clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Monday, July 13, 2020 2:25 PM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: Filing of Class Standard for Positions Established at GMHA - Medical Social Services Administrator
Attachments: Filing of Class Standard for Positions Established at GMHA - Medical Social Services Administrator.pdf; Email-Filing of Position-Medical Social Services Administrator.pdf

07-13-20	11:11 AM	06-30-20	Filing of Class Standard for Positions Established at GMHA - Medical Social Services Administrator.*	Office of the Legislative Secretary Amanda L. Shelton	35GL-20-1995

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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Forwarded Conversation

Subject: Re: Filing of Class Standard for Positions Established at GMHA - Medical Social Services Administrator

---

From: **Office of Senator Shelton Guam Legislature** <officeofsenatorshelton@guamlegislature.org>
Date: Thu, Jul 9, 2020 at 2:12 PM
To: Speaker's Office <speaker@guamlegislature.org>
Cc: Kenneth F. Borja <Kenneth.F.Borja.HR@doa.guam.gov>, Tony Aguon <tony.aguon@gmha.org>, Ramon Lizama <ramon.lizama@gmha.org>, Greta Atenta <greta.atenta@gmha.org>

Good afternoon Speaker Barnes:

Forwarding for your information.

Regards.

Evelyn Claros
Administrative Officer

On Thu, Jul 9, 2020 at 1:56 PM Greta Atenta <greta.atenta@gmha.org> wrote:

> Buenas yan Håfa Adai!
>
> Please see attachment for the Medical Social Services Administrator position established by GMHA for filing with the Legislature of Guam and Department of Administration. I'll appreciate it if you could provide me with an electronic receipt of this correspondence. Stay safe and have a good day!
>
> Kind Regards,
>
> *Greta A. Atenta*
>
> Administrative Assistant|Human Resources
>
> **Guam Memorial Hospital Authority**
>
> 850 Gov. Carlos G. Camacho Road
>
> Tamuning, Gu. 96913-3128
>
> T: (671)647-2409 | F: (671)646-9215
>
> Email: greta.atenta@gmha.org
>
> *Our Mission: "To Provide Quality Patient Care in a Safe Environment."*
>
> **CONFIDENTIALITY NOTICE:**
>
> This email message and any included attachments are intended only for the addressee or entity named above and may contain Confidential and Privileged information for the sole use of the intended recipient(s). If you have received this e-mail in error, please immediately notify the sender by return e-mail and delete this e-mail and any attachments from your computer system. To the extent the information in this e-mail and any attachments contain protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), PL 104-191; 43 CFR Parts 160 and 164; it is confidential and/or privileged. If you are not the intended recipient, any disclosure, copying, forwarding, printing, distribution or use of the information is strictly Prohibited. (GMHA Policy No.6420-2.)

--

Si Yu'os Ma'åse,

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

Guam Congress Building
163 Chalan Santo Papa
Hagatna, GU 96910
T: (671) 989-2572/969-2574
officeofsenatorshelton@guamlegislature.org

From: **Office of Senator Shelton Guam Legislature** <officeofsenatorshelton@guamlegislature.org>
Date: Mon, Jul 13, 2020 at 11:11 AM
To: Speaker's Office <speaker@guamlegislature.org>

Good morning Matt:

Resending this email.

Regards.

Evelyn

From: **Speaker's Office** <speaker@guamlegislature.org>
Date: Mon, Jul 13, 2020 at 11:58 AM
To: Office of Senator Shelton Guam Legislature <officeofsenatorshelton@guamlegislature.org>

Email with Attachment Received,
Will Process as Messages and Communications.
Thank you and Have a Great Day.

Sinseru yan Minagåhet,

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

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Re: Filing of Class Standard for Positions Established at GMHA - Medical Social Services Administrator

3 messages

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Cc: "Kenneth F. Borja" <Kenneth.F.Borja.HR@doa.guam.gov>, Tony Aguon <tony.aguon@gmha.org>, Ramon Lizama <ramon.lizama@gmha.org>, Greta Atenta <greta.atenta@gmha.org>

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35GL-20-1995
Speaker Tina Rose Muña Barnes

JUL 13 2020
Time 11:11 AM ( )PM
Received By: Mar

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Email: greta.atenta@gmha.org

Our Mission: "To Provide Quality Patient Care in a Safe Environment."

