



GPA RESOLUTION NO. 2017-38

RELATIVE TO THE CREATION AND ADDENDUM OF CERTIFIED, TECHNICAL, AND PROFESSIONAL (CTP) LIST OF POSITIONS AND ADOPTION OF MARKET UPDATE FOR GUAM POWER AUTHORITY

WHEREAS, the Guam Power Authority (GPA) is a Public Corporation of the Government of Guam; and

WHEREAS, Section 8104 (c), Chapter 8 of Title 12 of the Guam Code Annotated authorizes the Guam Power Authority to establish its internal organization and management and adopt regulations for the administration of its operations; and

WHEREAS, Public Law 28-159 added Subsection 7.03 to the GPA Personnel Rules and Regulations, authorizing the General Manager to petition the Consolidated Commission on Utilities (CCU) to amend, to include, but not limited to deleting, adding, or modifying such positions, the approved list of GPA's CTP positions; and

WHEREAS, Public Law 28-159 added Subsection 15.17 to GPA's Personnel Rules and Regulations, authorizes the CCU to approve, disapprove, or amend, the unified pay scale at any regularly scheduled meeting; and

WHEREAS, a market review update of all positions and the CTP Strategic Pay scale was conducted and completed in August 2017 by Alan Searle and Associates. (See Exhibit A, Appendix A). This resulted in an adjustment of the pay scale to address obsolete pay grades that were in place since 2007 and a reset and refit of new grades to coincide with 2017 Market Data. The market review determined that GPA positions are approximately at the 15th market percentile based on 2017 Market Data. It was also determined that implementation of an updated pay scale is necessary to maintain the utilities position in the market place aimed at being externally competitive in attracting and retaining employees. (See Exhibit A, Appendix B). In maintaining this position, GPA recommends implementation of incremental structural pay adjustments to the 15th market percentile on January 6, 2018, and to the 20th market percentile on January 6, 2019, respectively; and

WHEREAS, GPA desires to improve business processes, optimize its assets and maximize employees' performance. GPA prefers to consolidate its pay policy and all positions under the Strategic Pay plan and add remaining positions to the list of CTP positions, providing equity. (See Exhibit A, Appendix C). GPA recognizes that these positions involve processes that are uncommon and unique to the utilities. Thus, GPA petitions to create positions for incumbents to integrate and transition into the Strategic Pay classification methodology applicable to CTP positions (See Exhibit A, Appendix D); and

WHEREAS, modern companies operate on information and GPA must leverage information in modernizing its infrastructure and technology, and must create an awareness of the importance of protecting these facets critical to the utility. GPA operations are critical to preserving its business processes and the quality of life island-wide. GPA is committed to promoting and strengthening the role and

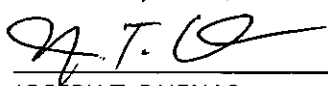
45 responsibility of all employees in the protection of information, infrastructure and technology through
46 physical security and cyber security training programs, of which, will help preserve assets, and, deter the
47 impact of an attack to the utilities; and
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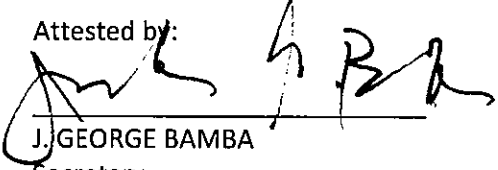
50 **NOW THEREFORE BE IT RESOLVED**, the Consolidated Commission on Utilities approves and
51 authorize as follows:
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- 53 1. To accept the recommendations of the market review update conducted by Alan Searle
54 and Associates, including implementation of a new and adjusted Strategic Pay Scale for all
55 Certified, Technical, and Professional (CTP) positions. (See Exhibit A, Appendices A & B).
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- 57 2. The General Manager at GPA to implement structural pay adjustments, incrementally, to
58 the 15th market percentile on January 6, 2018 based on the 2017 Market Data. The General
59 Manager may determine the breadth and application of sub-steps to determine the
60 implementation range for positions based on affordability.
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- 62 3. The creation of positions delineated in Exhibit A, Appendix D, and the addition of these
63 positions into the GPA list of CTP positions delineated in Exhibit A, Appendix C. The
64 incumbents of these positions must complete a Physical Security training course prior to a
65 reclassification of position. Thereafter, the incumbents must complete a Cyber Security
66 training course and other courses deemed necessary by the management to ensure
67 preservation of utility assets and deterrence of the impact of an attack to the utilities.
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- 69 4. To maintain uniformity in the application of the promotion/demotion/transfer pay policy
70 relative to CCU Resolution No. 2012-49, and in the spirit of equity for all positions covered
71 under the Strategic Pay Scale for CTP positions, CCU Resolution No. 2012-49 delineated in
72 Exhibit A, Appendix E, is applicable to GPA business processes.
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76 RESOLVED, that the Chairman of the Commission certifies and the Secretary of the Commission
77 attests to the adoption of this Resolution.
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80 DULY AND REGULARLY ADOPTED AND APPROVED this 26th day of September, 2017.
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82
83 Certified by:
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85 _____
86 JOSEPH T. DUENAS
87 Chairperson
88 Consolidated Commission on Utilities
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Attested by: 

J. GEORGE BAMBA
Secretary
Consolidated Commission on Utilities

95 I, J. GEORGE BAMBA, Secretary for the Consolidated Commission on Utilities do hereby certify that
96 the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting by the
97 members of Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed
98 and advertised at which meeting a quorum was present and the members who were present voted as
99 follows:

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At said meeting said resolution was adopted by the following vote:

Ayes:	<u>5</u>
Nays:	<u>0</u>
Absent:	<u>0</u>
Abstain:	<u>0</u>

**GUAM POWER AUTHORITY
EXECUTIVE REPORT**

MISSION STATEMENT: The Guam Power Authority SHALL provide

R eliable
E fficient, Effective, Environmentally Sound
A ffordable, Accountable
L eading Energy Solutions

AUTHORITY:

12 GCA CHAPTER 8,

*§8103. Continuation of Existence.
Guam Power Authority is continued in existence as a public corporation.*

*§8107. Governance of Authority.
All powers vested in the Authority, except as provided herein, shall be exercised by the Consolidated Commission on Utilities, as established in Chapter 79 of Title 12 of the Guam Code Annotated.*

4 GCA §6303 (d) - Creation of positions.

GPA Personnel Rules & Regulations, Section 7.00, Rule 7.03 (c) – Amendment of Certified, Technical, and Professional Positions (as amended by Public Law 28-159 Section 3 (c)):

SUMMARY:

The Guam Power Authority is the sole electric power utility on Guam, generating and distributing electricity to residential, commercial, local government, and military customers throughout the island. The Authority's physical attributes are unique and consist of:

- 420 MW Gross Generation Capacity;
- 189 Miles of Transmission Lines;
- 685 Miles of Primary Distribution Lines; and
- 29 Substations.

These physical attributes integrate into the island-wide power system (IWPS) providing electrical services to over 49,000 customers and is operated and maintained by approximately 470 employees.

The Authority is actively incorporating proven and emerging technologies into all aspects of its services. Until recently, GPA operated like a 1980's utility. GPA has taken significant strides to meet modern industry standards by adding renewable energy generation assets, smart grid implementation, integrating a customer information system (CIS), and energy storage initiatives. While these efforts support efficient and

reliable utility service, they cannot abate the growing cyber and physical security threats to the Authority. As GPA continues to build better business processes and optimize its assets, the roles of *all employees* have become increasingly critical to the defense of potential security breaches to the GPA infrastructure.

Security breaches and threats – both physical and cyber - impact people, information, functions and physical assets. These hazards can range from workplace violence, crime, including personal and property thefts, terrorism acts, and natural disasters to name a few.

All employees are responsible to conduct safe work practices in their working environment and to secure their work places to delay or deter threats to GPA facilities. Examples of this include, and are not limited to:

Cashier duties involving the ability to observe the actions and behavior of a potential adversary and alerting authorities, protecting the face-to-face cash handling process and securing customer information when conducting payment transactions using the proprietary customer service program that is interconnected to the GPA network.

Administrative and Clerical duties involve securing and updating employee and customer data on the utility's integrated network and protecting access to this information. This also includes observance and monitoring of internal and external customers access to office business and processes.

Maintenance Worker duties involve the maintenance of GPA facilities including power plants, substations and the administration office building. They must be cognizant to situations that increase physical vulnerabilities of these sites and apply corrective measures to minimize risks to integrity of these physical assets.

Procurement duties include the purchasing of materials and equipment, and the storing of equipment, materials and parts relevant to operations work such as power plant overhauls, overhead and underground line construction and repairs, and conducting inventory of large bulk items unique to the GPA operations. Measures are implemented to protect access to warehouses and storage areas from unauthorized persons. Additional duties include inputting and retrieving data on the utility's integrated network for accountability.

The security of GPA's assets is paramount. GPA is moving swiftly from a traditional utility to a more technological, modern utility. The whole organization is accountable for ensuring safety and preparedness of its employees when safety and security at any level is compromised.

GPA has embarked on a physical and cybersecurity training program for all employees. These training programs are the initial stages of enhancing employees' awareness and knowledge of the importance of securing GPA assets and its environment.

Recently, an updated market review of all positions was conducted and determined GPA's position in the market is relatively at the 15th market percentile of the 2017 Market Data (Appendix A). The review included an adjustment of the pay scale to address obsolete pay grades that were in place since 2007, and a refit and reset of new grades to coincide with the 2017 Market Data (Appendices B and C). The proposed creation of positions were also included in the market review update (Appendices D1-D59).

Based on the foregoing, management recognizes that all positions are critical to the safety and welfare of GPA operations. In meeting management's needs for the efficacy of operating the utility within modern industry standards, we recommend the following:

- a) To approve the proposed creation of positions (delineated in Appendices D1-D59); and
- b) To add these new and filled positions (delineated in Appendices D1-D59) to GPA's list of Certified, Technical and Professional positions (delineated in Appendix C).
- c) To accept the recommendations of the market review update for CTP positions, including a new pay scale, the refit and reset of new grades to coincide with the 2017 market data, and implementation of a structural adjustment subject to the availability of funds (Appendices A and B).
- d) To maintain uniformity in the application of the promotion/demotion/transfer pay policy relative to CCU Resolution No. 2012-49 for all CTP positions covered under the Strategic Pay Scale, apply CCU Resolution No. 2012-49 (delineated in Appendix E) to GPA and GWA business processes.



JOHN M. BENAVENTE, P.E.
General Manager, GPA

9/12/17

Date



GUAM POWER AUTHORITY
COMPENSATION & BENEFITS STUDY
Market Review

Executive Summary
September 2017



ALAN SEARLE & ASSOCIATES
Management Consultants, Russell, New Zealand

A. Background

With the passing of public laws PL 28-113 and PL 28-159 GWA was given the mandate to implement a new market based compensation model that would aid the attraction and retention of "Certified Technical and Professional" or CTP personnel. The law was a result of concerns that the Authority was losing highly skilled personnel due to the fact that current salaries and compensation were not sufficient to attract and retain such personnel.

