Guam Legislature Clerks <clerks@guamlegislature.org>

M&C Fwd: Creation of Position - Transit/Dispatcher Scheduler

1 message

Speaker's Office <speaker@guamlegislature.org> Tue, Dec 29, 2020 at 12:12 P
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

12/29/20	11:16 AM	12/28/20	Creation of Position-Transit/Dispatcher Scheduler.*	Department of Administration	35GL-20-2543

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: **Catherine P Borja** <Catherine.Borja@doa.guam.gov>
Date: Tue, Dec 29, 2020 at 11:16 AM
Subject: Creation of Position - Transit/Dispatcher Scheduler
To: speaker@guamlegislature.org <speaker@guamlegislature.org>

Buenas yan Håfa Adai!

Attached is an electronic submission of the request to file for record the creation of the Transit/Dispatcher Scheduler. Kindly acknowledge receipt and return the signed acknowledgement via-email to Catherine.borja@doa.guam.gov.

Si Yu'os Ma'ase and stay safe!

CATHY P. BORJA

Personnel Specialist

Classification & Pay Branch

Ph: (671) 475-1131 Fax: (671) 477-3671

P Save a tree... please don't print this e-mail unless you really need to.

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Creation of Position - Transit Dispatcher Scheduler.pdf
631K

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

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)

Telephone (*Telifon*): (671) 475-1101/1250 • Fax (*Faks*): (671) 477-6788

LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

December 28, 2020

HRD NO.: 20-1407

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

RE: Creation of Position – Transit/Dispatcher Scheduler

Dear Speaker Muña Barnes:

Buenas yan Håfa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record, the creation of the Transit/Dispatcher/Scheduler position within the classified service, pursuant to 4 GCA §6303.

The Transit Dispatcher/Scheduler position will be located within the Guam Regional Transit Authority. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, all requirements for the creation of the position have been fulfilled (attachments).

Should you have any questions or require additional information, please do not hesitate to contact the Classification and Pay Branch, Human Resources Division at 475-1131/1201/1265. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Director
Department of Administration

Attachments

Acknowledged By:
Office of the Speaker ***I Mina'trentai Singko Na Liheslaturan Guåhan*** **Date:**

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

DEPARTMENT OF ADMINISTRATION
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'lâhi)

2020 - 10226
Jessica Cruz
RCVD AT CENTRAL FILE
DEC 3 '20 AM11:13
11/27

November 30, 2020

HRD NO.: 20-1142A

MEMORANDUM

To: Governor of Guam

From: Director, Department of Administration

Subject: **Proposed Creation**
RE: Transit Dispatcher/Scheduler

Buenas yan Håfa Adai! This is to respectfully request your final approval to create the Transit Dispatcher/Scheduler position within the classified service, pursuant to 4 GCA §6303. The request was made by the Interim General Manager of the Guam Regional Transit Authority (GRTA) to our office on June 30, 2020.

The proposed creation is based on the need to provide timely and reliable services to GRTA's customers. Currently, GRTA schedules over 200 rides a day and provides services to over 600 transit and paratransit customers by transporting them via designated and/or fixed routes throughout the island. Constant two-way radio, telephone, and/or computer mobile dispatch terminals, with all transportation and administrative personnel, will play a key role to the overall mission of GRTA, which is "To provide reliable, accessible and cost effective public transportation services to the general public and individuals with disabilities on the Territory of Guam".

Pursuant to Public Law 28-112, the requirements for creating positions have been fulfilled as followed:

- Department of Administration Website Posting – 10/23/2020 through 11/06/20
- Guam Regional Transit Authority Website Posting – 10/29/20 through 11/13/20
- Notification to media on 10/23/20

Attached are the proposed job specifications and other documents relative to the creation of this position. We humbly request your favorable consideration.

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1131/1201/1123. *Dângkolo na Agradesimiento!*

☒ Approved
☐ Disapproved

LOURDES A. LEON GUERRERO
Governor of Guam
Date: 12/11/2020

EDWARD M. BIRN

GUAM REGIONAL TRANSIT AUTHORITY

GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager

Guam Regional Transit Authority
GRTA

Department of Administration
Personnel Division
JUL - 7 2020
Administrative Branch

June 30, 2020

Mr. Edward M. Birn
Director, Department of Administration
590 South Marine Corps Drive
ITC Building, Suite 215
Tamuning, Guam 96913

Buenas yan Hafa Adai!