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Filing of Class Standard for Positions Established at GMHA - Medical Social Services Administrator.pdf
250K

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[Quoted text hidden]

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV. CARLOS CAMACHO ROAD
OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2444 or 647-2330
FAX: (671) 649-0145

June 30, 2020

Senator Amanda S. Shelton
Legislative Secretary
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, GU 96910

Ref: Filing of Class Standard for Positions Established at GMHA

Dear Senator Shelton:

Hafa Adai! The GMHA Board of Trustees amended and established by Resolution the following position in the classified service within GMHA:

POSITION TITLE	DATES ESTABLISHED
Medical Social Services Administrator	June 24, 2020

This action was taken pursuant to 4 GCA, Chapter 6, §§6303(d)(e1)(e2C) and 6303.1.a. A copy of the supporting documents and established class standard are attached for your records.

Should you have any questions, please contact Mr. Tony C. Aguon, Personnel Services Administrator, at 647-2409/2171. Si Yu'os Ma'ase!

Senseramente,

LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

Attachments

Cc: Department of Administration

MEDICAL SOCIAL SERVICES ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the Medical Social Services programs of Guam Memorial Hospital Authority.

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

Plans and administers programs of the Medical Social Services Department of Guam Memorial Hospital Authority.

Directs all Department programs for clientele in the hospital.

Administers programs established in accordance with HCFA and JCAHO standards.

Establishes and maintains relationships with other governmental agencies and organizations in community toward meeting patient needs and services.

Evaluates the effectiveness of the case work plan or treatment program; conducts and evaluates supervisory case reviews.

Coordinates the Off-Island Medical Referral program for GMHA.

Directs diagnostic studies and treatment of patients and/or their families, utilizing community resources.

Manages the department's Quality Assurance Plan.

Develops and coordinates program requirements with the medical doctor and other members of health team.

Provides interpretative and consultative services concerning treatment, medical assistance and community referral programs, and the hospital policies to patients, families of patients, and the community.

Confers periodically with the Hospital Management team on the most effective use of staff and resources.

Develops and administers agency policies and procedures for department assigned personnel, including staff development, safety, budget, and physical facilities.

Maintains records and prepares reports relative to programs.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of social casework principles, practices and techniques.

Knowledge of current social, economic, psychiatric, and health developments and resources.

Knowledge of community organizations and resource for linking patient clientele.

Ability to administer the programs of medical social service.

Ability to supervise the work of others.

Ability to develop and maintain cooperative working relationships with other disciplines and to utilize community resources.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work in a multi-disciplinary hospital setting.

Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed toward their improvement.

Ability to interpret and apply laws, regulations, and other program guidelines pertinent to the provision of social services.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A) Three (3) years of progressively responsible professional social work experience including, one (1) year in a supervisory capacity; and graduation from a recognized college or university with a Master's degree in social work; or

B) Four (4) years of progressively responsible professional social work experience including, of which one (1) year in a supervisory capacity; and graduation from a recognized college or university with a Bachelor's degree in social work; or

C) Five (5) years of progressively responsible professional social work experience including, of which one (1) year in a supervisory capacity; and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license under the Guam Board of Social Work and a valid driver's license.

ESTABLISHED:	January 1990	
AMENDED:	June 24, 2020	
PAY GRADE/PLAN:	P(GPP)	
HAY EVALUATION		
KNOW HOW:	EII3	304
PROBLEM SOLVING:	E3(38%)	115
ACCOUNTABILITY:	E1P	152
TOTAL POINTS -		571

THERESA OBISPO, Chairperson
Board of Trustees

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV CARLOS CAMACHO ROAD
OKA, TAMUNING, GUAM 96913
TEL (671) 647-2444 or 647-2330
FAX (671) 649-0145

BOARD OF TRUSTEES
Official Resolution No. 2020-33

"RELATIVE TO AMENDING THE NECESSARY SPECIAL QUALIFICATION REQUIREMENTS FOR THE MEDICAL SOCIAL SERVICES ADMINISTRATOR POSITION"

WHEREAS, on December 10, 2012, Public Law 31-250 was passed establishing the Guam Social Work Practice Act and the Social Work Licensing Program; and

WHEREAS, on March 9, 2020, the Hospital Administrator/CEO approved the request to amend the class specification of the Medical Social Services Administrator position at the request of the Human Resources Department; and

WHEREAS, the amendment of the class specification will update the Necessary Special Qualifications of the position with the requirement of a current social work license under the Guam Board of Social Work; and

WHEREAS, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the amendment of positions have been met; and

WHEREAS, the class specification of the position is hospital specific and that there is no impact on any other agency outside the Authority; and

WHEREAS, the Human Resources Subcommittee on May 12, 2020 recommended approval to add the Necessary Special Qualification requirement of a current license under the Guam Board of Social Work to the Medical Social Services Administrator class specification; now, therefore be it

RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the attached proposed amendment of the Medical Social Services Administrator class specification; and, be it further

RESOLVED, that the Board of Trustees Chairperson certifies and the Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED ON THIS 24th DAY OF JUNE 2020.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

