

1 **CONSOLIDATED COMMISSION ON UTILITIES**
2 **RESOLUTION NO. 11-FY2017**

3
4 **RESOLUTION RELATIVE TO THE AMENDMENT OF THE CLASSIFICATION**
5 **STANDARD OF THE ASSISTANT GENERAL MANAGER OPERATIONS (AGMO) AND**
6 **THE ASSISTANT GENERAL MANAGER ADMINISTRATION (AGMA)**

7
8 **WHEREAS**, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”)
9 has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks
10 Authority (“GWA”); and

11
12 **WHEREAS**, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation
13 established and existing under the laws of Guam; and

14
15 **WHEREAS**, the initial creation of the Assistant General Manager – Operations (AGM-O)
16 was approved by the Civil Service Commission in February 1997 and the Assistant General Manager
17 – Administration (AGM-A) was initially approved by the Civil Service Commission in February
18 1997 and then amended and approved on 01 October 2012; and

19
20 **WHEREAS**, the General Manager of the Guam Waterworks Authority (GWA) requests the
21 Consolidated Commission on Utilities (CCU) to amend the classification standards of the AGM-O
22 and the AGM – A positions; and

23
24
25 **WHEREAS**, Public Law 28-112 and 4 GCA §6303 (d) authorizes the creation of positions
26 in Autonomous Agencies and Public Corporations; and

27
28 **WHEREAS**, the amendment to minimum qualification requirements of the AGMO position
29 will provide specificity in leading, managing, developing and implementing GWA’s organizational
30 policies, goals, and objectives; achieving the Vision and Mission of the Agency in both Water and
31 Wastewater Operations; and

1 **WHEREAS**, the amendment to minimum qualification requirements of the AGMA position
2 will provide specificity in leading, managing, developing and implementing GWA's organizational
3 policies, goals, and objectives; achieving the Vision and Mission of the Agency in the administrative
4 and support services needed to sustain the Authority's operations, and to amend the position title to
5 read AGMA to Assistant General Manager – Administration and Support (AGM – AS) to include
6 other Support Divisions of the Agency; and
7

8
9 **WHEREAS**, Guam Waterworks Authority Personnel Rules and Regulations as amended by
10 Public Law 28-159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list
11 of certified, technical and professional position; and
12

13
14 **WHEREAS**, the amendment of the minimum qualification requirements for both positions
15 will expand the range of experience and training to attract a pool of applicants with a strong
16 organization and experience background to help strengthen and drive the organization's operations
17 and business processes, objectives and strategies.
18

19 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities does
20 hereby approve the following:
21

- 22
- 23 1. The amendment of the Assistant General Manager – Operations position to require a
24 Master's or Bachelor's degree as read on the proposed amended job specification and
25 to include Necessary Special Qualification requirements (Exhibit A).
26
 - 27 2. The amendment of the Assistant General Manager – Administration job specification
28 to read Assistant General Manager – Administration & Support (AGM – A&S), to
29 require a Master's or Bachelor's degree and to include Preferred Special Qualification
30 requirements as read on the proposed amended job specification (Exhibit B).
31
 - 32 3. The Guam Waterworks Authority is authorized to employ the AGM-O and AGM-
 A&S positions.

1
2 RESOLVED, that the Chairman certifies and the Secretary attests to the adoption of this
3 Resolution.
4

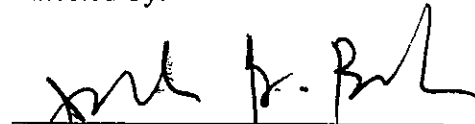
5
6 DULY AND REGULARLY ADOPTED this 24th day of January 2017.
7

8 Certified by:

Attested by:

9
10 

11 JOSEPH T. DUENAS
12 Chairperson

13 

14 J. GEORGE BAMBA
15 Secretary

16 I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as
17 evidenced by my signature above do hereby certify as follows:
18

19 The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular
20 meeting by the members of the Guam Consolidated Commission on Utilities, duly and
21 legally held at a place properly noticed and advertised at which meeting a quorum was
22 present and the members who were present voted as follows:
23

24 AYES: 3
25 NAYS: 0
26 ABSTENTIONS: 0
27 ABSENT: 0
28 NO RESPONSE TO POLL 2

29 ///

30 ///

31 ///



CONSOLIDATED COMMISSION ON UTILITIES

Guam Power Authority • Guam Waterworks Authority
P.O. BOX 2977 • Agaña, Guam 96932

January 17, 2017

MEMORANDUM

TO: Members, Consolidated Commission on Utilities

SUBJECT: CCU POLL VOTE MATTER: GWA RESOLUTION 11-FY2017
RELATIVE TO AMENDMENT OF AGMO and AGMAS POSITIONS (*see
attached email dated 12/22/16 & 1/12/17*)

Commissioner	Y/N	Initials	Time/Date	Comments
Joseph Duenas	Y		12/24/16 5:18 p.m.	Via email
Francis Santos	Y		1/12/17 4:01 p.m.	Via email
George Bamba				
Pedro Guerrero Judi Guthertz				Oath taken 1/12/17
Simon Sanchez	Y		12/22/16 11:53 p.m.	Via Email

Concurred by:


Miguel Bordallo, GWA GM

1-18-17
Date

Bernadette Lou Sablan

From: Ann Borja <annborja@guamwaterworks.org>
Sent: Friday, January 13, 2017 11:35 AM
To: Bernadette Lou Sablan
Cc: Miguel Bordallo
Subject: FW: FW: CCU POLL VOTE MATTER: GWA RESOLUTION 11-FY2017 RELATIVE TO AMENDMENT OF AGMO and AGMAS POSITIONS

Auntie Lou,

This will make 3 votes. Duenas, Sanchez and Santos. ☺



Sincerely,

*Ann Dueñas Borja, CPM
Management Analyst IV, Assistant to
Miguel C. Bordallo, P.E., General Manager
Guam Waterworks Authority
Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913
Telephone No.: (671) 300-6847 (Direct) or 300-6846
E-mail address: annborja@guamwaterworks.org*

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From: Francis Santos [mailto:fesantos57@gmail.com]
Sent: Thursday, January 12, 2017 4:01 PM
To: Ann Borja
Cc: Francis Santos; George Bamba; Miguel Bordallo; Bernadette Lou Sablan
Subject: Re: FW: CCU POLL VOTE MATTER: GWA RESOLUTION 11-FY2017 RELATIVE TO AMENDMENT OF AGMO and AGMAS POSITIONS

Ms. Borja,

As requested, this email will serve as my approval for resolution 5.2.

Thank you,

On Thu, Jan 12, 2017 at 3:02 PM, Ann Borja <annborja@guamwaterworks.org> wrote:
Dear Commissioners Santos and Bamba:

On Dec. 22, 2016, I sent out a poll vote on behalf of GM Miguel Bordallo and as okayed by Lou Sablan to send on her behalf, and have not received a response from the two of you. Kindly respond how you wish to vote via return email. If you wish to abstain, please indicate "ABSTAIN".

This matter was brought up for discussion at the 12/6 CCU meeting – Agenda item highlighted below:

5. OLD BUSINESS
- 5.1 GWA Resolution No. 04-FY2017 Relative to Supporting the 2016 MOU Between GWA/ DoD & DoN

Bernadette Lou Sablan

From: Joseph Duenas <jtduenas@hotmail.com>
Sent: Saturday, December 24, 2016 5:18 PM
To: Simon Sanchez
Cc: Ann Borja - GWA; Joseph T. Duenas; Francis Santos (CCU Member); George Bamba; Pedro SN. Guerrero; Miguel Bordallo; Bernadette Lou Sablan
Subject: Re: CCU POLL VOTE MATTER: GWA RESOLUTION 11-FY2017 RELATIVE TO AMENDMENT OF AGMO and AGMAS POSITIONS

Ann,

I thought I already voted yes on this matter. If you did not get my email, then I hereby vote yes one more time for Resolution 5.2, as highlighted.

Joey

Sent from my iPad

On Dec 22, 2016, at 11:53 AM, Simon Sanchez <gdcmgr@guamdrycleaners.com> wrote:

Re 5.2...I vote yes
S

From: Ann Borja [<mailto:annborja@guamwaterworks.org>]
Sent: Thursday, December 22, 2016 9:27 AM
To: Joseph T. Duenas; jtduenas@hotmail.com; 'Simon Sanchez'; francis.santos@gpagwa.com; George Bamba; Pedro SN. Guerrero
Cc: Miguel Bordallo; lsablan@gpagwa.com
Subject: CCU POLL VOTE MATTER: GWA RESOLUTION 11-FY2017 RELATIVE TO AMENDMENT OF AGMO and AGMAS POSITIONS
Importance: High

Dear Commissioners,

This matter was brought up for discussion at the 12/6 CCU meeting – Agenda item highlighted below:

- 5. OLD BUSINESS
- 5.1 GWA Resolution No. 04-FY2017 Relative to Supporting the 2016 MOU Between GWA/ DoD & DoN
- 5.2 GWA Resolution No. 11-FY2017 Relative to the Amendment of the Positions for the Assistant General Manager of Operations (AGMO) and the Assistant General Manager of Administration (AGMA)
- 5.3 GWA Resolution No. 12-FY2017 Relative to Approving the Ratification of Bid award, Relative to IFB 2016-09 for Diesel Fuel Oil No. 2 and Regular Unleaded Automotive Gasoline for GWA's Transportation Fleet and Heavy Equipment

Kindly respond how you wish to vote via return email. If you wish to abstain, please indicate "ABSTAIN". Please note Lou Sablan is aware I am sending this in her absence.

Thank you,

<image001.jpg>

Sincerely,

*Ann Dueñas Borja, CPM
Management Analyst IV, Assistant to
Miguel C. Bordallo, P.E., General Manager
Guam Waterworks Authority*



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P. O. Box 3010 Hagatna, Guam 96932

Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

PRESS RELEASE

Guam Waterworks Authority Amendment of Position

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to amend the following position:

AMENDMENT

**ASSISTANT GENERAL MANAGER of OPERATIONS (AGMO)
Unclassified**

This announcement is in compliance with Public Law 28-112 governing transparency and disclosure. The petitions are required by 4GCA Sections 6205 and 6303 are public documents for the purposes of 5 GCA, CH. 10, Art 1: (The Sunshine Law).

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Personnel Services Division at 300-6073-6.