As we proceed to hire more Bus Drivers and Customer Service Representatives, I would like to request that the Dispatcher position be reinstated and amended to read Transit Dispatcher/Scheduler and that the Bus Driver for Individuals with Disabilities be amended to read Transit Bus Driver.

Attached you will find our updated position description for both positions and if possible, I would like to request that the salary for the Transit Bus Driver be adjusted to I-01, $28,595, due to the training that is required by FTA and the certifications that they must maintain in order to drive.

It is my intent that the Customer Service Representatives currently working with us be transitioned into the new Position Title. It is also my intent to submit our request for recruitment for both positions under a Classified Limited Term Appointment upon your approval.

Thank you for your time and consideration. I look forward to your favorable decision. Should you require additional information or have any questions please feel free to contact me.

Senseramente,

CELESTIN C. BABAUTA

P.O. Box 2896 Hagatna, Guam 96932 Tel: (671) 475-4616/4686 Fax: (671) 475-4600

TRANSIT DISPATCHER/SCHEDULER 9.600

NATURE OF WORK IN THIS CLASS:

This is moderately complex work in public transportation and paratransit scheduling, routing and dispatching duties for the safe and efficient transportation of paratransit riders by reserving customer rides and maintaining on time performance through the use of a variety of communication equipment, including two-way radio, telephone, computer mobile dispatch terminal and scheduling systems.

Employees in this class maintain communications with all transportation and administrative personnel to ensure proper service delivery to all aspects of Guam Regional Transit Authority's para-transit operations.

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.)*

Develop and improve schedules for customers and drivers to ensure the most efficient routing and use of the service, allowing for increased service and productivity.

Coordinates and disseminates daily manifests to all bus operators/drivers.

Monitor and maintain ongoing two-way radio and telephone communications with all drivers and administrative personnel.

Communicate with drivers to ensure on-time performance.

Communicate and assist customers with service requests, reservations, cancellations, complaints and various trip-related issues.

Establish efficient routing and scheduling for customers using telephone and computer software.

Report and assist with all non-routine incidents, accidents and passenger-related issues.

Provide a variety of public transportation information to passengers, the general public and other public agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.

Maintain accurate and complete written log of received and transmitted radio communications and activities during daily work shift.

Collect and secure daily fares at the end of each bus driver's shift.

Perform other duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of methods and techniques of delivering public transportation and paratransit services.

Knowledge of Guam's geographical locations: major routes, village names, street names, businesses, and familiar landmarks.

Ability to learn and operate multi-line telephones, two-way radio dispatching procedures and various computers software applications as they apply to the transit operations.

Ability to work in a fast paced environment.

Ability to multi-task.

Ability to communicate clearly and efficiently, both orally and in writing.

Ability to make sound decisions and exercise good judgment in stressful conditions.

Ability to work under stressful conditions while answering a high volume of incoming telephone and/or radio calls.

Ability to analyze and problem-solve for customers and drivers to maintain safe and efficient operations and on-time performance.

Ability to learn and apply rules, regulations, practices and procedure of paratransit service operations.

Ability to work effectively with employees and the public.

Willingness to work rotating shifts, off hours and holidays.

MINIMUM EXPERIENCE AND TRAINING:

(a) One (1) year experience in the transportation field and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: November, 2020

PAY GRADE: I

HAY EVALUATION:

KNOW-HOW:	D I 2	132
PROBLEM SOLVING:	C 2 22%	29
ACCOUNTABILITY:	C I C	43
TOTAL POINTS		204

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

Revised. 0[illegible]

Class Code _____

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE

Department of Administration
Human Resources Division

I. IDENTIFICATION

Official Position Title: TRANSIT DISPATCH/SCHEDULER

Official Position No.: _____

Job Location: GUAM REGIONAL TRANSIT AUTHORITY (Department/Agency) Classification & Pay Branch (Division) (Section/Unit)

Name: _____ (Last) _____ (First) _____ (Middle Initial)

Pay Grade: H [ ] Classified [ ] Unclassified [ ] Position Vacant

Supervisor: CELESTIN C. BABAUTA (Name of Direct Supervisor) INTERIM EXECUTIVE MANAGER (Title of Supervisor)