Through the RFP process, GPA in 2005 engaged the consulting services of Alan Searle & Associates to undertake the above compensation study. This was an extensive project involving three stages as follows :

The first stage of the study focused on job evaluation which involved applying a structured methodology of twelve (12) individual factors to assess all CTP positions. Each factor derived a point value with their sum representing the "total point" value of the position. The process was important as it re-established the internal equity of all positions based on job size. An exponential regression analysis was then undertaken to determine GPA's base salary pay line. This step was also important in that the resulting base salary pay line could eventually be compared to the market percentiles identified in Stage Two.

The second stage involved gathering external pay data on all CTP positions. The target market was the U.S. power industry and extensive data was gathered from a number of sources including the APPA (American Public Power Association), U.S. Bureau of Labor Statistics (BLS), U.S. Department of Labor (DOL), U.S. Federal Government / Civil Service, U.S. Military, Web Based Compensation Companies, U.S. Utility Recruitment Companies and U.S. Utility Company Websites. The resulting data was analyzed and presented as market percentiles (5th through to the 95th) with the 50th market percentile being the market average. A second exponential regression analysis was then undertaken to compare GPA's base salary pay line against the market percentiles as gathered in 2008.

The results validated GPA's market vulnerability as their base salary pay line (for a large number of CTP positions) was clearly below the 5th market percentile. This was an exceptionally low position and validated the ongoing difficulties GPA had been experiencing in being able to attract and retain CTP employees. The situation at the time was further exacerbated by Gov. Guam policy (Hay methodology) that stipulated that employees on Step 10 and above receive a 3.5% increment (based on satisfactory performance) once every two (2) years. On an annualized basis this was clearly below the CPI (Consumer Price Index).

With the passing of resolution 01-FY2008 the CCU approved a transition period (beginning in fiscal year 2008) to migrate all CTP positions to a more competitive position in the market. The CCU resolution approved a five-year phase-in using the 5th, 15th, 25th, 35th and 50th market percentiles as targets for 2008 and subsequent years.

The third stage of the review focused on implementation and the transition of all CTP employees into the new compensation model. The new salary schedule has twenty-six (26) alphabetical grades each with twenty (20) numeric steps. An additional feature was the introduction of four (4) sub-steps per step which amounts to eighty sub-steps in total. Each sub-step increases base salary by 1% and was introduced to allow a performance range for GPA to ultimately pay for performance.

The outcome of the above was the identification of a specific implementation range for each CTP position. With each implementation range encompassing sixteen (16) sub-steps the final phase was to migrate all CTP employees into the new compensation model. In completing this exercise the following three implementation criteria was applied : education, experience and performance. The end result was a score (for each employee) that could be transposed to their specific implementation range and a new grade, step and sub-step identified.

B. Current Review (2017)

The current review replicates the second stage above in order to provide updated market data as at 2017. Once again the target market was the U.S. power industry and extensive data was gathered from a number of sources including the APPA (American Public Power Association), U.S. Bureau of Labor Statistics (BLS), U.S. Department of Labor (DOL), U.S. Federal Government / Civil Service, U.S. Military, Web Based Compensation Companies, U.S. Utility Recruitment Companies and U.S. Utility Company Websites.

In summary, external pay data was gathered on 257 positions (both CTP and Non-CTP) with results once again being analyzed and presented as market percentiles (5th through to the 95th). Please note that as with the earlier study the 50th market percentile represents the market average (U.S. mainland). An exponential regression analysis was then undertaken (see Appendix A) to compare GPA's base salary pay line against the 2017 market percentiles as gathered.

C. Observations / Recommendations

In terms of recommendations the focus must be on ensuring that GPA's compensation model (cost permitting) is in the most competitive position it can be with regards the external market place. Whilst any increase in market position obviously comes at a cost this must be weighed against the Authority's ability to attract and retain competent employees.

With reference to Appendix A GPA's market position in 2008 was extremely vulnerable with a large number of employees well below the 5th market percentile. Whilst an adjustment to start correcting this situation was addressed by the CCU in 2008 the market has unfortunately continued to move over the period through to 2017. Given that early initiative taken by the CCU we would now place GPA (with

reference to Appendix A) at approximately the 15th market percentile based on the 2017 market data that has been obtained.

Having determined GPA's current market position (relative to the 2017 market data) we then completed a number of cost options aimed at migrating GPA to a more competitive market position. These included migrating to the 5th, 10th, 15th (essentially a status quo option), 20th and 25th market percentiles. The costing process also included both a 5 sub-step and 7 sub-step implementation range for employee "slotting" purposes. The results are shown in Appendix B.

In undertaking the above cost analysis it also became apparent that an updated pay schedule was also required. With the current pay schedule now 10 years old, grades A, B & C have become redundant and are no longer being used. The need for an update is also reflected in the fact that some employees are approaching or have exceeded Step 20, Sub-step D.

In terms of a course of action our recommendations are as follows :

1. Consolidate GPA's compensation model to include all employees i.e. both CTP and Non-CTP employees.

Note : the need to distinguish between CTP and Non-CTP positions has become largely irrelevant as all positions are now deemed critical in providing the Authority's services. This perspective is clearly evident with both PAG and GIAA (excluding ARFF and Airport Police) now incorporating all positions in their respective compensation models.

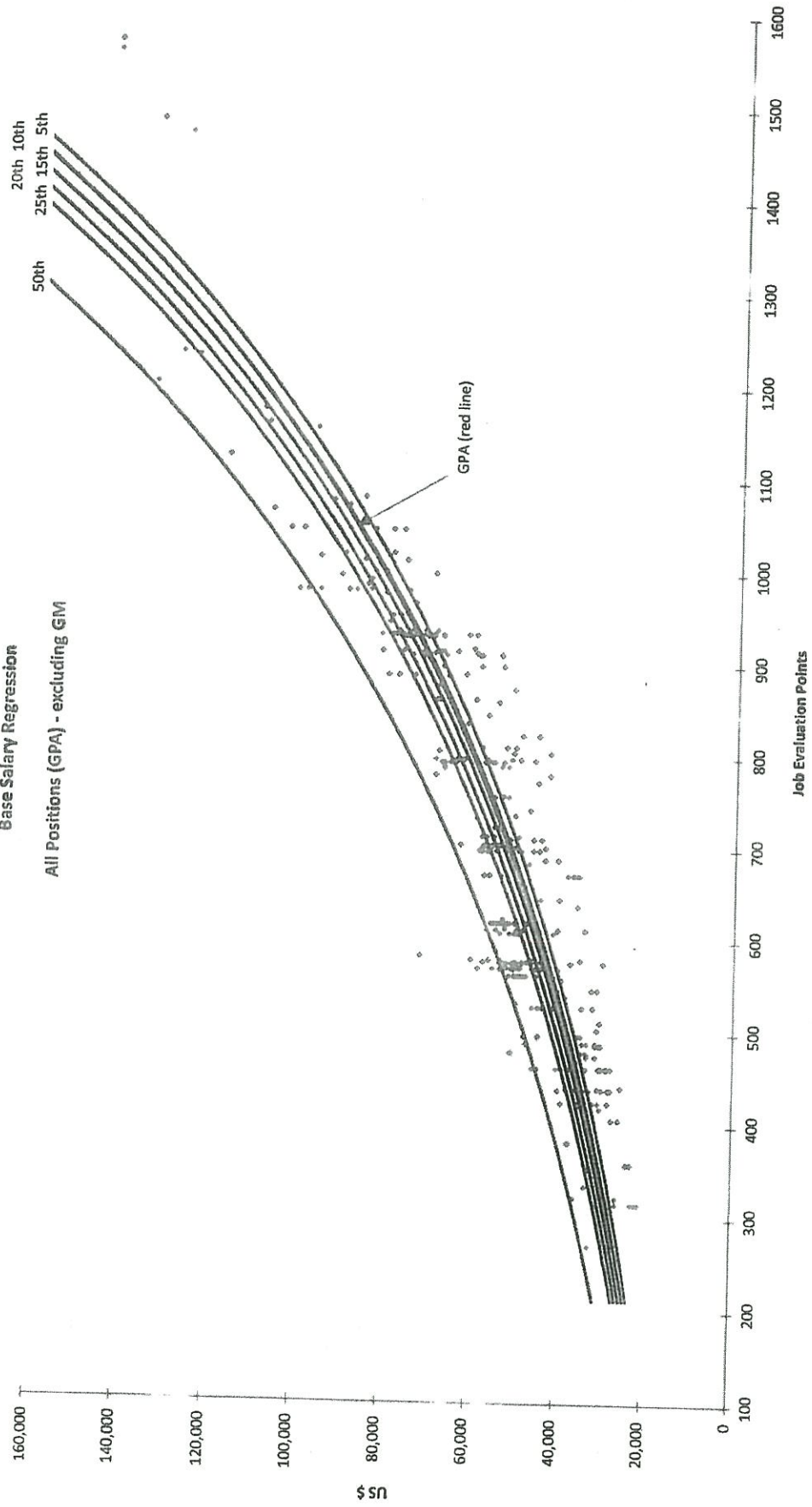
2. Make an initial structural adjustment (cost permitting) to the 15th market percentile based on the 2017 market data. If this can be done we would recommend using the 5 sub-step implementation range cost option as "employee slotting" is closer than using the 7 sub-step cost option. As outlined earlier, this is essentially a status quo adjustment as despite being at the 15th market percentile this adjustment targets (in particular) those employees who are below the 15th market percentile regression line.
3. Agree on a transition plan (cost permitting) aimed at migrating GPA to a higher market percentile e.g. the 20th or 25th market percentile based on the 2017 market data. With the eventual target being the 50th market percentile (or market average within the U.S. mainland based on the prevailing market) this transition plan will continue the momentum to ensure GPA's compensation model remains externally competitive.
4. Given current controls in a) annually determining the implementation range on offer re : pay for performance, and b) determining the percentage of employees who can receive the "top scores" continue to allow (for employees below the 50th market percentile of market average within the U.S. mainland) the employees eventual pay for performance adjustment to be added

to their base salary. This makes computation of any future regression analysis a lot more accurate when comparing results against the prevailing market.

