Speaker's Office <speaker@guamlegislature.org>

DOA HRD No. 18-734B Amendment of Lifeguard Classification Specification

Adrian L. Peregrino <Adrian.Peregrino@doa.guam.gov> Wed, Jun 26, 2019 at 2:47 PM
To: "speaker@guamlegislature.org" <speaker@guamlegislature.org>
Cc: Tricia Pocaigue <hr.payroll@guamlegislature.org>, Rene Cruz <rcruz@guamlegislature.org>

Dear Speaker Muña Barnes,

Buenas yan Hafa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record the amendment to the classification specifications of the Lifeguard, Lifeguard Instructor and Head Lifeguard, based on the memorandum submitted by the Department of Parks & Recreation dated August 28, 2018.

Pursuant to §6303(e), 4GCA, Chapter 6, requirements for the amendments to the afore-mentioned positions have been fulfilled. 35GL-19-0667

Speaker Tina Rose Muña Barnes

Please see the attached documents referencing the above-mentioned subject.

JUN 2 6 2019
Time 4:40 ( )AM (/)PM
Received By:

Kindly confirm acknowledgement upon receipt of this email.

Should you have any questions or concerns, please contact our Classification & Pay Branch, Human Resources Division at 671-475-1131/201/219/265. *Dångkolo na Agradesimiento!*

2019 JUN 26 PM 5:13

Regards,

Adrian L. Peregrino
Personnel Specialist II
Classification & Pay Branch
Human Resources Division
Dept. of Administration
T: 671-475-1219
F: 671-477-3671

DOA HRD No. 18-734B Lifeguard Series Amendment Transmittal to 35th Guam Legislature.pdf
498K

0667

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

LOURDES A. LEON GUERRERO, *Governor (Maga'hâga)*
JOSHUA F. TENORIO, *Lt. Governor (Sigundo Maga'lâhi)*

EDWARD M. BIRN
Director (Direktot)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

DIRECTOR'S OFFICE (*Ufisinan Direktot*)

HRD No. 18-734B

JUN 25 2019

The Honorable Tina Muña Barnes, Speaker
I Mina'trentai Singko Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

SUBJECT: **Amendment of Classification Specification**
Re: Lifeguard Series

Dear Speaker Muña Barnes,

Buenas yan Hafa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record the amendment to the classification specifications of the Lifeguard, Lifeguard Instructor and Head Lifeguard, based on the memorandum submitted by the Department of Parks & Recreation dated August 28, 2018.

Pursuant to §6303(e), 4GCA, Chapter 6, requirements for the amendments to the afore-mentioned positions have been fulfilled.

Should you have any questions or concerns, please contact our Classification & Pay Branch, Human Resources Division at 671-475-1131/201/219/265. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Director
Department of Administration

Attachments

Acknowledged & Received By:

_____
Office of the Speaker
I Mina'trentai Singko Na Liheslaturan Guåhan

Date: _____

UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

Transmitted Via Central Files

Department of Administration
Human Resources Division
JUN 7 2019
Administrative Branch

May 31, 2019

EDWARD M. BIRN
Director
Dipåttamenton Atmenestrasion
Department of Administration
Government of Guam
590 S. Marine Corps Drive
Tamuning, GU 96912

Re: DOA – Amendment of Classification Specifications Re Lifeguard Series

Dear Director Birn,

The following document is transmitted with the signature of *Maga'hågan Guåhan*:

> **Department of Administration Memorandum dated May 13, 2019**: Request for approval in amending the classification specifications for the positions of Lifeguard, Lifeguard Instructor and Head Lifeguard, based on the memorandum submitted by the Department of Parks and Recreation dated August 28, 2018.

Any questions or concerns can be sent directly to the Legal Counsels via email (haig.huynh@guam.gov or sophia.diaz@guam.gov) or call 475-9475/9476.