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	
	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that **MUST** be performed. List duties in one of the formats below. (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (√ or X) one format only: [ ] (1), [ ] (2), [X] (3)
	Establishes paratransit transportation scheduling for eligible persons with disabilities as early as 14 days until a day prior to desired ride.
	Enhances and refines schedules for customers and drivers utilizing the most efficient routing and use of the service that contributes to increased productivity.
	Assists riders with service requests, reservations, cancellations, complaints and various trip-related issues.
	Conducts paratransit and fixed route operations briefing to the Executive Manager
	Creates efficient routing and scheduling for customers using telephone and computer software.
	Coordinates and disseminates daily manifests to all bus operators/drivers.
	Maintains ongoing two-way radio and telephone communications with all drivers and administrative personnel.
	Communicates with drivers to ensure on-time performance.
	Ensures service excellence to all riders, vendors, clients, employees and individuals who require transportation services/assistance.
	Maintains accurate and complete written log of received and transmitted radio communications and activities during daily work shift.
	Reports and assists with all non-routine incidents, accidents and passenger-related issues.
	Collects and secures daily fares at the end of each bus driver's shift.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.

	Performs other related duties as required by the supervisor.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:

[ ] None [ ] Up to 15% of total working hours

[X] 15 – 50% of total working hours [ ] Over 50%

B. Outside your department / agency. Mark (X or √)

[ ] None [ ] Up to 15% of total working hours

[X] 15 – 50% of total working hours [ ] Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

[ ]	Detailed and specific instructions / procedures received or followed for each assignment.
[X]	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
[ ]	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
[ ]	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
N/A		

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
DESK TOP COMPUTER	35%
PBX HOST TELEPHONE	25%
TWO-WAY RADIO	20%
COMPUTER/SCANNER PRINTER	10%
COPIER MACHINE	5%
FAX MACHINE	5%

VII. JOB REQUIREMENTS

[ ] Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."

[ ] No work experience is required.

Minimum one (1) year experience in dispatching and scheduling.

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING:

Mark (√ or X) the **most** applicable education level required.

a. [ ] Below High School – Show Number of Years
b. [X] High School Graduation / GED
c. [ ] Vocational / Technical School

Show specific training that is required by this position.

d. [ ] Some College

Show number of [ ] Semester Hours or [ ] Quarter Hours _____.

Show specific courses required by the essential functions of this job.

e. College Degree (Show major area of study required.)

[ ] Associate's : _____

[ ] Bachelor's: _____

[ ] Master's: _____

[ ] Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

GOOD IN ORAL AND WRITTEN COMMUNICATION SKILLS.

4. LICENSE, REGISTRATION OR CERTIFICATION:

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (√ or X) the most appropriate physical requirement(s) for the job.

[X]	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
[ ]	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
[X]	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
[ ]	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
[ ]	Lifting	Employee is required to raise or lower objects from one level to another regularly.
[ ]	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
[ ]	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
[ ]	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
[ ]	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
[ ]	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
[ ]	Speaking	The job requires expressing ideas by the spoken word.
[ ]	Listening	The job requires the perception of speech or the nature of sounds in the air.
[ ]	Other	Describe the requirement.

_____

_____

_____

2. Mark (√ or X) the most appropriate mental / visual requirement for the job.

[X] General Intelligence (typical requirement for machine operators, office staff, etc.)

[ ] Motor Coordination Skills (typical for automotive mechanic, painter, etc.)

[ ] Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)

[ ] Verbal Intelligence (typical for counselors, customer service representatives, etc.)

[ ] Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[ ] Other:

_____

_____

_____

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

100 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).

_____% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

_____% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

_____% Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[ ] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

_____% Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

_____% Vibration (i.e., operating jackhammer, impact wrench).

_____% Noise (Exposure at a level enough to cause bearing loss or fatigue).

_____% An improperly illuminated or awkward and confining work space.

_____% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

_____% Lifting or carrying items or objects. Describe item/object and weight:

_____

_____

_____% Heat. Describe source and degree of high temperature.

_____

_____

_____% Cold. Describe source and degree of cold temperature:

_____

_____

_____% Other hazards. Describe:

_____

_____

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[ ] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

[X]	Regular – Standard Eight (8) hours daily, Monday – Friday
[ ]	Irregular – Shift work – A 24-hour work operation.
[ ]	Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: _____
[ ]	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period: _____

The information given on this position is complete and correct.