APPENDIX A

Base Salary Regression

All Positions (GPA) - excluding GM



Base Salary - all GPA positions (CTP + Non CTP) excluding GM

Base Salary - 2017 market percentiles - 5th, 10th, 15th, 20th, 25th and 50th (U.S. Electric Utilities)

APPENDIX B

ESTIMATED COST IN MIGRATING GPA TO VARIOUS MARKET PERCENTILES

BASED ON 2017 MARKET DATA

GPA - Seven (7) Sub-Step Implementation Range

Market Percentile 2017	Base Salary	Total Compensation (Base Salary plus Benefits)	Percentage Increase
5th	762,146	1,172,532	2.95
10th	1,018,678	1,567,197	3.95
15th	1,344,417	2,068,334	5.21
20th	1,765,748	2,716,535	6.84
25th	2,246,436	3,456,055	8.70

GPA - Five (5) Sub-Step Implementation Range

Market Percentile 2017	Base Salary	Total Compensation (Base Salary plus Benefits)	Percentage Increase
5th	843,378	1,297,505	3.27
10th	1,125,975	1,732,269	4.36
15th	1,483,160	2,281,785	5.75
20th	1,921,254	2,955,775	7.44
25th	2,448,233	3,766,512	9.48

STRATEGIC PAY SCALE (2017)

Grade	Step 1				Step 2				Step 3				Step 4				Step 5				Step 6				Step 7			
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
6.0%	20,500	20,705	20,912	21,121	21,332	21,546	21,761	21,979	22,199	22,421	22,645	22,871	23,100	23,331	23,564	23,800	24,038	24,278	24,521	24,766	25,014	25,264	25,517	25,772	26,030	26,290	26,553	26,818
7.0%	22,345	22,548	22,754	22,962	23,173	23,385	23,598	23,813	24,030	24,248	24,468	24,689	24,912	25,137	25,364	25,593	25,824	26,056	26,290	26,526	26,764	27,004	27,246	27,490	27,736	27,984	28,234	28,485
8.0%	24,356	24,600	24,846	25,094	25,343	25,593	25,844	26,096	26,349	26,603	26,858	27,114	27,371	27,629	27,888	28,148	28,409	28,671	28,934	29,198	29,463	29,729	29,996	30,264	30,533	30,803	31,074	31,345
9.0%	26,061	26,322	26,585	26,851	27,119	27,389	27,660	27,933	28,207	28,482	28,758	29,035	29,313	29,592	29,871	30,151	30,431	30,712	30,993	31,275	31,558	31,841	32,125	32,409	32,694	32,979	33,264	33,549
10.0%	28,043	28,319	28,597	28,876	29,156	29,437	29,719	30,001	30,284	30,568	30,853	31,138	31,424	31,710	31,997	32,284	32,572	32,860	33,149	33,438	33,728	34,018	34,308	34,599	34,890	35,181	35,472	35,763
11.0%	30,111	30,399	30,688	30,978	31,269	31,561	31,853	32,146	32,440	32,734	33,029	33,324	33,619	33,915	34,211	34,507	34,803	35,100	35,397	35,694	35,992	36,290	36,588	36,886	37,185	37,483	37,781	38,079
12.0%	32,360	32,659	32,959	33,260	33,561	33,863	34,165	34,468	34,771	35,074	35,377	35,680	35,983	36,286	36,589	36,892	37,195	37,498	37,801	38,104	38,407	38,710	39,013	39,316	39,619	39,922	40,225	40,528
13.0%	34,793	35,099	35,405	35,712	36,019	36,326	36,633	36,940	37,247	37,554	37,861	38,168	38,475	38,782	39,089	39,396	39,703	40,010	40,317	40,624	40,931	41,238	41,545	41,852	42,159	42,466	42,773	43,080
14.0%	37,411	37,724	38,037	38,351	38,664	38,977	39,290	39,603	39,916	40,229	40,542	40,855	41,168	41,481	41,794	42,107	42,420	42,733	43,046	43,359	43,672	43,985	44,298	44,611	44,924	45,237	45,550	45,863
15.0%	40,115	40,436	40,757	41,078	41,399	41,720	42,041	42,362	42,683	43,004	43,325	43,646	43,967	44,288	44,609	44,930	45,251	45,572	45,893	46,214	46,535	46,856	47,177	47,498	47,819	48,140	48,461	48,782
16.0%	42,906	43,235	43,564	43,893	44,222	44,551	44,880	45,209	45,538	45,867	46,196	46,525	46,854	47,183	47,512	47,841	48,170	48,499	48,828	49,157	49,486	49,815	50,144	50,473	50,802	51,131	51,460	51,789
17.0%	45,785	46,122	46,459	46,796	47,133	47,470	47,807	48,144	48,481	48,818	49,155	49,492	49,829	50,166	50,503	50,840	51,177	51,514	51,851	52,188	52,525	52,862	53,199	53,536	53,873	54,210	54,547	54,884
18.0%	48,754	49,099	49,444	49,789	50,134	50,479	50,824	51,169	51,514	51,859	52,204	52,549	52,894	53,239	53,584	53,929	54,274	54,619	54,964	55,309	55,654	55,999	56,344	56,689	57,034	57,379	57,724	58,069
19.0%	51,813	52,166	52,519	52,872	53,225	53,578	53,931	54,284	54,637	54,990	55,343	55,696	56,049	56,402	56,755	57,108	57,461	57,814	58,167	58,520	58,873	59,226	59,579	59,932	60,285	60,638	60,991	61,344
20.0%	54,962	55,324	55,686	56,048	56,410	56,772	57,134	57,496	57,858	58,220	58,582	58,944	59,306	59,668	60,030	60,392	60,754	61,116	61,478	61,840	62,202	62,564	62,926	63,288	63,650	64,012	64,374	64,736
21.0%	58,191	58,562	58,933	59,304	59,675	60,046	60,417	60,788	61,159	61,530	61,901	62,272	62,643	63,014	63,385	63,756	64,127	64,498	64,869	65,240	65,611	65,982	66,353	66,724	67,095	67,466	67,837	68,208
22.0%	61,500	61,879	62,258	62,637	63,016	63,395	63,774	64,153	64,532	64,911	65,290	65,669	66,048	66,427	66,806	67,185	67,564	67,943	68,322	68,701	69,080	69,459	69,838	70,217	70,596	70,975	71,354	71,733
23.0%	64,899	65,287	65,675	66,063	66,451	66,839	67,227	67,615	68,003	68,391	68,779	69,167	69,555	69,943	70,331	70,719	71,107	71,495	71,883	72,271	72,659	73,047	73,435	73,823	74,211	74,599	74,987	75,375
24.0%	68,388	68,785	69,182	69,579	69,976	70,373	70,770	71,167	71,564	71,961	72,358	72,755	73,152	73,549	73,946	74,343	74,740	75,137	75,534	75,931	76,328	76,725	77,122	77,519	77,916	78,313	78,710	79,107
25.0%	71,967	72,373	72,779	73,185	73,591	73,997	74,403	74,809	75,215	75,621	76,027	76,433	76,839	77,245	77,651	78,057	78,463	78,869	79,275	79,681	80,087	80,493	80,899	81,305	81,711	82,117	82,523	82,929
26.0%	75,636	76,051	76,466	76,881	77,296	77,711	78,126	78,541	78,956	79,371	79,786	80,201	80,616	81,031	81,446	81,861	82,276	82,691	83,106	83,521	83,936	84,351	84,766	85,181	85,596	86,011	86,426	86,841
27.0%	79,395	79,819	80,243	80,667	81,091	81,515	81,939	82,363	82,787	83,211	83,635	84,059	84,483	84,907	85,331	85,755	86,179	86,603	87,027	87,451	87,875	88,299	88,723	89,147	89,571	89,995	90,419	90,843
28.0%	83,244	83,678	84,112	84,546	84,980	85,414	85,848	86,282	86,716	87,150	87,584	88,018	88,452	88,886	89,320	89,754	90,188	90,622	91,056	91,490	91,924	92,358	92,792	93,226	93,660	94,094	94,528	94,962
29.0%	87,183	87,627	88,071	88,515	88,959	89,403	89,847	90,291	90,735	91,179	91,623	92,067	92,511	92,955	93,399	93,843	94,287	94,731	95,175	95,619	96,063	96,507	96,951	97,395	97,839	98,283	98,727	99,171
30.0%	91,212	91,666	92,120	92,574	93,028	93,482	93,936	94,390	94,844	95,298	95,752	96,206	96,660	97,114	97,568	98,022	98,476	98,930	99,384	99,838	100,292	100,746	101,200	101,654	102,108	102,562	103,016	103,470
31.0%	95,341	95,805	96,269	96,733	97,197	97,661	98,125	98,589	99,053	99,517	99,981	100,445	100,909	101,373	101,837	102,301	102,765	103,229	103,693	104,157	104,621	105,085	105,549	106,013	106,477	106,941	107,405	107,869
32.0%	99,570	100,044	100,518	100,992	101,466	101,940	102,414	102,888	103,362	103,836	104,310	104,784	105,258	105,732	106,206	106,680	107,154	107,628	108,102	108,576	109,050	109,524	109,998	110,472	110,946	111,420	111,894	112,368
33.0%	103,909	104,393	104,877	105,361	105,845	106,329	106,813	107,297	107,781	108,265	108,749	109,233	109,717	110,201	110,685	111,169	111,653	112,137	112,621	113,105	113,589	114,073	114,557	115,041	115,525	116,009	116,493	116,977
34.0%	108,358	108,852	109,346	109,840	110,334	110,828	111,322	111,816	112,310	112,804	113,298	113,792	114,286	114,780	115,274	115,768	116,262	116,756	117,250	117,744	118,238	118,732	119,226	119,720	120,214	120,708	121,202	121,696
35.0%	112,917	113,421	113,925	114,429	114,933	115,437	115,941	116,445	116,949	117,453	117,957	118,461	118,965	119,469	119,973	120,477	120,981	121,485	121,989	122,493	122,997	123,501	124,005	124,509	125,013	125,517	126,021	126,525
36.0%	117,586	118,100	118,614	119,128	119,642	120,156	120,670	121,184	121,698	122,212	122,726	123,240	123,754	124,268	124,782	125,296	125,810	126,324	126,838	127,352	127,866	128,380	128,894	129,408	129,922	130,436	130,950	131,464
37.0%	122,365	122,889	123,413	123,937	124,461	124,985	125,509	126,033	126,557	127,081	127,605	128,129	128,653	129,177	129,701	130,225	130,749	131,273	131,797	132,321	132,845	133,369	133,893	134,417	134,941	135,465	135,989	136,513
38.0%	127,254	127,788	128,322	128,856	129,390	129,924	130,458	130,992	131,526	132,060	132,594	133,128	133,662	134,196	134,730	135,264	135,798	136,332	136,866	137,400	137,934	138,468	139,002	139,536	140,070	140,604	141,138	141,672
39.0%	132,253	132,797	133,341	133,885	134,429	134,973	135,517	136,061	136,605	137,149	137,693	138,237	138,781	139,325	139,869	140,413	140,957	141,501	142,045	142,589	143,133	143,677	144,221	144,765	145,309	145,853	146,397	146,941
40.0%	137,372	137,926	138,480	139,034	139,588	140,142	140,696	141,250	141,804	142,358	142,912	143,466	144,020	144,574	145,128	145,682	146,236	146,790	147,344	147,898	148,452	149,006	149,560	150,114	150,668	151,222	151,776	152,330
41.0%	142,611	143,175	143,739	144,303	144,867	145,431	145,995	146,559	147,123	147,687	148,251	148,815	149,379	149,943	150,507	151,071	151,635	152,199	152,763	153,327	153,891	154,455	155,019	155,583	156,147	156,711	157,275	157,839
42.0%	147,970	148,544	149,118	149,692	150,266	150,840	151,414	151,988	152,562	153,136	153,710																	

STRATEGIC PAY SCALE (2017)