MIGUEL C. BORDALLO, PE
General Manager



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P. O. Box 3010 Hagåtña, Guam 96932

Tel: 671.300.6846-48 | Fax: 671.648-3290

ISSUES FOR DECISION

Resolution No.

Relative to the Amendment of the Assistant General Manager of Operations (AGMO) position title, job | position description, and salary range.

What is the project's objective and is it necessary and urgent?

To amend the Assistant General Manager of Operations job | position description and specifications, and salary range to support the Agency's daily operations within its Water and Wastewater Divisions; providing effective and efficient delivery of safe drinking water and services to the community

The Agency currently employs just one Assistant General Manager for Compliance & Safety, while the other divisions of as much importance function without an Assistant General Manager at its helm, thus limiting effective communications direct to the General Manager while at the same time, affecting operations to provide statuses by Superintendents or Managers, who would otherwise be addressing the water | wastewater needs of our community.

Where is the location?

The Assistant General Manager of Operations, if approved, will be under the direct supervision and management of the General Manager while overseeing and ensuring optimal performance of our Water and Wastewater Divisions.

When will it be completed?

Public Law 28-112, Section 9 (3) requires GPA and GWA to post a petition on their websites for ten (10) days (not including Saturdays, Sundays and government of Guam holidays). After the 10 days posting, the petition can then be forwarded to the CCU for their disposition at any regularly scheduled meeting. GWA has met the posting requirements.

Additionally, Guam law requires notice of such posting to each newspaper of general circulation and broadcasting station which airs regular news programs within Guam.

What is the funding source?

GWA will certify funding for the position available for the filling and retention of its certified, technical and professional newly created position.

The funding of this position does not have an impact on the General Fund.



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PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the amendment of a created position pursuant to Public Law 28-112, Section 9; 4GCA, Chapter 6, Article 3, §6303; and to add the position onto the Certified, Technical, and Professional (CTP) List, Category B:

***ASSISTANT GENERAL MANAGER of OPERATIONS (AGMO)
(Unclassified)***

Background Information

The Guam Waterworks Authority, hereinafter referred to as GWA, has determined a need to amend the Job Standards | Position Description; identifying specific duties, responsibilities, and reflecting qualifications, experience, and licensure required and possessed by potential candidates to effectively and efficiently lead and manage the assigned Divisions.

Justification for the Amendment

The amendment of the Assistant General Manager of Operations position is necessary as this position will perform a variety of work in leading, managing, developing and implementing GWA's organizational policies, goals and objectives; achieving the Vision and Mission of the Agency.

Additionally, it is the desire of the General Manager to highlight the compensation determination parameter in support of 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114. Employment. Paragraph (c), through identifying the pay grade and minimum amount for which salary shall be determined.

The minimum experience and training requirements for the position of Assistant General Manager of Operations is as follows:

- A. Master's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; **or**
- B. Bachelor's Degree in Engineering, Business, Public Administration or other related field; plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field;

AND

- Possess a Professional Engineer (PE) License **or**
- Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment

NECESSARY SPECIAL QUALIFICATIONS

Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.

Position Description attached

Proposed pay range and compliance with 4GCA, §6301

When the job description and qualification of factors are taken into consideration and the new position is slotted, the resultant new pay grade under the Alan Searle compensation structure is:

Job Title: Assistant General Manager of Operations

Job Evaluation Points: 1581

Pay Grade & Minimum: R5-C, \$122,056.00 per annum (15th Market Percentile)

As indicated above, the minimum salary is shown at the 15th Market Percentile for this UNCLASSIFIED, Certified, Technical, and Professional position and is comparable with other U.S. Jurisdictions and / or the American Waterworks Association (AWWA) salary surveys, with and for consideration of an open range from the minimum slotting within the pay grade identified to its maximum allowed pay grade, step, and sub-step for final salary determination by the Consolidated Commission on Utilities.

Fiscal note as required by 2GCA, §9101 et seq.

Guam Waterworks Authority certifies that this position is budgeted and that funds are available for the creation, recruitment and retention of its Certified, Technical, and Professional amended position. The funding of this position does not have an impact on the General Fund.



Miguel C. Bordallo, PE
General Manager



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ASSISTANT GENERAL MANAGER OF OPERATIONS (Unclassified)

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's Degree in Engineering, Business, Public Administration or related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 5 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; or
- B. Bachelor's Degree in Engineering, Business, Public Administration or related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field;

AND

- Professional Engineer (PE) License or
- Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment

NECESSARY SPECIAL QUALIFICATION:

Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.

NATURE OF WORK IN THIS CLASS:

This is complex work involving the planning, organizing and coordinating of all the Authority's production, distribution, collection, treatment, and operational control activities for the water and wastewater systems, including the preventive and corrective maintenance and repair of facilities to ensure systems meet high level compliance with water and wastewater standards.

The Assistant General Manager of Operations (AGM-O) is responsible and accountable to the Guam Waterworks Authority's General Manager for the effective conduct of its 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 AGM-O is also responsible and accountable for the managing and organizing efficient business operations in the divisions assigned. The AGM-O 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).