Senseramente,

HAIG T. HUYNH
Legal Counsel

RECEIVED
JUN 06 2019 0920
DEPT OF ADMINISTRATION
DIRECTOR'S OFFICE

Enclosure (1)

cc: *Sigundo Maga'låhi* (via email)

RICARDO J. BORDALLO GOVERNOR'S COMPLEX • HAGÅTÑA, GUAM 96910
P.O. BOX 2950 • HAGÅTÑA, GUAM 96932
671-472-8931 • 671-472-8932/6

2019-3139

Elaine Tajalle A

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

LOURDES A. LEON GUERRERO, *Governor (Maga'hâga)*
JOSHUA F. TENORIO, *Lt. Governor (Sigundo Maga'lâhi)*

EDWARD M. BIRN
Director (Direktot)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

DIRECTOR'S OFFICE (*Ufisinan Direktot*)

HRD No. 18-734A

MEMORANDUM MAY 13 2019

TO: The Governor

FROM: Director, Department of Administration

SUBJECT: Amendment of Classification Specification
Re: Lifeguard Series

Hafa Adai! This memorandum respectfully requests your consideration and approval in amending the classification specifications for the positions of Lifeguard, Lifeguard Instructor and Head Lifeguard, based on the memorandum submitted by the Department of Parks & Recreation dated August 28, 2018.

The department seeks to amend the classification specifications with respect to the language toward the Necessary Special Qualification (NSQ). The specific language currently reads:

> **"Possession of a valid advanced lifesaving and first-aid certificate as issued by the American Red Cross."**

With the issuing authority restricted to the American Red Cross, limitations are set for potential candidates of the positions. Lifting that restriction would provide opportunity for those looking to achieve certification from an equally accredited and recognized institution. In addition, the department is taking steps to ensure that incumbents of the positions are not only required to achieve the certification, but to also maintain and update the necessary certification from the applicable authorities.

Therefore, the proposed amendment language, with respect to the NSQ for the positions of Lifeguard, Lifeguard Instructor and Head Lifeguard, is as follows:

> **"Possess and maintain current valid certificate of completion for Lifeguarding/First Aid/CPR/AED issued by the American Red Cross, or an equally accredited lifeguard training organization."**

The Hay Evaluations were not impacted and remain status quo. This proposal will be posted on the DOA website for a period of ten (10) working days, with a copy of the established specifications to be sent to the requesting department to be posted on their respective website. Upon expiration of the 10-day period, the proposed classification specification will be forwarded to the Director of the Department of Administration for approval.

Your consideration and approval of this request will be greatly appreciated. Should you have any questions or concerns, please contact our Classification & Pay Branch at 671-475-1131/201/219/265. *Si Yu'us Ma'ase.*

EDWARD M. BIRN

Post Office Box 884, Hagåtña, Guam 96932 • Telephone (*Telifon*): (671) 475-1101/1250 • Fax (*Faks*): (671) 477-6788

Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Post Office Box 884 * Hagåtña, Guam 96932
TEL: (671) 475-1101/1250 * FAX: (671) 477-6788

Edward M. Birn
Director
Edith C. Pangelinan
Deputy Director

HRD No. 18-734A

MEMORANDUM

TO: The Governor

2/25/19

FROM: Director, Department of Administration

SUBJECT: Amendment of Classification Specification
Re: Lifeguard Series

Hafa Adail This memorandum respectfully requests your consideration and approval in amending the classification specifications for the positions of Lifeguard, Lifeguard Instructor and Head Lifeguard, based on the memorandum submitted by the Department of Parks & Recreation dated August 28, 2018.

The department seeks to amend the classification specifications with respect to the language toward the Necessary Special Qualification (NSQ). The specific language currently reads:

> **"Possession of a valid advanced lifesaving and first-aid certificate as issued by the American Red Cross."**

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In addition, the department is taking steps to ensure that incumbents of the positions are not only required to achieve the certification, but to also maintain and update the necessary certification from the applicable authorities.