Step 8	Step 9				Step 10				Step 11				Step 12				Step 13				Step 14						
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C
A	27,086	27,357	27,631	27,907	28,186	28,468	28,753	29,040	29,331	29,624	29,920	30,220	30,522	30,827	31,135	31,447	31,761	32,079	32,401	32,723	33,051	33,381	33,715	34,052	34,393	34,737	35,085
B	29,528	29,815	30,118	30,439	30,773	31,121	31,484	31,864	32,259	32,668	33,091	33,528	33,979	34,444	34,924	35,418	35,926	36,448	36,984	37,534	38,098	38,676	39,268	39,874	40,494	41,128	41,776
C	31,881	32,203	32,541	32,894	33,262	33,645	34,044	34,459	34,891	35,340	35,805	36,286	36,783	37,296	37,825	38,370	38,931	39,508	40,101	40,710	41,335	41,976	42,633	43,306	43,994	44,707	45,435
D	34,244	34,778	35,328	35,894	36,476	37,074	37,688	38,318	38,964	39,626	40,304	40,997	41,705	42,428	43,166	43,919	44,687	45,470	46,268	47,082	47,911	48,755	49,614	50,488	51,377	52,281	53,199
E	36,627	37,282	37,952	38,637	39,337	40,052	40,782	41,527	42,287	43,062	43,852	44,657	45,477	46,312	47,162	48,027	48,907	49,802	50,712	51,637	52,577	53,532	54,502	55,487	56,487	57,502	58,531
F	39,035	39,817	40,614	41,426	42,253	43,095	43,952	44,824	45,711	46,613	47,530	48,462	49,409	50,371	51,348	52,340	53,347	54,370	55,408	56,461	57,529	58,612	59,710	60,823	61,951	63,094	64,251
G	41,467	42,372	43,292	44,227	45,177	46,142	47,122	48,117	49,127	50,152	51,192	52,247	53,317	54,402	55,502	56,617	57,747	58,892	60,052	61,227	62,417	63,622	64,842	66,077	67,327	68,592	69,871
H	43,924	44,963	46,017	47,086	48,170	49,269	50,383	51,512	52,656	53,815	54,989	56,178	57,382	58,601	59,835	61,084	62,348	63,627	64,921	66,230	67,554	68,893	70,252	71,631	73,030	74,449	75,887
I	46,407	47,588	48,782	49,990	51,212	52,448	53,699	54,965	56,246	57,542	58,853	60,179	61,520	62,876	64,247	65,633	67,035	68,452	69,884	71,331	72,793	74,270	75,762	77,269	78,791	80,328	81,880
J	48,916	50,241	51,581	52,936	54,306	55,691	57,091	58,506	59,936	61,381	62,841	64,316	65,806	67,311	68,831	70,366	71,916	73,481	75,061	76,656	78,266	79,891	81,531	83,186	84,856	86,541	88,241
K	51,451	52,921	54,406	55,906	57,421	58,951	60,496	62,056	63,631	65,221	66,826	68,451	70,096	71,761	73,446	75,151	76,876	78,621	80,386	82,171	83,976	85,801	87,646	89,511	91,396	93,301	95,226
L	54,011	55,611	57,226	58,856	60,501	62,161	63,836	65,526	67,241	68,981	70,746	72,536	74,351	76,191	78,056	79,946	81,861	83,796	85,751	87,726	89,721	91,746	93,791	95,856	97,941	99,046	101,171
M	56,596	58,286	59,991	61,711	63,446	65,196	66,961	68,741	70,546	72,371	74,216	76,081	77,966	79,871	81,796	83,741	85,706	87,691	89,706	91,741	93,796	95,871	97,966	99,081	101,216	103,371	105,546
N	59,206	60,946	62,701	64,471	66,256	68,056	69,871	71,701	73,546	75,406	77,281	79,171	81,076	82,996	84,931	86,881	88,846	90,826	92,821	94,836	96,861	98,906	100,971	103,056	105,161	107,286	109,431
O	61,846	63,646	65,461	67,291	69,136	70,996	72,871	74,761	76,666	78,591	80,536	82,496	84,471	86,461	88,466	90,486	92,521	94,576	96,646	98,736	100,846	102,976	105,126	107,296	109,486	111,696	113,926
P	64,511	66,411	68,326	70,256	72,201	74,161	76,136	78,126	80,131	82,156	84,196	86,256	88,336	90,436	92,556	94,696	96,856	99,036	101,236	103,456	105,696	107,956	110,236	112,536	114,856	117,196	119,556
Q	67,201	69,211	71,236	73,276	75,336	77,416	79,516	81,636	83,776	85,936	88,116	90,316	92,536	94,776	97,036	99,316	101,616	103,936	106,276	108,636	111,016	113,416	115,836	118,276	120,736	123,216	125,716
R	69,921	72,061	74,221	76,396	78,586	80,796	83,026	85,276	87,546	89,836	92,146	94,476	96,826	99,196	101,586	103,996	106,426	108,876	111,346	113,836	116,346	118,876	121,426	123,996	126,586	129,196	131,826
S	72,671	74,946	77,241	79,556	81,891	84,246	86,621	89,016	91,431	93,866	96,326	98,811	101,316	103,841	106,386	108,956	111,546	114,156	116,786	119,436	122,106	124,796	127,516	130,256	133,016	135,796	138,596
T	75,451	77,846	80,261	82,696	85,156	87,641	90,151	92,686	95,246	97,831	100,441	103,076	105,736	108,421	111,136	113,876	116,641	119,431	122,246	125,086	127,951	130,841	133,756	136,696	139,661	142,651	145,666
U	78,271	80,786	83,326	85,891	88,481	91,096	93,736	96,401	99,096	101,816	104,561	107,336	110,141	112,976	115,841	118,736	121,656	124,601	127,576	130,581	133,616	136,681	139,776	142,896	146,041	149,211	152,406
V	81,131	83,746	86,386	89,056	91,756	94,486	97,246	100,036	102,856	105,701	108,576	111,481	114,416	117,381	120,386	123,421	126,486	129,576	132,696	135,841	139,016	142,221	145,456	148,721	152,016	155,336	158,681
W	84,031	86,786	89,566	92,376	95,216	98,086	100,986	103,916	106,876	109,866	112,886	115,936	119,016	122,126	125,266	128,436	131,636	134,866	138,126	141,416	144,736	148,086	151,466	154,876	158,316	161,786	165,286
X	87,001	89,886	92,796	95,736	98,706	101,706	104,736	107,796	110,886	113,996	117,136	120,306	123,506	126,736	130,006	133,306	136,636	140,006	143,416	146,866	150,346	153,856	157,396	160,976	164,586	168,226	171,896
Y	90,041	93,046	96,076	99,136	102,226	105,346	108,496	111,676	114,886	118,126	121,396	124,696	128,026	131,386	134,776	138,196	141,646	145,126	148,636	152,176	155,746	159,346	162,976	166,636	170,326	174,046	177,796
Z	93,151	96,286	99,446	102,636	105,856	109,106	112,386	115,696	119,036	122,406	125,806	129,236	132,696	136,186	139,706	143,256	146,846	150,466	154,116	157,796	161,506	165,246	169,016	172,816	176,646	180,506	184,396

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Accountant I	670	J
GPA	Accountant II	796	K
GPA	Accountant III	913	L
GPA	Accounting Technician I	431	F
GPA	Accounting Technician II	503	G
GPA	Accounting Technician III	606	I
GPA	Administrative Aide	353	D
GPA	Administrative Assistant	527	H
GPA	Administrative Officer	611	I
GPA	AGM Administration	1468	R
GPA	AGM Engineering & Technical Services	1555	R
GPA	AGM Operations	1566	R
GPA	Assistant Chief Financial Officer	1122	O
GPA	Assistant Customer Services Manager	951	M
GPA	Assistant Generation Manager	1100	O
GPA	Assistant Plant Superintendent (Cabras 1&2)	1014	N
GPA	Assistant Plant Superintendent (Cabras 3&4)	1007	N
GPA	Assistant Plant Superintendent (CT / Diesel Systems)	965	N
GPA	Assistant Plant Superintendent (Diesel)	979	N
GPA	Assistant Plant Superintendent (Tanguisson)	1014	N
GPA	Assistant T&D Manager	1070	O
GPA	Auditor I	670	J
GPA	Auditor II	796	K
GPA	Auditor III	913	L
GPA	Board Secretary	582	I
GPA	Budget Analyst	779	K
GPA	Building Maintenance Supervisor	909	L
GPA	Buyer I	381	F
GPA	Buyer II	496	H
GPA	Buyer Supervisor I	735	J
GPA	Buyer Supervisor II	834	K
GPA	Carpenter I	461	G
GPA	Carpenter II	543	I

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Carpenter Leader	683	J
GPA	Carpenter Supervisor	774	K
GPA	Cashier I	315	C
GPA	Cashier II	358	E
GPA	Chief Budget Officer	994	N
GPA	Chief Electric Power Systems Dispatcher	984	N
GPA	Chief Financial Officer (GPA)	1482	R
GPA	Chief Information Technology Officer	1173	P
GPA	Clerk I	212	A
GPA	Clerk II	270	B
GPA	Clerk III	322	C
GPA	Clerk Typist I	270	B
GPA	Clerk Typist II	322	C
GPA	Clerk Typist III	346	D
GPA	Collection Agent	421	E
GPA	Collection Supervisor	795	K
GPA	Communication / Electronic Technician Leader	709	J
GPA	Communication / Electronic Technician I	479	G
GPA	Communication / Electronic Technician II	575	I
GPA	Communication / Electronic Technician Supervisor	910	L
GPA	Computer Operations Supervisor	844	K
GPA	Computer Operator I	356	E
GPA	Computer Operator II	506	G
GPA	Computer Operator III	637	I
GPA	Computer Systems Analyst I	771	J
GPA	Computer Systems Analyst II	910	L
GPA	Computer Technician I	479	G
GPA	Computer Technician II	575	I
GPA	Computer Technician Leader	709	J
GPA	Computer Technician Supervisor	897	L
GPA	Construction Inspector I	498	G
GPA	Construction Inspector II	622	I
GPA	Construction Inspector III	732	K

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Contracts Administrator	798	K
GPA	Control Operator	793	K
GPA	Controller	1079	O
GPA	Customer Service Electrician I	439	G
GPA	Customer Service Electrician II	527	I
GPA	Customer Service Electrician Leader	660	J
GPA	Customer Service Electrician Supervisor	851	K
GPA	Customer Service Representative	461	G
GPA	Customer Service Representative Supervisor	795	K
GPA	Database Administrator	822	J
GPA	Electric Meter Reader I	319	C
GPA	Electric Meter Reader II	406	E
GPA	Electric Meter Reader Leader	553	H
GPA	Electric Meter Reader Supervisor	734	J
GPA	Electric Operation Trainee	364	C
GPA	Electric Power Laboratory Chief	952	M
GPA	Electric Power Systems Dispatcher I	788	K
GPA	Electric Power Systems Dispatcher II	911	L
GPA	Electric Power Systems Dispatcher Technician	660	J
GPA	Electric Relay Technician I	486	G
GPA	Electric Relay Technician II	575	I
GPA	Electric Relay Technician Leader	718	J
GPA	Electric Relay Technician Supervisor	911	L
GPA	Electrician Troubleshooter	697	J
GPA	Employee Development Specialist I	503	H
GPA	Employee Development Specialist II	670	J
GPA	Employee Development Specialist III	796	K
GPA	Engineer I	687	J
GPA	Engineer II	809	K
GPA	Engineer III	931	M
GPA	Engineer Supervisor	1044	O
GPA	Engineering Aide I	298	C
GPA	Engineering Aide II	339	D