Greta Atenta

From: Greta Atenta <greta.atenta@gmha.org>
Sent: Thursday, May 14, 2020 12:59 PM
To: Adventist World Radio; Cool FM ; Guam Daily Post; Harvest Family Radio; KStero FM; kstokish@gmail.com; life@guampdn.com; officemanager@moycom.co; Pacific News Center; reporters@kuam.com; traffic@joyfmradio.net
Subject: Media Release - Petition for Amendment of Position, Medical Social Services Administrator

Importance: High

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV CARLOS CAMACHO ROAD
OKA TAMUNING, GUAM 96913
TEL (671) 647-2444 or 647-2330
FAX (671) 649-0145

MEDIA RELEASE
May 14, 2020
Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

PETITION FOR AMENDMENT OF POSITION

The Guam Memorial Hospital Authority is proposing to amend the following position to add a Necessary Special Qualification (NSQ) requirement:

MEDICAL SOCIAL SERVICES ADMINISTRATOR

This position is established in the classified service within the Social Services Department. To view the proposed change, please visit our website@ www.gmha.org, under Employment/ HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than May 28, 2020, attention Ramon T. Lizama, Personnel Specialist IV at ramon.lizama@gmha.org. Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

TONY C. AGUON, MPA
Personnel Services Administrator

Kind Regards,
Greta A. Atenta
Administrative Assistant|Human Resources
Guam Memorial Hospital Authority

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

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TONY C. AGUON, MPA
Personnel Services Administrator

Guam Memorial Hospital Authority
Atundåt Espetåt Minuriåt Guåhån

HUMAN RESOURCES DIVISION

HUMAN RESOURCES DEPARTMENT

(DIBISION INADILANTO YAN GUINAHA PARA TAOTAO)

The Human Resources Department provides personnel management support in the areas of:

- Recruitment and Staffing
- Regulatory & Compliance and Employee Management Relations
- Human Resources Information Systems, Records and Benefits
- Position Classification & Compensation and Training

PERSONNEL ADMINISTRATION

It is the policy of the Guam Memorial Hospital Authority under the purview of the Board of Trustees to set forth the fundamental character of the syster personnel administration governed by rules and regulations, consistent with merit principles, the principles of Equal Employment Opportunity, and th powers of the Board and the Hospital Administrator/CEO pursuant to 10 GCA §§ 80109(n), 80110(c.1.), 80112, & 80113 of the Guam Health Act of 2010.

The purpose of the Personnel Rules and Regulations is to support GMHA's mission of delivering quality and safe healthcare services to the community b providing the latest employment regulations and promoting the best personnel management practices in order to attract and retain a competent work governed by the highest level of professionalism.

The Hospital Administrator/CEO:

- Is responsible for the enforcement of the Personnel Rules and Regulations and all other applicable statutes.
- Advises the Board of Trustees on policies and procedures concerning personnel management matters.
- Provides for initial and periodic orientation or training to all employees concerning the provisions of the Personnel Rules and Regulations.
- Makes copies of the Personnel Rules and Regulations readily available/accessible for all employees.
- Delegates, as appropriate, personnel management functions and the implementation of the Personnel Rules and Regulations for the efficient and effec control of employment and personnel-related operations of GMHA.

Managers and Supervisors:

- Administer the Personnel Rules and Regulations in the daily operations of GMHA and in the performance of their duties and responsibilities.
- Follow the spirit and intent of the Personnel Rules and Regulations to promote fairness and impartiality in the workplace.
- Are guided by the Personnel Rules and Regulations in the implementation of best personnel management practices to increase employee engagement/fulfillment and to improve program efficiency and effectiveness.

- GMHA Personnel Rules and Regulations
- Gov of Guam Employment

- Official GMHA Job Application for Download

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

U.S. Department of Labor's Permanent Labor Certification Program:

Class Standards Amendments and/or Creation

Creation of New Position:

Creation of Position for Emergency Technician I and II – 05-14-2020 – 05-28-2020

Amendment of Standards:

Amendment of Standards for the Medical Social Services Administrator – 05-14-2020 – 05-28-2020

If you wish to comment in writing, please send your comments to Tony C. Aguon, Personnel Services Administrator at tony.aguon@gmha.org or email human.resources@gmha.org. Comments must be received within ten (10) workdays from the date posted.

Any Questions or Comments please direct your email to the Human Resources Department, or you can call us at (671) 647-2171 or Fax us at (671) 9215.

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Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhån

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Above-step Recruitment Transparency and Disclosure Notices:

Above Step Recruitment Petition - Kyle J. Dallman, Program Coordinator III (Risk Management) – 05-27-2020 – 06-2020

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