The AGM-O serves under the direction of the General Manager. The AGM-O directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution; makes sure all assigned operations and functions are sustainable and effectively serve the needs of GWA's ratepayers, while complying with 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)

- The AGM-O shall report to the General Manager of the Guam Waterworks Authority.
- The AGM-O's primary responsibilities will be to manage, coordinate, and report on the six operational divisions/functions of the water and wastewater systems: Water Production and Treatment; Water Distribution; Wastewater Collection; and Wastewater Treatment; Construction & Maintenance; and the W/WW System Control Center/Asset Management.
- The AGM-O shall be responsible for the proper operation of the W/WW Systems Control Center (WSCC), using the appropriate staff of certified operators, technicians, trade's professionals, along with hydraulic modelling and analytical tools, to effectively manage an integrate W/WW system.

- The AGM-O shall plan, organize, staff, and direct the operation of the Authority's water/wastewater systems, including the setting of operation objectives, standards, training of employees and evaluation of system operational performance.
- The AGM-O shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the water and wastewater systems, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.
- The AGM-O shall analyze systems operation and control performance, costs and effectiveness, and develops strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of water and wastewater services, while maintaining the lowest cost possible.
- The AGM-O shall work with the General Manager in continuing, and advancing where feasible and desirable, the interoperation of and integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGM-O shall be responsible for the preparation of annual budget estimates for the operations divisions under his supervision.
- The AGM-O shall be responsible for the preparation of capital improvement project recommendations for each operational division under his authority; and shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, implement approved CIP's in accordance with the Authority's approved Capital Improvements Program.
- The AGM-O shall be responsible for the development and implementation of the Authority's Asset Management Program, and shall insure that all water and wastewater system assets are properly documented, maintained, repaired and otherwise managed, and that all cost elements are properly captured to provide meaningful cost reporting to support budgets, rate cases and financial decision-making for system operation and maintenance.
- The AGM-O shall provide complete and timely reports on the operations of the water and wastewater systems to the General Manager and the CCU.
- The AGM-O may be appointed to serve as Acting General Manager for the Authority from time to time.
- The AGM-O shall perform such other duties assigned by the General Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of water treatment and production, and wastewater treatment, as well as the regulations which govern them.
- Knowledge of the designs and operating characteristics of all facilities and equipment used for the processing and distribution of water, and the collection, treatment and disposal of wastewater.
- Knowledge of computer-based hydraulic modelling for water/wastewater systems, as well as principles, practices and procedures for the supervisory control and data acquisition in the monitoring and operation of those systems.
- Knowledge of the principles and practices of asset management, including the use of computerized maintenance management systems.
- 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 management techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.
- Ability to effectively communicate with management and subordinates to convey logic and rationale, ideas, objectives, and consequences.

- Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Ability to induce effective employee performance to maintain high level of performance, training and safety.
- Ability to manage the water and wastewater systems repair and maintenance programs.
- Ability to understand, interpret and work from engineering drawings and technical specifications.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

Position Established: February 1, 1997
 Amended: November 2016

Salary: Alan Searle Compensation Plan
 15th Market Percentile

COMMENSURATE WITH EXPERIENCE
 Minimum: R5C, \$122,056.00 per annum

Pursuant to 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114, Employment, paragraph (c): "Notwithstanding any other provisions of law, neither the General Manager, Assistant General Managers, Secretary, Treasurer, Comptroller, nor Attorney of the Authority shall be within the classified service of the government of Guam but shall be hired, compensated and employed under the terms and conditions fixed by, and at the pleasure of the Board."

Joseph T. Duenas, Chairman
 Consolidated Commission on Utilities

Analysis of similarities and differences between the position being amended and the positions listed pursuant to 4GCA, Chapter 4, Article 1, §4101.

GWA PROPOSED	GWA EXISTING
<p><u>Minimum Experience and Training:</u></p> <p>A. Master's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 5 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; or</p> <p>B. Bachelor's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field;</p> <p>AND</p> <ul style="list-style-type: none"> • Professional Engineer (PE) License or • Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment <p><u>Necessary Special Qualification</u> Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.</p>	<p><u>Minimum Qualifications:</u></p> <p>A. Four (4) years of experience in a water utility operations; or</p> <p>B. Any desirable combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<p><u>Minimum Knowledge, Skills and Abilities:</u></p> <ul style="list-style-type: none"> • Knowledge of the principles and practices of water treatment and production, and wastewater treatment, as well as the regulations which govern them. • Knowledge of the designs and operating characteristics of all facilities and equipment used for the processing and distribution of water, and the collection, treatment and disposal of wastewater. • Knowledge of computer-based hydraulic modelling for water/wastewater systems, as well as principles, practices and procedures for the 	<p><u>Minimum Knowledge, Skill and Ability:</u></p> <ul style="list-style-type: none"> • Knowledge of the designs and operating characteristics and extensive experience and application of all facilities and equipment used for the processing and distribution of water/wastewater. Ability to make significant evaluations from the engineering, statistical and financial data and terms commonly employed. Ability to communicate with management and subordinates with sufficient sensitivity to comprehend the significance of their actions and words with clarity and diplomacy to impress ideas and attitudes effectively, ability to induce effective