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Engineering Aide III	441	F
GPA	Engineering Technician I	482	G
GPA	Engineering Technician II	578	J
GPA	Environmental Manager	1158	O
GPA	Equipment Operator I	397	E
GPA	Equipment Operator II	445	F
GPA	Equipment Operator III	511	G
GPA	Equipment Operator IV	546	H
GPA	Equipment Operator Leader I	644	I
GPA	Equipment Operator Leader II	661	J
GPA	Equipment Operator Supervisor	795	K
GPA	Facilities Manager	997	M
GPA	Fleet Support Services Manager	1015	N
GPA	General Manager (GPA)	1831	S
GPA	GIS Analyst I	502	H
GPA	GIS Analyst II	612	J
GPA	GIS Analyst III	756	K
GPA	Heavy Equipment Mechanic I	477	G
GPA	Heavy Equipment Mechanic II	561	I
GPA	Heavy Equipment Mechanic Leader	700	J
GPA	Heavy Equipment Mechanic Supervisor	909	L
GPA	Help Desk Support Supervisor	771	J
GPA	Help Desk Technician	575	I
GPA	HVCS / Electrician I	486	G
GPA	HVCS / Electrician II	570	I
GPA	HVCS / Electrician Leader	703	J
GPA	HVCS / Electrician Supervisor	911	L
GPA	Information Security Administrator	822	J
GPA	Information Technology Manager	1064	O
GPA	Internal Auditor	1019	N
GPA	Inventory Management Officer	824	K
GPA	Land Agent I	362	E
GPA	Land Agent II	465	G

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Land Agent III	531	I
GPA	Line Electrician I	486	G
GPA	Line Electrician II	568	I
GPA	Line Electrician Leader	702	J
GPA	Line Electrician Supervisor	911	L
GPA	Line Inspector	623	J
GPA	Machinist I	482	G
GPA	Machinist II	570	I
GPA	Machinist Leader	700	J
GPA	Maintenance Planner	796	K
GPA	Maintenance Worker	422	E
GPA	Management Analyst I	503	H
GPA	Management Analyst II	670	J
GPA	Management Analyst III	796	K
GPA	Management Analyst IV	913	L
GPA	Manager of Engineering	1232	Q
GPA	Manager of Generation	1229	Q
GPA	Meter / Relay Superintendent	1018	N
GPA	Meter Electrician I	478	G
GPA	Meter Electrician II	569	I
GPA	Meter Electrician Leader	712	J
GPA	Meter Electrician Supervisor	911	L
GPA	Network Systems Administrator	897	L
GPA	Payroll Clerk I	346	D
GPA	Payroll Clerk II	438	G
GPA	Payroll Clerk III	493	H
GPA	Payroll Supervisor	805	K
GPA	Personnel Assistant I	364	D
GPA	Personnel Assistant II	433	F
GPA	Personnel Services Administrator	1064	O
GPA	Personnel Specialist I	503	H
GPA	Personnel Specialist II	670	J
GPA	Personnel Specialist III	796	K

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Personnel Specialist IV	913	L
GPA	Planner Work Co-Ordinator (Transportation)	561	H
GPA	Plant Electrician / Instrument Maintenance Supervisor	911	L
GPA	Plant Electrician I	478	G
GPA	Plant Electrician II	569	I
GPA	Plant Electrician Leader	712	J
GPA	Plant Instrument Technician I	488	G
GPA	Plant Instrument Technician II	576	I
GPA	Plant Instrument Technician Leader	722	J
GPA	Plant Maintenance Mechanic I	477	G
GPA	Plant Maintenance Mechanic II	561	I
GPA	Plant Maintenance Mechanic Leader	700	J
GPA	Plant Maintenance Supervisor	909	L
GPA	Plant Maintenance Welder I	477	G
GPA	Plant Maintenance Welder II	557	I
GPA	Plant Maintenance Welder III	696	J
GPA	Plant Operator / Main. Mechanic Leader	755	J
GPA	Plant Operator / Maintenance Supervisor	929	L
GPA	Plant Operator / Maintenance Worker I	488	G
GPA	Plant Operator / Maintenance Worker II	607	J
GPA	Plant Operator I	438	F
GPA	Plant Operator II	488	G
GPA	Plant Operator III	618	J
GPA	Plant Results Supervisor	908	L
GPA	Plant Shift Supervisor	935	L
GPA	Plant Utility Worker	348	D
GPA	Plant Water Technician I	469	G
GPA	Plant Water Technician II	576	I
GPA	Plant Water Technician Leader	656	J
GPA	Power Plant Maintenance Superintendent (CMWS)	998	N
GPA	Power Systems Superintendent (Overhead)	999	N
GPA	Power Systems Superintendent (Substation)	1011	N
GPA	Power Systems Superintendent (Underground)	1011	N

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Program Coordinator I	503	H
GPA	Program Coordinator II	670	J
GPA	Program Coordinator III	796	K
GPA	Program Coordinator IV	913	L
GPA	Programmer / Analyst Supervisor	916	L
GPA	Programmer Analyst	683	J
GPA	PSCC Manager	1153	P
GPA	PSCC Superintendent	1047	N
GPA	Public Information Officer	926	M
GPA	Refrigeration Mechanic I	477	G
GPA	Refrigeration Mechanic II	561	I
GPA	Refrigeration Mechanic Leader	696	J
GPA	Revenue Protection Field Investigator	794	K
GPA	Revenue Protection Utility Analyst	913	L
GPA	Right of Way Supervisor	915	L
GPA	Risk Analyst	779	K
GPA	Safety Administrator	975	M
GPA	Safety Inspector I	418	F
GPA	Safety Inspector II	539	H
GPA	Safety Inspector III	741	J
GPA	Safety Supervisor	872	K
GPA	SCADA Technician I	589	I
GPA	SCADA Technician II	705	J
GPA	SCADA Technician Leader	809	K
GPA	SCADA Technician Supervisor	926	L
GPA	Secretary I	378	E
GPA	Secretary I (Typist)	378	E
GPA	Secretary II	438	G
GPA	Secretary II (Typist)	438	G
GPA	Shop Planner	786	K
GPA	Special Projects Engineer	978	N
GPA	SPORD Manager	1236	Q
GPA	Staff Attorney	1199	P

CTP POSITIONS (GPA)

Authority	POSITION	JE	GRADE
GPA	Storekeeper I	322	C
GPA	Storekeeper II	424	F
GPA	Substation Electrician I	486	G
GPA	Substation Electrician II	570	I
GPA	Substation Electrician Leader	703	J
GPA	Substation Electrician Supervisor	911	L
GPA	Supply Clerk	322	C
GPA	Supply Management Administrator	990	M
GPA	Survey Supervisor	900	L
GPA	System Protection Engineer (Substation)	944	M
GPA	Systems Analyst I	725	J
GPA	Systems Analyst II	910	L
GPA	Systems Manager	1064	O
GPA	T&D Manager	1196	P
GPA	Tool Mechanic	390	E
GPA	Trouble Dispatcher	474	G
GPA	Trouble Dispatcher Leader	600	J
GPA	Utility Auditor I	670	J
GPA	Utility Auditor II	796	K
GPA	Utility Auditor III	913	L
GPA	Utility Services Administrator	1075	O
GPA	Utility Worker	348	D
GPA	Warehouse Supervisor I	724	J
GPA	Warehouse Supervisor II	803	K
GPA	Word Processing Secretary I	378	E
GPA	Word Processing Secretary II	438	G

PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GPA)

Authority	POSITION	JE	GRADE
GPA	Accounting Technician I	431	F
GPA	Accounting Technician II	503	G
GPA	Accounting Technician III	606	I
GPA	Administrative Aide	353	D
GPA	Administrative Assistant	527	H
GPA	Board Secretary	582	I
GPA	Buyer I	381	F
GPA	Cashier I	315	C
GPA	Cashier II	358	E
GPA	Clerk I	212	A
GPA	Clerk II	270	B
GPA	Clerk III	322	C
GPA	Clerk Typist I	270	B
GPA	Clerk Typist II	322	C
GPA	Clerk Typist III	346	D
GPA	Engineering Aide I	298	C
GPA	Engineering Aide II	339	D
GPA	Engineering Aide III	441	F
GPA	Maintenance Worker	422	E
GPA	Payroll Clerk I	346	D
GPA	Payroll Clerk II	438	G
GPA	Payroll Clerk III	493	H
GPA	Personnel Assistant I	364	D
GPA	Personnel Assistant II	433	F
GPA	Secretary I	378	E
GPA	Secretary I (Typist)	378	E
GPA	Secretary II	438	G
GPA	Secretary II (Typist)	438	G
GPA	Storekeeper I	322	C
GPA	Storekeeper II	424	F
GPA	Supply Clerk	322	C
GPA	Utility Worker	348	D
GPA	Word Processing Secretary I	378	E
GPA	Word Processing Secretary II	438	G

PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GPA)

Five (5) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	FILLED	ADMINISTRATIVE AIDE	353	29,660	D	4	B	30,864	D	5	B
GPA	FILLED	ADMINISTRATIVE ASSISTANT	527	39,717	H	5	D	41,329	H	6	D
GPA	FILLED	BUYER I	381	31,430	F	3	C	32,706	F	4	C
GPA	FILLED	CASHIER I	315	27,445	C	4	A	28,559	C	5	A
GPA	FILLED	CASHIER II	358	30,550	E	4	B	31,790	E	5	B
GPA	FILLED	CLERK II	270	25,942	B	4	D	26,995	B	5	D
GPA	FILLED	CLERK III	322	27,997	C	4	C	29,133	C	5	C
GPA	FILLED	ENGINEERING AIDE III	441	32,062	F	4	A	33,364	F	5	A
GPA	FILLED	MAINTENANCE WORKER	422	32,429	E	5	D	33,746	E	6	D
GPA	FILLED	PAYROLL CLERK II	438	33,649	G	3	D	35,015	G	4	D
GPA	FILLED	STOREKEEPER I	322	27,445	C	4	A	28,559	C	5	A
GPA	FILLED	STOREKEEPER II	424	32,706	F	4	C	34,034	F	5	C
GPA	FILLED	UTILITY WORKER	348	28,788	D	3	C	29,956	D	4	C
GPA	FILLED	WORD PROCESSING SECRETARY II	438	33,649	G	3	D	35,015	G	4	D

