Guam Legislature Clerks <clerks@guamlegislature.org>

M&C Fwd: ELECTRONIC TRANSMITTAL re: Creation of Position re: Assistant General Manager - Engineering (AGME) (Unclassified)

1 message

Speaker's Office <speaker@guamlegislature.org> Wed, Dec 2, 2020 at 5:56 PM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

12/02/20	11:05 AM	11/27/20	Creation of Position re: Assistant General Manager - Engineering (AGME).*	Guam Waterworks Authority	35GL-20-2474

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. Yanggen lachi rinisibu-mu nu este na 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: **Nikki Perez** <nperez@guamwaterworks.org>
Date: Wed, Dec 2, 2020 at 11:05 AM
Subject: ELECTRONIC TRANSMITTAL re: Creation of Position re: Assistant General Manager - Engineering (AGME) (Unclassified)
To: <speaker@guamlegislature.org>
Cc: <zinac@guamwaterworks.org>

Håfa Adai,

Guam Waterworks Authority, hereby files its approved **creation of position by the Consolidated Commission on Utilities (attached) to the Guam Legislature. In accordance with (cite the 4 GCA) for filing purposes.**

Should you have any questions regarding the attachment, please feel free to contact the Personnel Services Administrator, Zina Pangelinan-Charfauros via email at zinac@guamwaterworks.org or call 671.300.6073.

Nik P.G. Perez

Personnel Specialist I

Human Resources Division

GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building

688 Route 15, Mangilao, Guam 96913

Tel: (671) 300-6852 | Fax: (671) 300-6896

Email: nperez@guamwaterworks.org

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LEGISLATURE ELECTRONIC TRANSMITTAL - Creation of Position - Assistant General Manager - Engineering (AGME) (Unclassified).pdf
2102K

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 27, 2020

Electronically Transmitted

Honorable Speaker Tina Muña Barnes
35th Guam Legislature
I Miná'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:

Assistant General Manager – Engineering (AGME)

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/ngp

Attachment

cc: GWA Personnel Services Division

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

RESOLUTION NO. 05-FY2021

RELATIVE TO THE APPROVAL OF THE CREATION OF THE ASSISTANT GENERAL MANAGER -ENGINEERING (AGME) (UNCLASSIFIED) 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 Assistant General Manager – Engineering (AGME) (Unclassified) position (Exhibit A); and

WHEREAS, the GWA General Manager requests the CCU to approve the job classification standards of the Assistant General Manager – Engineering (AGME) position in the unclassified 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;

GUAM WATERWORKS AUTHORITY
HUMAN RESOURCES DIVISION
NOV 27 2020
RECEIVED
BY:
BETTER WATER, BETTER LIVES

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 Assistant General Manager – Engineering (AGME) (Unclassified) position in the classified status is hereby approved and attached herein as Exhibit A.
3. The Assistant General Manager – Engineering (AGME) (Unclassified) 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 24th day of November 2020.

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: ϕ

ABSENT: ϕ

ABSTAIN: ϕ

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Assistant General Manager – Engineering (AGME)
(Unclassified)

NATURE OF WORK IN THIS CLASS:

The Assistant General Manager of Engineering (AGME) serves under the direction of the General Manager. This is a complex work involving in the planning, permitting, organizing, coordinating, design, construction inspection, construction management, and operations support including the preventive and corrective maintenance and repair of facilities to ensure systems meet high level compliance with water and wastewater standards for Guam Waterworks Authority (GWA) water and wastewater facilities.

The AGME is responsible and accountable to the Guam Waterworks Authority's General Manager for the effective planning, design, construction and post-construction engineering support of all facilities required to conduct operations to meet the established levels of service for all customers, in accordance with the Guam Safe Drinking Water Act and the Clean Water Act, associated regulations, and applicable permit requirements. The AGME also responsible and accountable for the managing and organizing efficient business operations of the engineering department and a multi-disciplinary engineering staff. The AGME shall also be responsible for assisting with the formulation of recommendations on policies, goals and objectives to, and implementation of plans, policies and procedures adopted by the Consolidated Commission on Utilities (CCU).

AGME directs and manages the development and execution of GWA's short and long-term capital improvement and capital maintenance goals and objectives; makes sure all assigned operations and functions are sustainable and effectively serve the needs of GWA's ratepayers, while complying with adopted and industry standards, applicable laws and regulations; and performs related duties as assigned.

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)

Directs Guam Waterworks Authority's (GWA) engineering department resources to carry out its duties, functions and responsibilities; Develops goals and priorities; Provides leadership, directions and guidance for the engineering division.

Directs all GWA planning, permitting and new area development activities in accordance with GWA service rules and regulations, Guam building and development laws, regulations, codes and adopted GWA engineering and construction standards.