<p>supervisory control and data acquisition in the monitoring and operation of those systems.</p> <ul style="list-style-type: none"> • Knowledge of the principles and practices of asset management, including the use of computerized maintenance management systems. • 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 management techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. • Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations. • Ability to effectively communicate with management and subordinates to convey logic and rationale, ideas, objectives, and consequences. • Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. • Ability to perform a broad range of managerial responsibilities over others. • Ability to handle a variety of issues with tact and diplomacy and in a confidential manner. • Ability to induce effective employee performance to maintain high level of performance, training and safety. • Ability to manage the water and wastewater systems repair and maintenance programs. • Ability to understand, interpret and work from engineering drawings and technical specifications. • Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness. 	<p>employee performance to maintain high level of moral, training and safety. Ability to speak and write effectively.</p>
<p><u>Illustrative Examples of Work:</u> (These examples do not list all the duties which may be assigned)</p> <ul style="list-style-type: none"> • The AGM-O shall report to the General Manager of the Guam Waterworks Authority. • The AGM-O's primary responsibilities will be to manage, coordinate, and report on the six operational divisions/functions of the water and 	<p><u>Illustrative Examples of Work:</u> (These examples do not list all the duties which may be assigned.)</p> <ul style="list-style-type: none"> • Plan, organize, staff, direct and coordinate the operation of the Authority's water/wastewater operation, safety, engineering, and procurement functions, including the setting of objectives and

wastewater systems: Water Production and Treatment; Water Distribution; Wastewater Collection; and Wastewater Treatment; Construction & Maintenance; and the WWW System Control Center/Asset Management.

- The AGM-O shall be responsible for the proper operation of the WWW Systems Control Center (WSCC), using the appropriate staff of certified operators, technicians, trade's professionals, along with hydraulic modelling and analytical tools, to effectively manage an integrate WWW system.
- The AGM-O shall plan, organize, staff, and direct the operation of the Authority's water/wastewater systems, including the setting of operation objectives, standards, training of employees and evaluation of system operational performance.
- The AGM-O shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the water and wastewater systems, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.
- The AGM-O shall analyze systems operation and control performance, costs and effectiveness, and develops strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of water and wastewater services, while maintaining the lowest cost possible.
- The AGM-O shall work with the General Manager in continuing, and advancing where feasible and desirable, the interoperation of and integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGM-O shall be responsible for the preparation of annual budget estimates for the operations divisions under his supervision.
- The AGM-O shall be responsible for the preparation of capital improvement project recommendations for each operational division under his authority; and shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, implement approved CIP's in accordance with the Authority's approved Capital Improvements Program.

standards, training of employees, and the evaluation of results.

- Coordinate and supervise the construction of new facilities in conformance with approved engineering standards to adapt to market growth and provide continuity of service at reasonable cost.
- Analyze performance, operation and maintenance costs of water system facilities; develop and implement efficient and reliable methods for determining need for repairs and improvements.
- Prepare budget estimates for the Authority's water operations, distribution, safety, engineering, and procurement functions; approve, direct and supervise new constructions, replacements and major repairs within budget framework approved by the General Manager and Board of Directors.
- Plan organize and train operating, maintenance and construction personnel in routine and emergency procedures designed to achieve efficient use of manpower, protect public and employee safety, and assure prompt restoration of service following severe storm conditions and similar situations.
- Provide complete and timely reports on system operations, restoration of service and construction programs to the General Manager and other Authority executives.
- May be appointed to serve as Acting General Manager for the Authority by the Board of Directors.
- Perform other executive duties assigned by the General Manager.

<ul style="list-style-type: none"> • The AGM-O shall be responsible for the development and implementation of the Authority's Asset Management Program, and shall insure that all water and wastewater system assets are properly documented, maintained, repaired and otherwise managed, and that all cost elements are properly captured to provide meaningful cost reporting to support budgets, rate cases and financial decision-making for system operation and maintenance. • The AGM-O shall provide complete and timely reports on the operations of the water and wastewater systems to the General Manager and the CCU. • The AGM-O may be appointed to serve as Acting General Manager for the Authority from time to time. • The AGM-O shall perform such other duties assigned by the General Manager. 	
<p>Salary: Alan Searle Compensation Plan COMMENSURATE WITH EXPERIENCE Minimum: R5-C, \$122,056.00 per annum (15th Market Percentile)</p>	<p><u>Salary:</u> L3, \$67,150.00 per annum (Unclassified)</p>



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P. O. Box 3010 Hagatna, Guam 96932

Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

PRESS RELEASE

Guam Waterworks Authority

Amendment of Position

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to amend the following position:

AMENDMENT

ASSISTANT GENERAL MANAGER of ADMINISTRATION

Unclassified

This announcement is in compliance with Public Law 28-112 governing transparency and disclosure. The petitions are required by 4GCA Sections 6205 and 6303 are public documents for the purposes of 5 GCA, CH. 10, Art 1: (The Sunshine Law).

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Personnel Services Division at 300-6073-6.



MIGUEL C. BORDALLO, PE
General Manager



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Tel: 671.300.6846-48 | Fax: 671.648-3290

ISSUES FOR DECISION

Resolution No.

Relative to the Amendment of the Assistant General Manager of Administration (AGMA) position title, job | position description, and salary range.

What is the project's objective and is it necessary and urgent?

To amend the Assistant General Manager of Administration position title, job | position description, and salary range to support the Agency's daily operations within its Administrative and Support Divisions providing quality customer service to both internal and external customers at the most effective, efficient and cost-effective manner.

