Guam Legislature Clerks <clerks@guamlegislature.org>

M&C Fwd: Amendment of Position Filing

1 message

Speaker's Office <speaker@guamlegislature.org>
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

05-27-20	2:33 PM	05-27-20	Amendment of Position: Bookmobile Driver.*	Department of Administration

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yang mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Office of Senator Shelton Guam Legislature** <officeofsenatorshelton@guamlegislature.org>
Date: Wed, May 27, 2020 at 2:33 PM
Subject: Fwd: Amendment of Position Filing
To: Speaker's Office <speaker@guamlegislature.org>

Good afternoon Honorable Speaker:

Forwarding for your information.

Regards.

Evelyn Claros
Administrative Officer

---------- Forwarded message ---------
From: **Rosezette NT. Santos** <Rosezette.Santos@doa.guam.gov>
Date: Wed, May 27, 2020 at 11:03 AM
Subject: Amendment of Position Filing
To: officeofsenatorshelton@guamlegislature.org <officeofsenatorshelton@guamlegislature.org>

Hafa Adai,

Our office is requesting to file for record the amendment of the Bookmobile Driver position within the classified service pursuant to §6303, Title 4, Guam Code Annotated. Please see attached advise if the original hard copy document is required.

Should you have any questions or require additional information, please contact the Classification and Pay Branch, Human Resources Division at 475-1265/1131/1201.

Thank you,

Rosezette N.T. Santos

Classification & Pay Branch

Department of Administration

Human Resources Division

Email: rosezette.santos@doa.guam.gov

Tel # 475-1265

Fax #: 477-7100/3671

website: www.hr.doa.guam.gov

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Si Yu'os Ma'âse,

Office of the People • Senator Amanda L. Shelton
Legislative Secretary & Chairwoman of the Committee on Higher Education and the Advancement of Women, Youth, and Senior Citizens

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

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Director (Direktot)
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Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

May 27, 2020

HRD NO.: 19-773D

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

RE: Amendment of Position: Bookmobile Driver

Dear Speaker Muña Barnes:

Buenas yan Håfa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record the amendment of the Bookmobile Driver position within the classified service pursuant to §6303, Title 4, Guam Code Annotated.

The amended "Nature of Work" reads:

- Under general supervision of the Library Technician and/or the Librarian, this position performs paraprofessional circulation duties providing library services to the general public; and facilitates the delivery of library materials and information in outlying areas with no immediate facilities available.

  Employees in this class perform skilled work in the operation of a Bookmobile to assigned locations.

The amended "Minimum Experience and Training" reads:

A. One (1) year of experience in administrative or clerical work, one (1) year of experience in the operation of large automotive equipment; and graduation from high school or a General Equivalency Diploma (G.E.D); or
-
B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The amended "Necessary Special Qualifications" reads:

- Possession of a valid Guam Chauffeur's license
- Department of Transportation (DOT) Medical Certification may be required

The Bookmobile Driver position will be located within the Guam Public Library Services. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, all requirements for the amendment of this position have been fulfilled (attachments).

Should you have any questions or require additional information, please contact the Classification and Pay Branch, Human Resources Division at 475-1265/1201/1131. *Dångkolo na Agradesimiento!*

MICHAEL W. SCHNIEP, Acting
Personnel Services Administrator
Department of Administration