board Secretary
Consolidated Commission on Utilities
Admin Asst., Legal Counsel, GPA
GLORIA B. NELSON PUBLIC SERVICE BLDG.
3RD Floor, Executive Division
688 Route 15, Mangilao, GU 96913
P.O. Box 2977, Hagatna, GU 96932
Tel: (671) 648-3002
Fax: (671) 648-3290
Email: l.sablan@gpagwa.com
Website: http://guamccu.org/
http://guampowerauthority.com/home.html
http://guamwaterworks.org/

Disclaimer Notice: The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system. Guam Power Authority is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.