GUAM WATERWORKS AUTHORITY
ATURIDÅT KINALAMTEN HÅNOM GUÅHAN
PERSONNEL SERVICES DIVISION
"Better Water. Better Lives."
Gloria B. Nelson Public Service Building | 688 Route 15 Mangilao, Guam 96913
P.O. Box 3010 Hagåtña, Guam 96932
Tel. No. (671) 300-6073~6 Fax No. (671) 300-6896

November 6, 2019

35GL-19-1258
Speaker Tina Rose Muña Barnes

NOV 26 2019
Time 08:15 (✓)AM ( )PM
Received By:

2019 NOV 26 PM 12:54

Honorable Speaker Tina Muña Barnes
35th Guam Legislature
I Minå'trentai Singko Na Liheslaturån Guåhan
Guam Congress Building
163 Chalan Santo Påpa
Hagåtña, Guam 96910

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

Såludu Speaker Tina Muña-Barnes,

Pursuant to Public Law No. 34-131, §6303(e)(2)(C) of Title 4 GCA, Chapter 6 and on behalf of the Consolidated Commission on Utilities and the Guam Waterworks Authority, we hereby submit and file the creation of positions for:

Utility Compliance Laboratory Administrator

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

Kon Sinseru,

MIGUEL C. BORDALLO, P.E.
GENERAL MANAGER

MCB/zpc/cmot

Attachment

cc: GWA Personnel Services Division

1258

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

RESOLUTION NO. 02-FY2020

RELATIVE TO THE APPROVAL OF THE CREATION OF THE UTILITY COMPLIANCE LABORATORY ADMISTRATOR JOB CLASSIFICATION STANDARD

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

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

WHEREAS, the GWA General Manager requests the CCU to approve the creation of the Utility Compliance Laboratory Administrator position (Appendix A); and

WHEREAS, the GWA General Manager requests the CCU to approve the job classification standards of the Utility Compliance Laboratory Administrator position in the classified status; and

WHEREAS, Public Law 34-131, Section 2, §6303(e) as added and 4 GCA §6303 (d) & (2C) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and

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

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

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The creation of the job classification standard for the Utility Compliance Laboratory Administrator position in the classified status is hereby approved and attached herein as Appendix A.
3. The Utility Compliance Laboratory Administrator position is hereby added to the certified, technical and professional (CTP) list of positions and testing designated positions (TDP) list at GWA.

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

DULY AND REGULARLY ADOPTED, this 29th day of October 2019.

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

MICHAEL T. LIMTIACO
Secretary

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SECRETARY'S CERTIFICATE

I, Michael T. Limtiaco, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

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

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

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Utility Compliance Laboratory Administrator

NATURE OF WORK:

Administer an island-wide monitoring strategy in providing field and laboratory data on chemical, physical and microbiological analysis and knowledge and experience with GEPA and USEPA Laboratory Certification Processes.

Employees in this class administer strategies in providing complex techniques and methodologies in collecting and analyzing water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act (SDWA), the Guam Primary Drinking Water Regulations (GPDWR), the Clean Water Act (CWA), the Clean Air Act (CAA) and National Pollutant Discharge Elimination System (NPDES) Program.

Employees in this class perform the full range of complex work to provide strategic analysis and decisions in the collection and analysis of water and wastewater samples.

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)

Administers the operations and ensures compliance with all laboratory local and federal policies, procedures, rules and regulations.

Administers the compliance in the development and implementation of an island-wide water and wastewater monitoring services strategy in accordance with Authority goals and objectives, and compliance with local and federal policies, procedures, rules and regulations.

Oversees and approves all laboratory related investigations, collection and sampling, analysis and testing results.

Oversees the maintenance of all laboratory equipment performance by ensuring the compliance with quality control standards.

Oversees and directs the quality control and quality assurance (QA/QC) policies, procedures and practice in compliance with program standards.

Develops, implements and maintains policies and procedures for the use of Laboratory Information Management Systems (LIMS); including identification of needs and issues to provide resolutions to problems. Maintains security and integrity of information based on a need to know basis.

Develops operations, quality, and troubleshoots procedures; ensures staff compliance; certifies instrument performance; arranges equipment maintenance, service, and repair or replacement. Implements new programs, tests, methods, instrumentation, and procedures.

Oversees the development, training and succession of laboratory staff to insure that proficiency in their assigned functions and performance expectations are met.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of state and federal regulatory rules, regulations, policies, procedures, and operations specific to water and/or wastewater laboratory operations to ensure compliance with program activities.

Knowledge of the policies, procedures and regulations relative to obtaining and maintaining Laboratory Certification as locally and federally regulated.

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

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

Knowledge of Laboratory Information Management System (LIMS) or similar computer systems and multiple software programs as required, according to the needs of company and departmental procedures.

Knowledge to perform complex laboratory tests requiring technical judgment in selecting and using appropriate/proper procedures and interpreting results. Identify problems and develop possible solutions.

Knowledge of monitoring strategy changes based on regulatory updates, statistical evaluation of data, division staff recommendations, and periodic reviews with other division and agency administrators

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

Knowledge of the principles of organic, inorganic, and physical chemistry, as well as knowledge of bacteriology and microscopic procedures.

Ability to read, interpret, analyze and implement complex local and federal regulatory guidelines to ensure compliance related to the utility's areas of responsibilities.

Ability to develop budget plans for operations, staff needs, training to support the continued operations and maintenance of the laboratory.

Ability to assimilate and analyze data and prepare and clearly present reports.

Ability to supervise the work of others.

Ability to communicate effectively, orally and in writing, clearly and concisely.

Ability to make good judgments and sound decisions in accordance with appropriate program guidelines.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A. Six (6) years of professional experience in environmental monitoring with emphasis in field and laboratory analysis and data interpretation, and two (2) years of supervisory experience AND graduation from a recognized college or university with a Bachelor's degree in chemistry, biology, biochemistry, physical science or closely related field; or

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

Necessary Special Qualifications:

Possession of a valid driver's license.

Demonstrated experience and knowledge of the laboratory certification processes that illustrates successful achievement in obtaining required certification of a laboratory, inclusive of QA/QC standards and the ability to prepare and execute a Quality Assurance Project Plan (QAPP) for special projects.

Creation: August 2019

JE Points: 1074
Paygrade/Step: Minimum O2B $87,613
Maximum O3B $91,170

Joseph T. Duenas, Chairman
Consolidated Commission on Utilities