The Agency currently employs just one Assistant General Manager for Compliance & Safety, while the other divisions of as much importance function without an Assistant General Manager at its helm, thus limiting effective communications direct to the General Manager while at the same time, affecting operations to provide statuses by Superintendents or Managers, who would otherwise be addressing the water | wastewater needs of our community.

Where is the location?

The Assistant General Manager of Administration & Support, if approved, will be under the direct supervision and management of the General Manager while overseeing the following divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Engineering.

When will it be completed?

Public Law 28-112, Section 9 (3) requires GPA and GWA to post a petition on their websites for ten (10) days (not including Saturdays, Sundays and government of Guam holidays). After the 10 days posting, the petition can then be forwarded to the CCU for their disposition at any regularly scheduled meeting. GWA has met the posting requirements.

Additionally, Guam law requires notice of such posting to each newspaper of general circulation and broadcasting station which airs regular news programs within Guam.

What is the funding source?

GWA will certify funding for the position available for the filling and retention of its certified, technical and professional newly created position.

The funding of this position does not have an impact on the General Fund.



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PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the amendment of a created position pursuant to Public Law 28-112, Section 9; 4GCA, Chapter 6, Article 3, §6303; and to add the position onto the Certified, Technical, and Professional (CTP) List, Category B:

***ASSISTANT GENERAL MANAGER – ADMINISTRATION (AGMA)
(Unclassified)***

Background Information

The Guam Waterworks Authority, hereinafter referred to as GWA, has determined a need to amend the Job Standards | Position Description; identifying specific duties, responsibilities, and reflecting qualifications, experience, and licensure required and possessed by potential candidates to effectively and efficiently lead and manage the assigned Divisions.

Justification for the Amendment

The amendment of the Assistant General Manager – Administration & Support (AGM-AS) position is necessary as this position will perform a variety of work in leading, managing, developing and implementing GWA's organizational policies, goals and objectives; achieving the Vision and Mission of the Agency.

Additionally, it is the desire of the General Manager to highlight the compensation determination parameter in support of 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114. Employment. Paragraph (c), through identifying the pay grade and minimum amount for which salary shall be determined.

The minimum experience and training requirements for the position of Assistant General Manager of Administration & Support is as follows:

- A. Master's Degree in Engineering, Business, Public Administration, or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; **or**
- B. Bachelor's Degree in Engineering, Business, Public Administration, or other related field; with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field;

Preferred Special Qualification

Professional Engineer (PE) License

Position Description attached

Proposed pay range and compliance with 4GCA, §6301

When the job description and qualification of factors are taken into consideration and the new position is slotted, the resultant new pay grade under the Alan Searle compensation structure is:

Job Title: Assistant General Manager of Administration & Support

Job Evaluation Points: 1392

Pay Grade & Minimum: Q4B, \$101,870.00 per annum (15th Market Percentile)

As indicated above, the minimum salary is shown at the 15th Market Percentile for this UNCLASSIFIED, Certified, Technical, and Professional position and is comparable with other U.S. Jurisdictions and / or the American Waterworks Association (AWWA) salary surveys, with and for consideration of an open range from the minimum slotting within the pay grade identified to its maximum allowed pay grade, step, and sub-step for final salary determination by the Consolidated Commission on Utilities Board.

Fiscal note as required by 2GCA, §9101 et seq.

Guam Waterworks Authority certifies that this position is budgeted and that funds are available for the creation, recruitment and retention of its Certified, Technical, and Professional amended position. The funding of this position does not have an impact on the General Fund.



Miguel C. Bordallo, PE
General Manager



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**ASSISTANT GENERAL MANAGER OF ADMINISTRATION & SUPPORT
(Unclassified)**

MINIMUM QUALIFICATIONS

- A. Master's Degree in Engineering, Business, Public Administration or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; **OR**
- B. Bachelor's Degree in Engineering, Business, Public Administration or other related field; with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field;

PREFERRED SPECIAL QUALIFICATION:

Professional Engineer (PE) License

NATURE OF WORK IN THIS CLASS:

- This is complex work involving the planning, organizing, staffing, directing and coordinating of all the Authority's administrative, technical and logistical support services, including engineering, procurement, warehouse and supply, equipment and vehicle fleet, information and data systems, and staffing resources, to ensure the success of utility operations, customer care, compliance/safety, and finance and accounting functions.
- The AGM-AS shall report to and is accountable to the Guam Waterworks Authority's General Manager for the provisions of engineering and technical supply, fleet and staffing support services to the rest of the Authority in an efficient manner, to enable successful operation of the utility.
- The AGM-AS is also responsible and accountable for managing and organizing efficient business operations in the divisions assigned.
- The AGM-AS 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).
- The AGM-AS directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution and all assigned administrative and support functions are sustainable and effectively serve the needs of GWA's ratepayers while complying with 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)

- To manage, coordinate, and report on designated administrative and support divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Engineering.
- The AGM-AS shall plan, organize, staff, and direct the operation of the Authority's administrative and support divisions, including the settling of objectives, standards, training of employees and evaluation of staff and divisional performance.
- The AGM-AS shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the administrative and support divisions, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost.
- The AGM-AS shall analyze the administrative and support functions for performance, costs and effectiveness, and develop strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of these functions, while maintaining the lowest cost possible.