Directs all engineering design and construction activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.

Oversees the preparation, administration, monitoring and periodic updating of five (5) year Capital Improvement Program (CIP), twenty (20) year Water Resources Master Plan and related activities. Directs the planning, development, and monitoring of the Engineering budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.

Directs the effective conduct of Engineering operations to meet the established levels of service for all customers, in accordance with the GWA's Water Resources Master Plan, Safe Drinking Water Act and the Clean Water Act, associated regulations and applicable permit requirements.

Directs contracting for Engineering, including the issuance of all requests for proposals, contracts for professional services, and associated contract amendments related to the Capital Improvement Program. Approves construction contracts and related faithful performance and payment bonds, construction change orders, and extra work for execution.

Reviews, analyzes and evaluates performance and operation of Engineering division and develops strategy for implementing changes benefiting the organization.

Directs the preparation of reports and documents as requested by the General Manager for Consolidated Commission on Utilities (CCU) meetings; make presentations to the CCU and other stakeholders, as required, to keep them apprised of GWA's engineering program activities.

Evaluates and analyzes issues and recommends-solutions. Assures effective communication strategies among GWA management team members. Serves as liaison between GWA Engineering Division and various local, territorial government, and federal organizations and agencies. Assures the satisfaction of internal and external customers. Leads departmental and division quality improvement initiatives.

Directs critical engineering activities to maintain project schedules; determine corrective action necessary to meet project objectives and implement required modifications to ensure successful completion of program.

Facilitates the resolution of problems and conflicts relating to engineering issues; Promotes technical guidance on engineering issues to technical and professional staff, the general public and government officials. Advises the General Manager (GM) and Consolidated Commission on Utilities (CCU) on technical and engineering issues.

Develops and implements design and construction standards, policies, and standard operation procedures as required to maintain and/or improve work results of the department.

Directs management of construction projects with Engineering Managers and Supervisors, operations personnel, local and federal government authorities and community groups. Collaborates with Assistant General Manager – Compliance & Safety on developing managing Court ordered projects timelines and meeting regulatory requirements.

Directs complex engineering projects and studies to ensure that GWA's short and long-term interests and needs are met. Directs engineering support of preventive maintenance and other facilities operation programs; Oversees planning of engineering economy evaluations of equipment alternatives and recommends projects with better life cycle costs.

Performs other duties as assigned or required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of water and wastewater facility design, construction, maintenance and operating principles.

Knowledge of US Environmental Protection Agency (USEPA) and Guam Environmental Protection Agency (GEPA) Safe Drinking Water and Clean Water Regulations, the National Pollutant Discharge Elimination System (NPDES) permit program, and water/wastewater utility rules, regulations, ordinances, codes administrative orders and other operational guidelines and directives.

Knowledge of conventional and Global Positioning System (GPS) survey principles and practices.

Knowledge of the standard methods, materials, practices and equipment used in the construction, operations, repair and maintenance of potable water and wastewater systems, including ancillary infrastructure, such as roadways, drainage and other improvements.

Knowledge of business strategies and organizational management theories and practices; budget development, implementation and administration; personnel management practices and regulations; public sector contracting practices and regulations.

Ability to lead a large multifunctional division.

Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.

Ability to analyze engineering problems; exercise judgment and discretion.

Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

Ability to develop and oversee a multimillion-dollar operating budget.

Ability to interpret and apply federal and local laws and complex governmental regulations, pertaining to work.

Ability to analyze situations accurately and make independent engineering judgments to provide information, take effective action, and resolve physical and construction support issues.

Ability to effectively communicate orally and in writing on technical subject matters to technical and non-technical audiences.

Ability to establish and maintain collaborative working relationships with all levels within the Authority, contractors, local, territorial government, and federal organizations and agencies.

Skill to develop written specifications, scopes of work and requests for proposals for engineering services.

Skill in analyzing and interpreting data to produce technical reports and recommendations on a wide variety of engineering issues.

Skill in evaluating the work of contractors and consultants for compliance with project plans, specifications and applicable laws, ordinances and policies.

Skill to mentor, develop, and motivate staff.

Skill in creating and delivering presentations to large groups, executive management, and the CCU

MINIMUM EXPERIENCE AND TRAINING:

A. Bachelor's degree in Engineering from an Accreditation Board of Engineering and Technology (ABET) accredited University; AND 10 (ten) years of engineering experience in planning, design, construction, and operations of wastewater and water systems, including five (5) years which shall have been in a supervisory capacity; AND Current registration as a Professional Engineer on Guam, or current registration as a Professional Engineer by any state or US territory and the ability to obtain registration on Guam within one (1) year of hire; OR

B. Master's degree in Engineering from an Accreditation Board of Engineering and Technology (ABET) accredited University; AND 9 (nine) years of engineering experience in planning, design, construction, and operations of wastewater and water systems, including five (5) years which shall have been in a supervisory capacity; AND Current registration as a Professional Engineer on Guam, or current registration as a Professional Engineer by any state or US territory and the ability to obtain registration on Guam within one (1) year of hire.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection OR Wastewater Treatment.