Five (5) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	NEW	ACCOUNTING TECHNICIAN I	431	32,062	F	4	A	33,364	F	5	A
GPA	NEW	ACCOUNTING TECHNICIAN II	503	36,437	G	5	D	37,917	G	6	D
GPA	NEW	ACCOUNTING TECHNICIAN III	606	44,042	I	5	C	45,830	I	6	C
GPA	NEW	CLERK I	212	23,100	A	4	A	24,038	A	5	A
GPA	NEW	CLERK TYPIST I	270	25,942	B	4	D	26,995	B	5	D
GPA	NEW	CLERK TYPIST II	322	27,997	C	4	C	29,133	C	5	C
GPA	NEW	CLERK TYPIST III	346	29,660	D	4	B	30,864	D	5	B
GPA	NEW	ENGINEERING AIDE I	298	26,638	C	3	B	27,719	C	4	B
GPA	NEW	ENGINEERING AIDE II	339	28,503	D	3	B	29,660	D	4	B
GPA	NEW	PAYROLL CLERK I	346	28,788	D	3	C	29,956	D	4	C
GPA	NEW	PAYROLL CLERK III	493	38,549	H	5	A	40,114	H	6	A
GPA	NEW	PERSONNEL ASSISTANT I	364	29,660	D	4	B	30,864	D	5	B
GPA	NEW	PERSONNEL ASSISTANT II	433	33,033	F	4	D	34,375	F	5	D
GPA	NEW	SECRETARY I	378	31,164	E	4	D	32,429	E	5	D
GPA	NEW	SECRETARY I (TYPIST)	378	31,164	E	4	D	32,429	E	5	D
GPA	NEW	SECRETARY II	438	33,649	G	3	D	35,015	G	4	D
GPA	NEW	SECRETARY II (TYPIST)	438	33,649	G	3	D	35,015	G	4	D
GPA	NEW	SUPPLY CLERK	322	27,445	C	4	A	28,559	C	5	A
GPA	NEW	WORD PROCESSING SECRETARY I	378	31,164	E	4	D	32,429	E	5	D

PROPOSED NEW POSITIONS TO ADD TO CTP LIST (GPA)

Seven (7) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	FILLED	ADMINISTRATIVE AIDE	353	29,075	D	3	D	30,864	D	5	B
GPA	FILLED	ADMINISTRATIVE ASSISTANT	527	38,934	H	5	B	41,329	H	6	D
GPA	FILLED	BUYER I	381	30,811	F	3	A	32,706	F	4	C
GPA	FILLED	CASHIER I	315	26,904	C	3	C	28,559	C	5	A
GPA	FILLED	CASHIER II	358	29,948	E	3	D	31,790	E	5	B
GPA	FILLED	CLERK II	270	25,431	B	4	B	26,995	B	5	D
GPA	FILLED	CLERK III	322	27,445	C	4	A	29,133	C	5	C
GPA	FILLED	ENGINEERING AIDE III	441	31,430	F	3	C	33,364	F	5	A
GPA	FILLED	MAINTENANCE WORKER	422	31,790	E	5	B	33,746	E	6	D
GPA	FILLED	PAYROLL CLERK II	438	32,986	G	3	B	35,015	G	4	D
GPA	FILLED	STOREKEEPER I	322	26,904	C	3	C	28,559	C	5	A
GPA	FILLED	STOREKEEPER II	424	32,062	F	4	A	34,034	F	5	C
GPA	FILLED	UTILITY WORKER	348	28,220	D	3	A	29,956	D	4	C
GPA	FILLED	WORD PROCESSING SECRETARY II	438	32,986	G	3	B	35,015	G	4	D

Seven (7) Sub-Step Implementation Range (15th Market Percentile)											
UTILITY	STATUS (NEW)	POSITION	JE	STRUCTURAL ADJUSTMENT - MIN				STRUCTURAL ADJUSTMENT - MAX			
				BASE SALARY	GRADE	STEP	SUB STEP	BASE SALARY	GRADE	STEP	SUB STEP
GPA	NEW	ACCOUNTING TECHNICIAN I	431	31,430	F	3	C	33,364	F	5	A
GPA	NEW	ACCOUNTING TECHNICIAN II	503	35,719	G	5	B	37,917	G	6	D
GPA	NEW	ACCOUNTING TECHNICIAN III	606	43,174	I	5	A	45,830	I	6	C
GPA	NEW	CLERK I	212	22,645	A	3	C	24,038	A	5	A
GPA	NEW	CLERK TYPIST I	270	25,431	B	4	B	26,995	B	5	D
GPA	NEW	CLERK TYPIST II	322	27,445	C	4	A	29,133	C	5	C
GPA	NEW	CLERK TYPIST III	346	29,075	D	3	D	30,864	D	5	B
GPA	NEW	ENGINEERING AIDE I	298	26,113	C	2	D	27,719	C	4	B
GPA	NEW	ENGINEERING AIDE II	339	27,941	D	2	D	29,660	D	4	B
GPA	NEW	PAYROLL CLERK I	346	28,220	D	3	A	29,956	D	4	C
GPA	NEW	PAYROLL CLERK III	493	37,789	H	4	C	40,114	H	6	A
GPA	NEW	PERSONNEL ASSISTANT I	364	29,075	D	3	D	30,864	D	5	B
GPA	NEW	PERSONNEL ASSISTANT II	433	32,383	F	4	B	34,375	F	5	D
GPA	NEW	SECRETARY I	378	30,550	E	4	B	32,429	E	5	D
GPA	NEW	SECRETARY I (TYPIST)	378	30,550	E	4	B	32,429	E	5	D
GPA	NEW	SECRETARY II	438	32,986	G	3	B	35,015	G	4	D
GPA	NEW	SECRETARY II (TYPIST)	438	32,986	G	3	B	35,015	G	4	D
GPA	NEW	SUPPLY CLERK	322	26,904	C	3	C	28,559	C	5	A
GPA	NEW	WORD PROCESSING SECRETARY I	378	30,550	E	4	B	32,429	E	5	D

UTILITY ACCOUNTING TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine utility bookkeeping work involved in the maintenance and summary of utility subsidiary accounts and preparation of routine financial reports according to established procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Maintains utility subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; using a computerized accounting or customer information system; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts.

Prepares routine utility fund status reports.

Operates calculator and related office equipment.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Possess basic knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations with speed and accuracy.

Ability to learn basic accounting.

Ability to operate calculators and computers programmed with accounting software including Microsoft Word, Excel and Customer Information Systems (CIS).

Ability to work effectively with employees and the public.

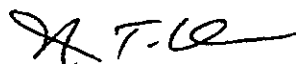
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Completion of a two-semester course in bookkeeping and graduation from high school; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ACCOUNTING TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the utility bookkeeping operation of the utilities and/or may supervise a small staff of lower level technicians or clerks.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Maintains diversified utility subsidiary accounts and bookkeeping records using a computerized accounting or customer information system; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; prepares utility financial statements and utility fund status reports.

Operates calculator and similar office equipment.

May supervise lower level technicians and clerks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations with speed and accuracy.

Ability to supervise the work of others may be required for certain assignments.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and computers programmed with accounting software including Microsoft Word, Excel and customer information systems.

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of utility bookkeeping work experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or
- (B) Completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ACCOUNTING TECHNICIAN III

NATURE OF WORK IN THIS CLASS:

This is complex bookkeeping and financial reporting work in the utilities.

Employees in this class maintain complete sets of books and financial records and prepare specialized reports requiring the interpretation of complex reporting requirements and guidelines; or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a utility accounting office.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Maintains complete sets of utility bookkeeping records involving federal funds; prepares fund status and financial reports.

Supervises the maintenance of diversified sets of utility accounts and bookkeeping records using a computerized accounting or customer information system.

Operates calculator and similar office equipment.

May prepare budget request for the unit, agency or program.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Knowledge of Federal Energy Regulatory Commission (FERC) accounts.

Ability to make arithmetic computations.

Ability to learn and apply accounting basics.

Ability to interpret and apply complex federal funding requirements and guidelines.

Ability to supervise the work of others may be required for certain positions.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of calculators and computers programmed with accounting software including Microsoft Word, Excel and customer information system.

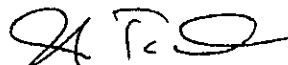
MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of experience in bookkeeping work and graduation from high school, including or supplements by a two-semester course in bookkeeping; or
- (B) One year of experience in bookkeeping work and completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or

Page 2 of 2 Utility Accounting Technician III

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

ESTABLISHED: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ADMINISTRATIVE AIDE

NATURE OF WORK IN THIS CLASS:

This is clerical and administrative work involved in the interpreting and applying appropriate laws, rules, regulations, policies and procedures for the utilities.

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.)

Provides support to supervisor/manager on various administrative/organization matters for the utilities; utilizes the JD Edwards system and other systems applicable to the utilities.

Establishes and implements office procedures.

Requisitions and follows through on supplies and services.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices and procedures.

Ability to apply and interpret established laws, rules, regulations and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of experience involving public contact work with arithmetic computations; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skill.

ESTABLISHED: September 26, 2017



**JOSEPH T. DUENAS, Chairman,
Consolidated Commission on Utilities**

UTILITY ADMINISTRATIVE ASSISTANT

NATURE OF WORK IN THIS CLASS:

This is staff administrative work involved in providing assistance to the utilities.

Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.

Consults with and advise employees, supervisors on personnel matters.

Expedites requests for personnel action, purchase requisitions and other administrative transactions.

Conducts research on an assigned subject; compiles data and statistics.

Assists in the preparation of the utility budget and other utility related matters of the authority; maintains utility budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.

Arranges conferences; may represent supervisor at meetings or conferences.

May supervise the work of subordinate clerical personnel.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management practices and general administrative functions.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Ability to supervise the work of others may be required.

Ability to compile statistics.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three years of staff work involving personnel, budget and other management operations and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

BUYER I

NATURE OF WORK IN THIS CLASS:

This is routine technical purchasing work in the procurement of supplies, materials and equipment for the utility.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Receives and reviews requisitions generated by utility departments; Works with departmental representatives in the procurement of their supply needs, ensuring that all pertinent information and specifications are provided by the end-user; Determines the type of procurement by using standard guidelines.

Prepares invitation for utility competitive bids; secures written and telephone price quotations; prepares and analyzes utility bid tabulation for compliance with specifications; awards bids.

Interviews vendors; investigates source of supply.

Inspects merchandise for compliance with specifications; reviews undelivered purchases, clearing out all pending invoices.

Performs routine data entry and updates through JD Edwards system, such as inputting of change orders, adding new vendors, and/or change of addresses that may affect account ledgers.

Maintains files and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices and procedures and shipping methods.

Knowledge of commonly used supplies, materials, and equipment.

Knowledge of the sources of supply and of market and price trends.

Knowledge of modern office practices and procedures.

Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials and equipment.

Ability to prepare and analyze bids and specifications in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

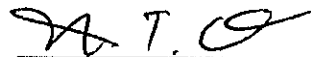
MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CASHIER I

NATURE OF WORK IN THIS CLASS:

This is routine, repetitive clerical work in receiving and accounting for money in a utility.

Employees in this class perform routine utility cashiering assignments independently after initial training and work under closer supervision on a variety of more complex developmental assignments within the Authority.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Receives and records daily collection of monies over the counter and through the mail from the public, officials, or other employees or through other collection agents in payment for, power, water.

Balances cash, and checks against field receipts and prepare appropriate daily and monthly cash reports.

Assists head cashiers utilizing Customer Care & Billing (CC&B) system (the current customer information system) in performing payment research, reconciliations and transfers.