- The AGM-AS shall work with the General Manager in continuing and advancing where feasible and desirable, the interoperation of an integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGM-AS shall be responsible for the preparation of annual budget estimates for the administrative and support divisions under his or her supervision.
- The AGM-AS shall be responsible, along with the Chief Engineer, for the preparation of the Authority's Capital Improvement Program. The AGM-AS shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, support the implementation of approved CIPs in accordance with the Authority's approved Capital Improvements Program.
- The AGM-AS shall also oversee the provision of all engineering and information technology support as required to properly and effectively carry out the operational, administrative and support functions of the Authority.
- The AGM-AS shall be responsible, along with the Procurement Administrator and Warehouse Manager, for the planning, budgeting, procurement, storage and warehousing and proper dissemination | distribution of all materials, equipment, consumables and supplies needed to support all functions and operations of the Authority.
- The AGM-AS shall be responsible for the planning, budgeting, procurement, service, maintenance, assignment and monitoring of all fleet vehicles required to support all operations and functions of the Authority.
- The AGM-AS shall be responsible, along with the Personnel Services Administrator for the hiring, training and administration of all human resources functions and programs in compliance with federal and Guam law.
- The AGM-AS shall provide complete and timely reports on the administrative and support functions to the General Manager and the CCU.
- The AGM-AS may be appointed to serve as Acting General Manager for the Authority from time to time.
- The AGM-AS shall perform such other duties assigned by the General Manager.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of engineering, information technology support, procurement and supply, equipment fleet and staffing support functions related to facilities and infrastructure systems; building and development codes and standards, environmental codes and standards, procurement rules and regulations; information technology systems and development, deployment and maintenance; human resource practices and procedures, administration, training and development.
- Knowledge of personnel administration, internal and external customer service, office administration and utility organization.
- Knowledge of engineering, facilities management and facilities operations support systems for water and wastewater utilities.
- Knowledge of information technology, data processing, and financial management and support hardware and software systems.
- Knowledge of the procurement code, principles, practices, warehousing, inventory and supply chain management for utilities operations and support.
- Knowledge of management techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Knowledge of the utility's organization and operations and to anticipate the consequences of the utility's policies and practices within the economic, social and cultural structure of its service area.
- Ability to analyze and evaluate, engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.
- Ability to communicate effectively with management and subordinates, both orally and in writing to convey logic and rationale ideas, objectives, consequences.

- Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in confidential manner.
- Ability to induce effective employee performance to maintain high level of morale, performance, training and safety.
- Ability to understand and support water and wastewater systems repair and maintenance programs.
- Ability to understand, interpret and work from engineering drawings and technical specifications.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

Position Established: 1 February 1997
 Amended (1st): 1 October 2012
 Amended (2nd): November 2016

Salary: Alan Searle Compensation Plan
 15th Market Percentile

TO COMMENSURATE WITH EXPERIENCE

Minimum: Q4-B, \$101,870.00 per annum

Pursuant to 12GCA: Autonomous Agencies, Chapter 14: Guam Waterworks Authority, §14.114, Employment, paragraph (c): "Notwithstanding any other provisions of law, neither the General Manager, Assistant General Managers, Secretary, Treasurer, Comptroller, nor Attorney of the Authority shall be within the classified service of the government of Guam but shall be hired, compensated and employed under the terms and conditions fixed by, and at the pleasure of the Board."

Joseph T. Duenas, Chairman
 Consolidated Commission on Utilities

Analysis of similarities and differences between the position being amended and the positions listed pursuant to 4GCA, Chapter 4, Article 1, §4101.

GWA PROPOSED	GWA EXISTING
<p><u>Minimum Experience and Training:</u></p> <p>A. Master's Degree in Engineering, Business, Public Administration, or other related field; with major course work in utility infrastructure and operations, organization, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; or</p> <p>B. Bachelor's Degree in Engineering, Business, Public Administration, or other related field; with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field;</p> <p><u>Preferred Special Qualification</u> Professional Engineer (PE) License</p>	<p><u>Minimum Qualifications:</u></p> <p>A. Six (6) years of progressively responsible experience at the middle or senior management level working with the administration and management of water / wastewater utility a diverse back ground in utility management is preferred; and</p> <p>B. Possess a Bachelor's Degree in Public Administration, Engineering, or equivalent from a United States accredited college or university. A Masters in Public Administration, Engineering or equivalent from a United States accredited college or university may be substituted for one year of experience.</p>
<p><u>Minimum Knowledge, Skills and Ability:</u></p> <ul style="list-style-type: none"> • Knowledge of engineering, information technology support, procurement and supply, equipment fleet and staffing support functions related to facilities and infrastructure systems; building and development codes and standards, environmental codes and standards, procurement rules and regulations; information technology systems and development, deployment and maintenance; human resource practices and procedures, administration, training and development. • Knowledge of personnel administration, internal and external customer service, office administration and utility organization. • Knowledge of engineering, facilities management and facilities operations support systems for water and wastewater utilities. • Knowledge of information technology, data processing, and financial management and support hardware and software systems. • Knowledge of the procurement code, principles, practices, warehousing, inventory and supply chain management for utilities operations and support. 	<p><u>Minimum Knowledge, Skills and Ability:</u></p> <ul style="list-style-type: none"> • Knowledge of personnel administration, customer relations, data processing and office administrations. • Knowledge of procurement code, practices, and procedures. • Ability to comprehend the utility's organization and operations as a whole and to anticipate the consequences of the utility's policies and practices within the economy and culture of its service area. • Ability to communicate with management and subordinates with sufficient sensitivity to comprehend the significance of their actions and words with clarity and diplomacy to express ideas and attitudes effectively. • Ability to induce effective employee performance to maintain high level of moral, training and safety practices. • Ability to communicate effectively both orally and in writing. • Skill in planning, directing and coordinating varied administrative governmental functions. • Skill in reasoning logically and presenting ideas clearly and concisely