Therefore, the proposed amendment language, with respect to the NSQ for the positions of Lifeguard, Lifeguard Instructor and Head Lifeguard, is as follows:

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The Hay Evaluations were not impacted and remain status quo. This proposal will be posted on the DOA website for a period of ten (10) working days, with a copy of the established specifications to be sent to the requesting department to be posted on their respective website. Upon expiration of the 10-day period, the proposed classification specification will be forwarded to the Director of the Department of Administration for approval.

Your consideration and approval of this request will be greatly appreciated. Should you have any questions or concerns, please contact our Classification & Pay Branch at 671-475-1131/201/219/265. *Si Yu'us Ma'ase.*

EDWARD M. BIRN

Eddie Baza Calvo
Governor

Ray Tenorio
Lt. Governor

Department of Parks and Recreation
Depattamenton Plaset yan Dibuetsion
Government of Guam
490 Chalan Palasyo
Agana Heights, Guam 96910
Director's Office: (671) 475-6296/7
Facsimile: (671) 477-0997
Parks Division: (671) 475-6288/9
Recreation Division: (671) 477-8279/8280
Guam Historic Resources Division: (671) 475-6295/6270

William N. Reyes
Director

Johnny P. Taitano
Deputy Director

Case 7/59

Memorandum

8/28/18

To: Edward Birn
Director
Department of Administration

Department of Administration
Human Resources Division
AUG 29 2018
Administrative Branch

From: William N. Reyes
Director
Department of Parks and Recreation

Re: Revision of Job Descriptions

Hafa Adai Director Birn,

This memo is accompanying three job descriptions and position description questionnaires that have recently been revised. The positions are Lifeguard (3.610), Lifeguard Instructor (3.611), and Head Lifeguard (3.612). We have removed the Lifeguard Recruit (3.609) position as it allowed for non-certified hires, which is not conducive to our operations.

The most notable revisions to the job descriptions/PDQ are in the "necessary special qualifications" section. It now states that the employee must "possess and maintain" their certification. As opposed to previously, they only had to possess the certification. This makes it clear that they should not let their certifications lapse. The certifications required have been updated to have the same names as the current courses offered. In addition, it now allows for certifications to come from "American Red Cross or an equally accredited training organization." In the past, it only allowed for certification by the Red Cross, but there are many other accredited and worthy organizations. Although the majority of our classes are currently done through the Red Cross, it is important to allow for other options.

Please let myself or Jonathan Cramer, Recreation Administrator, know if any further clarification is needed. We look forward to working with your department in the hiring process for these important positions.

Best Regards,

William N. Reyes
Director
Department of Parks and Recreation

NATURE OF WORK IN THIS CLASS:

This is the responsible work involved in maintaining discipline and safeguarding the lives of persons at the swimming pools, public beaches, or other designated public swimming areas.

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

Guard patrons in water during public swimming sessions, school usage, swim meets and special activities

Rescue swimmers who are in danger of drowning; administer first aid and maintain crowd control

Enforce pool and beach rules and regulations; maintain discipline

Serve in a liaison capacity and cooperate with community groups and/or organizations in conducting and/or officiating at swimming meets or other events at the pools and/or beaches

Performs sanitation and maintenance duties on pool decks, lobby, restrooms, and other areas; including but not limited to testing water, vacuuming, scrubbing and other general cleaning

Perform related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of life saving principles and practices

Knowledge of first aid

Knowledge of automated external defibrillator (AED)

Ability to prevent dangerous situations from arising

Ability to recognize an emergency and take the necessary actions

Ability to engage in life saving procedures

Ability to learn and enforce rules in a firm, tactful and impartial manner

Ability to perform basic maintenance duties

Ability to work effectively with public and fellow employees

Ability to communicate effectively, orally and in writing

Ability to communicate in a timely manner

MINIMUM EXPERIENCE AND TRAINING:

The minimum knowledge, abilities and skills listed above.
No minimum experience, but must have completed training through the American Red Cross or equally accredited training organization

NECESSARY SPECIAL QUALIFICATIONS:

Possess and maintain current valid certificate of completion for Lifeguarding/First Aid/CPR/AED issued by the American Red Cross or an equally accredited lifeguard training organization.