ESTABLISHED: November 2020

JOB EVALUATION POINTS: 1514

PAYGRADE/STEP	MINIMUM:	R5-A; $144,772
	MAXIMUM:	R6-A; $150,650

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

GUAM WATERWORKS AUTHORITY
"Better Water. Better Lives."
Suite 200; Gloria B. Nelson Public Service Building
688 Route 15 * Mangilao, Guam 96913
P.O. Box 3010 * Hagatna, Guam 96932
Tel. No. (671) 300-6073-6 * Fax No. (671) 300-6896

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the creation and amendment of the job classification standard of positions pursuant Public Law 34-131, §(e) as added and 4 GCA §6303 (d) & (2C) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and, 5GCA, Chapter 10, Article 1 (Sunshine Law) and P.L. 28-159 to add the position to the Certified, Technical, and Professional (CTP) List in the unclassified service:

Assistant General Manager – Engineering (Unclassified)

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Human Resources Division at 300-3076-6.

MIGUEL C. BORDALLO, P.E.
General Manager

Justification for the new position:

To create the Assistant General Manager – Engineering (AGM-E) job standards and salary range based on the 20th market percentile, 2017 market data; to support the Authority's planning, engineering and permitting functions, as well as to enhance engineering support for daily operations within the Water and Wastewater Divisions; to provide effective and efficient delivery of GWA's Capital Improvement Program for continual infrastructure renewals and replacements needed to support the delivery of safe drinking water and wastewater services to the community.

In line with adopted CCU objectives for enhanced management structure, the Authority currently employs one Assistant General Manager for Compliance & Safety, one Assistant General Manager – Administration & Support, and an (interim) Assistant General Manager – Operations, while the engineering and planning divisions of as much importance are currently functioning with a Chief Engineer (Acting) at the helm. The General Manager is requesting the creation of this Assistant General Manager – Engineering position to assign the same level of accountability, performance and responsibility over the engineering, planning, permitting and related functions of the utility, as are present for the Operations, Compliance & Safety, and Administrative functions, thus enhancing effective operation and responsiveness, consolidating communications directly with the General Manager while at the same time, impacting effectiveness of Supervising Senior Engineers and Managers, who are responsible for capital improvements, capital maintenance, construction and permitting services to enhance our water and wastewater systems.

Analysis of similarities and differences between the positions to be created and the positions listed pursuant to 4GCA §4101.1:

Upon conducting an analysis of similarities and differences, management has determined the requirements of the Chief Engineer position is similar to the Assistant General Manager – Engineering, but that a Water/Wastewater Operator's Certification Level IV is a preferred special qualification as the Authority progresses in making engineering support in operations a priority for improved performance. As compared to other Assistant General Manager positions, the possession of a college degree and Professional Engineer License is required to qualify for the position. Therefore, it is management's petition to create the job standard and qualification requirements of the Assistant General Manager – Engineering (AGM-E) position to meet CCU adopted objectives and the continuous improvement of the Authority's operations.

Position Description: See attached

Compensation:

The minimum and maximum salary range follows the Strategic Pay Methodology based on the 20^{h} market percentile; 2017 market data for this unclassified, certified, technical and professional position and comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys as follows:

Benchmark Position	Year	Implementation Ranges @ 20th Market Percentile (2017 Market data) - 5 Spread								
		JE Points	Structural Adjustment - MIN				Structural Adjustment - MAX			
		0	Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Assistant General Manager – Engineering	2017	1514	$144,772	R	5	A	$150,650	R	6	A

	Ammendment (PDF)				
Yes	Senior Engineer Supervisor, P.E. (PDF) Ammendment (PDF)	EOE-031-2019	MIN P3-A $50.34 HR $104,711.00 Per Annum MAX P4-A $52.39 HR $108,962.00 Per Annum	04/24/2019	11/09/2020
Yes	Assistant General Manager of Operations – *Unclassified* (PDF)	EOE-026-2019	MIN R3-D $66.22HR $137,475.00 Per Annum MAX R4-D $68.91 HR $143,339.00 Per Annum	03/25/2019	Continuous

Petition to the CCU

Creation of Position – Assistant General Manager – Engineering (Unclassified)

Links

Download GWA Employment Application Form

Return to Human Resources