<ul style="list-style-type: none"> • Knowledge of management techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. • Knowledge of the utility's organization and operations as a whole, and to anticipate the consequences of the utility's policies and practices within the economic, social and cultural structure of its service area. • Ability to analyze and evaluate, engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations. • Ability to communicate effectively with management and subordinates, both orally and in writing to convey logic and rationale ideas, objectives, consequences. • Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. • Ability to perform a broad range of managerial responsibilities over others. • Ability to handle a variety of issues with tact and diplomacy and in confidential manner. • Ability to induce effective employee performance to maintain high level of morale, performance, training and safety. • Ability to understand and support water and wastewater systems repair and maintenance programs. • Ability to understand and support water and wastewater systems repair and maintenance programs. • Ability to understand, interpret and work from engineering drawings and technical specifications. • Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness. 	
<p><u>Illustrative Examples of Work:</u> (These examples do not list all the duties which may be assigned)</p> <ul style="list-style-type: none"> • To manage, coordinate, and report on designated administrative and support divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Engineering. 	<p><u>Illustrative Examples of Work:</u> (These examples do not list all the duties which may be assigned.)</p> <ul style="list-style-type: none"> • Plan, organize, staff, direct and coordinate the Authority's Administration Offices such as Personnel Services, Utility Services, Administrative Services, Information Technology, Procurement, Warehouse and Planning. Including setting of objectives and standards,

<ul style="list-style-type: none"> • The AGM-AS shall plan, organize, staff, and direct the operation of the Authority's administrative and support divisions, including the settling of objectives, standards, training of employees and evaluation of staff and divisional performance. • The AGM-AS shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the administrative and support divisions, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve utility wide LOS compliance at the lowest possible cost. • The AGM-AS shall analyze the administrative and support functions for performance, costs and effectiveness, and develop strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of these functions, while maintaining the lowest cost possible. • The AGM-AS shall work with the General Manager in continuing and advancing where feasible and desirable, the interoperation of an integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU. • The AGM-AS shall be responsible for the preparation of annual budget estimates for the administrative and support divisions under his or her supervision. • The AGM-AS shall be responsible, along with the Chief Engineer, for the preparation of the Authority's Capital Improvement Program. The AGM-AS shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, support the implementation of approved CIPs in accordance with the Authority's approved Capital Improvements Program. • The AGM-AS shall also oversee the provision of all engineering and information technology support as required to properly and effectively carry out the operational, administrative and support functions of the Authority. • The AGM-AS shall be responsible, along with the Procurement Administrator and Warehouse Manager, for the planning, budgeting, procurement, storage and warehousing and proper dissemination distribution of all materials, equipment, consumables and supplies needed to 	<ul style="list-style-type: none"> training of employees and the evaluation of results. • Assist the General Manager in the administration of plans, policies and procedures adopted by the Consolidated Commission on Utilities. • Analyze operation and performance of divisions for a cost effective, efficient and reliable operation. • Oversee the preparation of budget estimates for the Authority's Administration Offices such as Personnel Services, Utility Services, Administrative Services, Information Technology, Procurement, Warehouse and Planning. • Analyzes data and makes recommendations for reducing costs and increasing revenues • Evaluates and provides for the training and development of division staff. • Provide the General Manager and other authority executives' periodic reports on support programs. • May be appointed by the Consolidated Commission on Utilities to serve as the Acting General Manager for the Authority. • Perform other executive duties as assigned by the General Manager. <p><u>DESIRED MINIMUM QUALIFICATIONS</u> Experience with JD Edwards program and Microsoft Suite desired.</p>
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<p>support all functions and operations of the Authority.</p> <ul style="list-style-type: none"> • The AGM-AS shall be responsible for the planning, budgeting, procurement, service, maintenance, assignment and monitoring of all fleet vehicles required to support all operations and functions of the Authority. • The AGM-AS shall be responsible, along with the Personnel Services Administrator for the hiring, training and administration of all human resources functions and programs in compliance with federal and Guam law. • The AGM-AS shall provide complete and timely reports on the administrative and support functions to the General Manager and the CCU. • The AGM-AS may be appointed to serve as Acting General Manager for the Authority from time to time. • The AGM-AS shall perform such other duties assigned by the General Manager. 	
<p><u>Salary: Alan Searle Compensation Plan</u> TO COMMENSURATE WITH EXPERIENCE Minimum: Q4-B, \$101,870.00 (15th Market Percentile)</p>	<p><u>Salary:</u> Minimum: Q4-B, \$101,870.00 per annum Maximum: Q7-B, \$114,790.00 per annum</p>