Prepares require tabulations and deposits; issues change funds.

Prepares utility cash balancing report.

Classifies receipts, validates documents, records serial numbers on documents and posts documents for summary; prepares breakdown of registers and sub-registers.

Inspects and examines currency to detect counterfeit, foreign or damage; inspects checks for proper amount, date, signature and endorsement.

Make change, cashes checks and issues receipts for monies accepted.

Read totals of cash register and checks with amount of money in register and/or safe.

May interview payees following interviewing procedures.

May research on questionable accounts.

Keeps records of all transactions, receipts and disbursements.

Operates a typewriter, adding machine, calculating machine and other office machines.

May perform other clerical functions as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Possess basic knowledge in Microsoft Excel.

Possess excellent customer service skills.

Ability to accurately count money and tabulate receipts.

Ability to use the computerized customer information system to record receipts.

Ability to maintain records.

Ability to work effectively with the public and employees.

Ability to communicate effectively both verbally and in writing.

Ability to handle stressful situations.

Skill in operating an adding machine, a cash register and other related equipment.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of progressively responsible cashiering experience or as bank teller and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CASHIER II

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and utility cashing work.

Employees in this class perform the full range of complex utility cashing and supervisory work involved in receiving, accounting for and disbursing of cash collections from specific sources including independent work in specialized areas of the position.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Supervises subordinate cashiers and participates in the daily receipts of monies in payment for, power, utility, or services.

Utilizes Customer Care & Billing (CC&B) system (the current customer information system) in performing payment research, reconciliations and transfers.

Prepares appropriate daily and monthly reports of utility cash transactions.

Verifies cash received from the utilities to be used as change fund.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, depositing and accounting for cash transactions.

Possess basic knowledge in Microsoft Excel.

Possess excellent customer service skills.

Ability to use the computerized customer information system to record receipts and conduct research.

Ability to supervise the work of others.

Ability to make arithmetic computations rapidly and accurately.

Ability to handle cash accurately.

Ability to operate cash register, adding and calculating machines.

Ability to work effectively with the public and employees.

Ability to communicate effectively both verbally and in writing.

Ability to keep revenue records and prepare reports from these records.

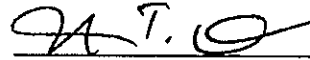
Ability to handle stressful situations.

Skill in operating an adding machine, a cash register and other related equipment.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience as a cashier or bank teller including one year of supervisor work in receiving, accounting for and disbursing of cash collections and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine utility clerical work. Utility clerical work involves simple office work based on prescribed or well established procedures. Tasks can be learned by on-the-job training in a few days. Instructions are given at beginning level and subsequent assignments. After employees become familiar with office routine and particular procedures or tasks, they work with independence on regular assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Arranges, maintains, and files material according to alphabetical, numerical or other predetermined categories; retrieves materials for the utility according to a prescribed or well-established procedures.

Performs simple inventory of office supplies and equipment for the utility.

Posts various records according to established procedures; does simple tabulation of data and simple arithmetical computation.

Receives customers and other visitors to the department; determines their needs, and directs them accordingly.

Sorts incoming mail according to departmental/divisional practices; maintains incoming/outgoing record log for division or office.

May operate typewriter or other office machines learned on the job.

May maintain employee time sheets.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily and to adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to learn to operate common office machines whose operation may be learned on the job.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities, and skills listed above are required.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility clerical work. Tasks performed involve a large number of routine utility clerical duties in several different clerical functions which require several weeks to learn.

Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is more repetitive, more responsibility is placed on final action.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Retrieves incoming utility customer account applications, sketches, or any miscellaneous files; creates customer folders and files documents sequentially, alphabetically or by subject matter; types folder labels; photocopy as necessary.

Gives out and receives applications for employment; reviews application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel actions forms, eligibility and certification lists; maintains and updates employee service cards.

May perform simple typing of standard forms or letters and operate other office machines.

Establishes and implements office procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general officer practices and procedures.

Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures.

Ability to understand and follow moderately complex oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Ability to operate common office machines, including typewriter, may be required for certain assignments.

MINIMUM EXPERIENCE AND TRAINING:

- A. One year of clerical experience; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK III

NATURE OF WORK IN THIS CLASS:

This is complex and varied utility clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Establishes and maintains utility customer account files, consisting of active and inactive accounts, deceased members file and various registers and log books; Perform file audits; Produce moderately complex reports and submit to supervisor for compilation.

Retrieve utility customer account files for any inquiry, dispute, or account sketches. Photocopy as necessary.

May lead the work of lower level clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply complex rules, regulations and related guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Ability to type and operate standard office machines may be required for certain assignments.

Ability to lead the work of others may be required for certain assignments.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of office clerical experience; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK TYPIST I

NATURE OF WORK IN THIS CLASS:

This is routine utility clerical work. Employees in this class perform simple typing work on a substantially full-time basis in accordance with detailed instructions or in accordance with established procedures. The work does not require the use of initiative or judgment. Work may also include the performance of routine office work according to prescribed and well-established procedures, which can be learned by on-the-job training within a few days. The work is reviewed for accuracy, adequacy, and conformance with instructions and/or applicable procedures.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Types straight rough drafts from handwritten or other marked copy according to few standard formats where attention to arrangement is not required. The typist has no responsibility for insuring correct punctuation or grammar.

Types clearly identified information such as names, addresses, identification numbers, or other information on index cards, forms, and other documents where the information can be readily extracted from other lists, forms, or other sources.

Acts as receptionist; receives telephone and office callers and directs them to proper personnel; gives routine information.

Operates duplicating machines, addressograph, and other office machines whose operation can be learned on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to type accurately at a prescribed rate of speed.

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily, and to adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions.


Ability to learn to operate common office machines whose operation may be learned on the job.

Ability to work effectively with the public and employees.

MINIMUM EXPERIENCE AND TRAINING:

- A) Completion of a course in basic typing; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK TYPIST II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility typing and clerical work.

Employees in this class type with accuracy material from copy that is of any kind or form (e.g. printed, typed, or handwritten narrative or other form, involving moderate changes). Employees produce a verbatim duplicate of the copy material involving no highly complicated spacing arrangements or foreign language or specialized vocabulary knowledge. Work requires the use of some judgement as to form, arrangement, and spacing to be used. The employee receives detailed instructions regarding material to be typed in unusual cases.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Types letters, memoranda, reports, articles, statistical, and other material from copy or rough draft; cuts stencils.

Maintains records concerning purchase orders and requisitions; prepares payroll.

Checks computations for accuracy and makes moderately complex or varied calculations, adjustments and tabulations; prepares statistical summaries.

Fills out, types, and processes a variety of involved forms and records; reviews and types personnel action forms.

Answers telephone; greets visitors; gives out general information and/or directs inquires to appropriate personnel.

Logs correspondence, reports, and other material showing source, destination and other identifying information.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to type at a prescribed rate of speed.

Knowledge of standard office practices and procedures and equipment.

Ability to organize and type reports, correspondence and other material in appropriate format and style, and to make moderately involved changes.

Ability to work effectively with the public and employees.

Ability to understand and follow moderately complex oral and written instructions.

Ability to maintain records.

Proficiency in English, spelling, punctuation and grammar.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience in typing and clerical work; and completion of courses in office practice and intermediate typing; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY CLERK TYPIST III

NATURE OF WORK IN THIS CLASS:

This is complex typing and clerical work for the utility.

Employees in this class type complex materials generally involving varied spacing arrangements, foreign or specialized language, and extensive changes and insertions. Work requires the use of judgement as to form and arrangement of typewritten material and correct punctuation, spelling and grammar. Clerical work involves complex and varied procedures and processes.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Types correspondence, memorandums, reports, and related materials; reviews typed materials for accuracy of grammar, spelling, punctuation, format and placement; drafts routine correspondence.

Maintains files; inventories office supplies and equipment; prepares payroll; maintains records of activity funds; compiles statistical data and prepares periodic statistical reports; coordinates the processing and handling of incoming and outgoing mail.

Receives office callers, and refers them to appropriate personnel; answers questions or inquires for routine information.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling, punctuation and grammar.

Knowledge of standard office practices, procedures and equipment.

Ability to organize and type lengthy and complex reports, correspondence and other material in proper format and style, and to make moderately involved changes.

Ability to learn and apply organizational and procedural changes.

Ability to learn and operate standard office machines and equipment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

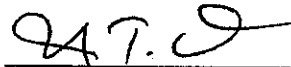
Ability to maintain records and prepare reports.

Skill in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of experience in typing and office clerical work and completion of courses in business English, advance typing and office practices; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ENGINEERING AIDE I

NATURE OF WORK IN THIS CLASS:

This is routine drafting and/or surveying work for the utility.

Employees in this class perform routine drafting work independently after initial training and work under closer supervision on more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Performs simple drafting work such as reducing and plotting simple field notes; assists in searching land records.

Figures applicable scales; performs simple mathematical lettering; makes minor alterations to drawings containing clearly depicted objects by following furnished notes, records and sketches, or specific verbal instructions; retraces simple completed drawings with ink or pencil.

Searches records and files; files and duplicates plans and other material and performs clerical work.

Cuts bush along line of sight; digs for survey monuments.

Keeps all equipment such as machetes, chain, axes, and reels cleaned and oiled or sharpened.

May assist in field surveys as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic mathematics.

Ability to learn and apply basic principles of drafting.

Ability to follow oral, written and graphic instructions.

Ability to work effectively with employees and the public.

Skill in the use and care of equipment and instruments in drafting and/or surveying work.

MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from high school, supplemented by courses and basic mathematics; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ENGINEERING AIDE II

NATURE OF WORK IN THIS CLASS:

This is moderately complex drafting or surveying work for the utility.

Employees in this class perform moderately complex drafting or surveying work independently on an on-going basis and participate in the full range of complex technical duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Performs moderately complex drafting work including making calculations, checking plans, writing descriptions of ownership and plastic scribing, striping and color separation.

Performs varied drafting work in the preparation for drawing of property maps, site plans, right-of-way and other general specifications and/or schematic plans for documentary and project purposes.

Works in a survey party as rodman and/or chainman; assists in establishing lines and grade by using the level rod, flag, tapes, or chain,; cut lines or marks and drives stakes for line and grades.

Computes lot description for accurate closure; plots traverses, property right-of-way, boundaries and contour line; provides complete sketches and drawings of preliminary design work.

Makes final sketch of proposed drawing; draws charts for representation of statistical data and draws finished designs from sketches.

Assembles specifications by securing from a variety of source data such as charts, graphs, blueprints and drawings.

Reduces field notes and conducts research work in land records; may assist on field surveys. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the basic principles and practices of drafting.

Knowledge of construction materials and of methods and procedures employed in their use.

Knowledge of mathematics and its use in the field surveying.

Ability to use basic survey or drafting equipment.

Ability to apply departmental standard concerning inspection and material testing.

Ability to perform moderately complex drafting.

Ability to make drawings and to copy or trace from completed survey drawings.

Ability to make mathematic computation and tabulation with speed and accuracy.

Ability to use logarithm, trigonometry and curve data tables.