AMENDED:	**December 2018**
FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**G**
PAY RANGE:	**STEP 1 $24,729 P/A – STEP 9 $32,904** **STEP 10 $33,948 P/A – STEP 18 $43,585**

HAY EVALUATION:	**KNOW-HOW**	**C I 1**	**87**
	PROBLEM-SOLVING	**B 2 (19%)**	**16**
	ACCOUNTABILITY	**C C 2**	**50**
	TOTAL POINTS		**153**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

This is the responsible work involved in instructing lifeguards about maintaining discipline and safeguarding the lives of persons at the swimming pools, public beaches or other designated public swimming areas.

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

Guard patrons in water during public swimming sessions, school usage, swim meets and special activities

Rescue swimmers who are in danger of drowning; administer first aid and maintain crowd control

Enforce pool and beach rules and regulations; maintain discipline

Teach swimming classes including beginning, intermediate, advanced, diving, lifesaving and others

Administer written and practical skills tests

Serve in a liaison capacity and cooperate with community groups and/or organizations in conducting and/or officiating at swimming meets or other events at the pools and/or beaches

Performs sanitation and maintenance duties on pool decks, lobby, restrooms, and other areas; including but not limited to testing water, vacuuming, scrubbing and other general cleaning

Perform related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to teach lifesaving principles and practices

Ability to teach first aid

Ability to teach automated external defibrillator (AED)

Ability to prevent dangerous situations from arising

Ability to recognize an emergency and take the necessary actions

Ability to engage in life saving procedures

Ability to learn and enforce rules in a firm, tactful and impartial manner

Ability to perform basic maintenance duties

Ability to work effectively with public and fellow employees

Ability to communicate effectively, orally and in writing

Ability to communicate in a timely manner

Ability to report to scheduled shifts on time

LIFEGUARD INSTRUCTOR 3.611

MINIMUM EXPERIENCE AND TRAINING:

The minimum knowledge, abilities and skills listed above.
Must have completed training through the American Red Cross or equally accredited training organization

NECESSARY SPECIAL QUALIFICATIONS:

Possess and maintain a current valid certificate of completion for Lifeguarding/First Aid/CPR/AED Instructor issued by the American Red Cross or an equally accredited lifeguard training organization.

AMENDED:	**DECEMBER 2018**
FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**H**
PAY GRADE:	**STEP 1 $26,520 P/A – STEP 9 $35,287 P/A** **STEP 10 $36,407 P/A – STEP 18 $46,742**

HAY EVALUATION:	**KNOW-HOW**	**C I 2**	**100**
	PROBLEM-SOLVING	**D 3 (25%)**	**25**
	ACCOUNTABILITY	**C C 2**	**50**
	TOTAL POINTS		**175**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

NATURE OF WORK IN THIS CLASS:

Assists in supervising public pools and beaches where lifeguards are assigned.

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

Assists in supervising lifeguards, instructors and pool operator; instructs staff in lifeguard swimming, sanitation, and maintenance activities of the pools and beaches

Interprets and enforces policies, rules and regulations

Inspects rescue apparatus, equipment and facilities on a daily basis

Checks and corrects chemical balance of pool water and reports any imbalance to the pool operator and recreation administrator

Checks for hazards during swimming sessions and take corrective action

Discusses programs and provides information to the public

Serve in a liaison capacity and cooperate with community groups and/or organizations in conducting and/or officiating at swimming meets or other events at the pools and/or beaches

Performs sanitation and maintenance duties on pool decks, lobby, restrooms, and other areas; including but not limited to testing water, vacuuming, scrubbing and other general cleaning

Perform related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of life saving principles and practices

Knowledge of first aid

Knowledge of automated external defibrillator (AED)

Ability to prevent dangerous situations from arising

Ability to recognize an emergency and take the necessary actions

Ability to engage in life saving procedures

Ability to learn and enforce rules in a firm, tactful and impartial manner

Ability to plan aquatic activities

Ability to motivate staff to follow procedures and complete assigned tasks

Ability to perform basic maintenance duties

Ability to work effectively with public and employees

Ability to communicate effectively, orally and in writing

Ability to communicate in a timely manner

Working knowledge of Microsoft Excel and Word

MINIMUM EXPERIENCE AND TRAINING:

The minimum knowledge, abilities and skills listed above
Minimum of six months experience as a lifeguard or lifeguard instructor
Must have completed instructor training through the American Red Cross or equally accredited training organization

NECESSARY SPECIAL QUALIFICATIONS:

Possess and maintain a current valid certificate of completion for Lifeguarding/First Aid/CPR/AED Instructor issued by the American Red Cross or an equally accredited lifeguard training organization.

AMENDED:	**DECEMBER 2018**
FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**I**
PAY RANGE:	**STEP 1 $28,595 P/A – STEP 9 $38,048 P/A** **STEP 10 $39,255 P/A – STEP 18 $50,399**

HAY EVALUATION:	**KNOW-HOW**	**C I 3**	**115**
	PROBLEM-SOLVING	**D 3 (29%)**	**38**
	ACCOUNTABILITY	**D C 1**	**50**
	TOTAL POINTS		**203**

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

Chamorro Standard Time: Wednesday, February 20, 2019 - 09:49 AM

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ABOLISHMENT OF POSITIONS

No request to Abolish position(s) at this time

Please email comments on any proposed abolishment of positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov with a "cc" copy to Ms. Catherine Borja at [redacted] and Ms. Lora Mojica at [redacted] If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 work days from the date posted.

AMENDMENT OF POSITIONS

[redacted] - Posted 1-25-19

Please email comments on any proposed amendments to positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov with a "cc" copy to Ms. Catherine Borja at [redacted] and Ms. Lora Mojica at [redacted] If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 work days from the date posted.

CREATION OF POSITIONS

[redacted] - Posted 1-17-19

Please email comments on any proposed creation of positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov with a "cc" copy to Ms. Catherine Borja at [redacted] and Ms. Lora Mojica at [redacted] If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be

RECRUITMENT

TEST DEVELOPMENT & VALIDATION

TRAINING & DEVELOPMENT

Doc. No. 35GL-19-0667.*

Adrian L. Peregrino

From: Adrian L. Peregrino
Sent: Friday, May 17, 2019 5:10 PM
To: 'editor@postguam.com'; 'newsdirector@kuam.com'; 'news@sorensenmediagroup.com'
Subject: Notice of Proposed Amendment to Classification Specifications - Lifeguard
Attachments: Scanned HRD No. 18-734 Proposed Amendment to Lifeguard Positions.pdf

Hafa Adai!
Pursuant to 4GCA; §6303(e), please find attached the notice of proposed amendment to the position.

Regards,
Adrian L. Peregrino
Personnel Specialist II
Classification & Pay Branch
Human Resources Division
Dept. of Administration
T: 671-475-1219
F: 671-477-3671

Adrian L. Peregrino

From: Christine M. Olkeriil <christine.olkeriil@dpr.guam.gov>
Sent: Friday, January 25, 2019 4:19 PM
To: Adrian L. Peregrino
Subject: Re: Amendment of Class Specs - Lifeguard Series

Confirming receipt.

On Fri, Jan 25, 2019 at 12:05 PM Adrian L. Peregrino <Adrian.Peregrino@doa.guam.gov> wrote:

Hi
Christine,

As discussed, please find the attached document referencing the above-mentioned subject to be uploaded onto the DPR Website.

The proposal is to be posted on the DPR website for a period of ten (10) working days, with a copy posted on the DOA website as well.

Upon expiration of the 10-day period, the proposed classification specification will be forwarded to the Director of the Department of Administration for approval.

Please confirm upon receipt.

Thank you and please let me know should you have any questions.

Regards,

Adrian L. Peregrino
Personnel Specialist II
Classification & Pay Branch
Human Resources Division
Dept. of Administration
T: 671-475-1219
F: 671-477-3671

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