_____ _____

Signature of Employee Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a. (1) Has the employee correctly stated his or her official payroll position title?

[X] Yes [ ] No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?

[X] Yes [ ] No

(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)

_____

_____

_____

c. What positions under your supervision perform the same essential functions Give name and title:

Name Title

NONE

_____

_____

d. Does this position require (mark one)

[ ] Immediate supervision on a regular basis,

[X] Immediate supervision only for new/complex tasks, or

[ ] Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the

[ ] Formulation, [ ] Interpretation, and/or [ ] Application of Agency/Department policy. Give examples:

N/A

_____

_____

f. The employee (mark one)

[ ] Performs routine, well-defined tasks,

[X] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or

[ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

CELESTIN C. BABAUTA
Signature of Immediate Supervisor

9/30/2020
Date

CELESTIN C. BABAUTA
Signature of Department/Agency Head

9/30/2020
Date

Please email comments on any proposed amendments to positions that may be listed to Ms. Catherine Borja at catherine.borja (mailto:catherine.borja@doa.guam.gov)@doa.guam.gov and with a "cc" copy Ms. Lora Mojica at lora.mojica@doa.guam.gov (mailto:lora.mojica@doa.guam.gov). 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 workdays from the date posted.

CREATION OF POSITIONS

Transit Dispatcher/Scheduler - Posted October 23, 2020
(http://hr.doa.guam.gov/wp-hr-content/uploads/2020/10/Proposed-Creation-GRTA.pdf)

Please email comments on any proposed creation of positions that maybe listed to Ms. Catherine Borja at catherine.borja (mailto:catherine.borja@doa.guam.gov)@doa.guam.gov and with a "cc" copy Ms. Lora Mojica at lora.mojica@doa.guam.gov (mailto:lora.mojica@doa.guam.gov). 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 workdays from the date posted.

CLASSIFICATION SPECIFICATIONS

The Classification Specifications have been broken down into separate files to make it easier to view. To find a particular job, please select the appropriate alphabetical series from the list below.

Show 50 entries Search:

Position Title	Class Code

GRTA
Guam Regional Transit Authority (/)

Accessibility

HAFA ADAI

We're moving forward to better serve you.

WELCOME TO GUAM REGIONAL TRANSIT AUTHORITY

- *A Message from Our Interim Executive Manager* (/about-us/interim-executive-manager)
- *Mission, Goals and Objectives* (/about-us/mission-vision)

NOTICES TO THE PUBLIC

Transit Dispatcher/Scheduler Position

Click here (/sites/default/files/proposed-creation-grta.pdf) to view Memorandum - Notice of Proposed Creation regarding Transit Dispatcher/Scheduler position.

Citizen-Centric Report

Click here (/sites/default/files/citizen_centric_2019.pdf) to view GRTA's Fiscal Year 2019 Citizen-Centric Report.

PARATRANSIT (/services/paratransit-riders-guide/general-information) | FIX ROUTES (/services/fix-transit-riders-guide/daily-bus-route-schedule)

Notice of Public Meeting

For more information on the Guam Regional Transit Authority Advertising Policy Public Meeting please **click here (https://grta.guam.gov/notice-policy-public-meeting-october-28-2020). Click here (/sites/default/files/advertisement_policy_aug_2020.pdf)** to view a copy of the policy.

Catherine P Borja

From: Catherine P Borja
Sent: Friday, October 23, 2020 11:24 AM
To: 'newsdirector@kuam.com'; 'gua-newsroom@gannette.com'; editor@postguam.com; news@sorensenmediagroup.com
Subject: Notice of Proposed Creation of position
Attachments: Proposed Creation - GRTA.pdf

Buenas yan Håfa Adai!

In accordance with 4 GCA §6303.1(a) **Transparency and Disclosure**, attached is a copy of our department's Notice of Proposed Creation RE: Transit Dispatcher/Schedule.

If you have any questions or require further information, please do not hesitate to contact directly at the number indicated below.

Si Yu'os Ma'ase and stay safe!

CATHY P. BORJA
Personnel Specialist
Classification & Pay Branch
Ph: (671) 475-1131 Fax: (671) 477-3671

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