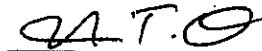
Ability to perform precise engineering computation and reduce to field notes.

Skill in the use and care of equipment and instruments in drafting work.

MINIMUM EXPERIENCE AND TRAINING:

- A) Six months of experience in drafting or survey work and graduation from high school supplemented by courses in drafting and basic mathematics.
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY ENGINEERING AIDE III

NATURE OF WORK IN THIS CLASS:

This is complex technical engineering drafting or surveying work for the utility.

Employees in this class perform complex technical drafting or surveying work independently on an on-going basis and participate in related field work.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Performs basic engineering design work for proposed projects such as electrical system, electronic system, water and sewer system based on information gathered in field survey.

Sets up; adjusts and may operate transit and level in running lines and grades; enters data in field books; reduces field notes; plots cross sections and profiles.

Performs complex drafting and computational work in the preparation of plans and specifications for street paving, sewer and water constructions, electrical and telephone constructions and other engineering projects.

Transfers survey data to maps, profiles, cross-sections and drafts; maintains island maps and plans.

Maintains engineering records; prepares and reviews specifications and contract documents; makes cost comparison; issues permits and performs office management duties.

May inspect construction work to insure compliance with plans and specifications.

Maintains records and prepares reports.

May operate transit and level in construction lines, sets grade stakes, and places cut and fill stakes; serves as accurate recorder on traverse, triangulation, or level survey work.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of drafting and department standards concerning inspection and material testing.

Knowledge of techniques and procedures employed in cadastral survey work.

Knowledge of construction materials and of methods and procedures for employees to use.

Knowledge of mathematics and its use in field surveying and engineering computation.

Ability to prepare moderately complex reports and review records for accuracy.

Ability to perform precise survey work to make engineering computations, and to reduce field notes.


Ability to train and lead a small crew of aides.

Skill in the care and use of drafting and/or surveying instruments.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience in drafting or surveying work and graduation from high school supplemented by courses in drafting and mathematics; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY MAINTENANCE WORKER

NATURE OF WORK IN THIS CLASS:

Performs skilled work involved in the maintenance and repair of building structures, machinery, electrical equipment and fixtures for the utility.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Repairs and maintains building structures, machinery, plumbing systems, electrical and mechanical equipment and fixtures.

Replaces and repairs defective electrical components and fixtures; inspects, maintains and repairs machinery and mechanical equipment; measures, cuts, and installs pipes and tubing for water lines; repairs and replaces gauges; valves, pressure regulators and other plumbing equipment; opens clogged drains.

Cuts out and joins parts of worktables, benches, shelves, and other furnishings; builds shed or other outbuildings; replaces and repairs brick and plaster wall.

Paints building woodwork, fixtures, machines or equipment to prevent corrosion.

Maintains building and grounds in clean and orderly condition.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of experience in the maintenance and repair of building structures, machinery, plumbing, electrical wiring, and fixtures; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PAYROLL CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine utility clerical work in the preparation of payrolls and the maintenance of payroll records. Work is reviewed through submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Sorts and files personnel actions, correspondences, and other materials in the employees' jackets.

Updating and balancing employees leave status manually and in the JD Edwards System. Accrues employees annual and sick leave from employees record card.

Participates in computing special payments manually.

Processing of new employees (by entering their tax method, tax exemption, check route and security business unit.

Prepares timesheets of employees; posts to time and attendance record; checks for completeness and accuracy.

Prepares labor distribution summary.

Maintains payroll records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply established payroll policies, procedures, and guidelines.

Ability to learn and use a computerized time entry system.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

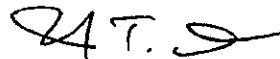
Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years experience as an office clerk;
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PAYROLL CLERK II

NATURE OF WORK IN THIS CLASS:

This is moderately complex utility clerical work involved in the preparation of payrolls and the maintenance of payroll records in the autonomous agencies.

Employees in this class perform complex payroll clerical work independently on an ongoing basis.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Prepares and maintains individual service cards for employees; annotates all necessary information on the service cards such as rates, job code titles, pay ranges, annual and sick leave taken and accrued each pay period.

Process time entry, payroll direct deposits and deductions utilizing the JD Edwards Systems.

Prepares and maintains payroll control master affecting necessary adjustment to employees salaries, deduction and related records.

Process Automatic Clearing House (ACH) transfers.

Processes personnel actions affecting employees' pay such as promotion, demotion, etc., computing retroactive adjustment for payments.

Processes and controls flow of Time of Attendance Time Sheet and other payroll disbursement for processing of payments.

Processes special payments manually for advance pay, lump sum payments, errors in leave processing, etc.

Balance year-to-date on individual earnings.

Controls accuracy, completeness and current status of savings bonds records.

Prepares bi-weekly payroll summary report, payroll analysis every end of payroll period.

May audit all special payments prior to signature of Payroll Supervisor.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the practices and procedures of office management.

Ability to learn existing compensation plan; withholding tax procedures; payroll accounting procedures; laws and regulations giving the legality of payroll actions; policies and procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees.

Ability to learn and use a computerized time entry system.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Page 2 of 2 Utility Payroll Clerk II

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years experience as an office clerk and one year in payroll work; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY PAYROLL CLERK III

NATURE OF WORK IN THIS CLASS:

This is complex utility clerical work involved in the preparation of payrolls and the maintenance of payroll records in the autonomous agencies.

Employees in this class perform full range of complex payroll clerical work independently on an ongoing basis.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Establishes employees names on the on-line payroll master.

Prepares and maintains payroll control master affecting necessary adjustments to employees' salaries, deductions and related records.

Process time entry, payroll direct deposits and deductions utilizing the JD Edwards System.

Process online Automatic Clearing House (ACH) transfers.

Processes personnel actions affecting employees' pay such as promotion, demotion, etc., computing retroactive adjustment for payments.

Updates payroll control master at pay period ending; verifies against the manual control master; releases control master for check-write.

Processes special payments manually for advance pay, lump sum payments, errors in leave processing, etc.

Balance year-to-date on individual earnings.

Controls accuracy, completeness and current status of savings bonds records.

Prepares bi-weekly payroll summary report, and payroll analysis every end of payroll period.

May audit all special payments prior to signature of Payroll Supervisor.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of office management.

Ability to learn existing compensation plan; withholding tax procedures; payroll accounting procedures; laws and regulations giving the legality of payroll actions; policies and procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees.

Ability to proficiently use a computerized time entry system.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to operate a computer terminal utilizing the payroll process.

Page 2 of 2 Utility Payroll Clerk III

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of experience as an office clerk and two (2) year in payroll work and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

PERSONNEL ASSISTANT I

NATURE OF WORK IN THIS CLASS:

This is routine technical support work in personnel office.

Employees in this class perform routine technical duties independently after initial training and work under close supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions; utilized the JD Edwards system to track employee information and other programs for the utilities.

Establishes eligibility lists and prepares certification of eligible; schedules examinations.

Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance; social security and retirement plan.

Compiles employment data such as address, weekly earnings, absences, supervisory reports on performance, date of and reason for termination and prepares periodic and special personnel reports as required.

Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.

Maintains and files personnel records.

May perform incidental typing and clerical duties in the performance of assigned tasks.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to learn and apply personnel rules, regulations, procedures and program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

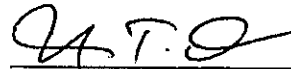
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of general clerical work involving public contact and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

PERSONNEL ASSISTANT II

NATURE OF WORK IN THIS CLASS:

This is complex technical support work in personnel office in the utilities. Employees in this class often serve as team or group leaders over less experienced technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Coordinates the processing of a variety of personnel transactions for the utilities; reviews completed notification personnel action forms for accuracy of information.

Reviews job applications for completeness of information; requests for additional information to supplement the job application submitted as required; sends out employment inquires as required.

Answers routine inquires pertaining to off-island recruitment.

Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.

Coordinates the establishment of lists of eligible and certification and the maintenance of personnel records.

Provide assistance in administering employee benefit programs for the utilities.

Prepares employment statistics and other reports as required.

Answer routine inquires of employees, management officials or the general public concerning personnel rules, regulations, procedures, benefits and other personnel matters.

May evaluate job applications for clerical and labor and trades jobs to determine eligibility in accordance with the established class standards.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to interpret and apply personnel laws, rules, regulations, procedures and other program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

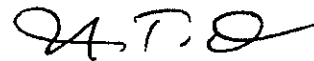
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. One year of specialized personnel technical support work and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

STOREKEEPER I

NATURE OF WORK IN THIS CLASS:

This is responsible manual and clerical work in the operation of warehouse containing a variety of items for the utility.

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.)*

Receives, examines, and records the receipt of goods for the utility; unpacks and stores goods in proper areas.

Process work orders via JD Edwards system. Processing to include verification of account numbers and updating utility inventory ledger.

Review and Receive Supply Issue Receipt (SIR) for completeness; return those lacking accounting and material information to end user for corrections.

Prepare and issue materials in support of the utility, such as concrete poles, transformers, wires, hardware and generation parts.

Posts incoming or outgoing stock to inventory records; takes physical inventory of stock; prepare for annual inventory by ensuring materials are properly labeled and in their assigned locations.

Initiates requisitions for replenishment of stock; handles shortage and damage claims.

Operates forklifts, trucks, or other equipment in the receipt and storage of supplies; may pick up or deliver supplies.

Maintains storage or bin areas requiring climbing ladders, reaching and lifting of heavy items.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods of receipt, requisitioning, handling, storing, and issuing of materials and supplies.

Knowledge of the types and uses of supplies carried in the warehouse.

Knowledge of warehouse safety practices.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the safe operation of light reequipment and other motor vehicle may be required for some assignments.

MINIMUM EXPERIENCE AND TRAINING:

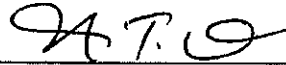
A. One year of experience in a stockroom or warehouse operation; or

- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

STOREKEEPER II

NATURE OF WORK IN THIS CLASS:

This is complex storekeeping work involved in the operation of complete warehouse receiving, storing, and issuing large volumes of highly complex and diverse items for the utility.

Employees in this class often serve as team or group leaders over less experienced staff.

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.)*

Leads storekeeping staff and participates in the receiving, checking, storing, inventory, and issuing of materials and supplies for utility on its computerized inventory systems, JD Edwards System; post issued materials adjusting inventory system.

Organizes storage areas for efficient, logical and safe storage of materials and supplies, such as transformers, cutouts, utility meters, office equipment, etc.

Inspects incoming supplies and materials for quality, quantity and damaged goods; recommends method of disposal for items not reusable.

Receives and reviews requisitions, issues item requested and may make substitution of items.

Requisitions materials or supplies to maintain sufficient quantity on hand. Performs periodic inventory count of assigned stocks for the utility alert Inventory Management Officer to initiate replenishment process.

Recommends repair, replacement, or purchase of new equipment.

Operates forklift, trucks, and other motor vehicle.

May make direct purchases as necessary.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods of receipt, requisitioning, handling, storing, and issuing of materials and supplies.

Knowledge of the types and uses of supplies carried in the warehouse.

Knowledge of warehouse safety practices.

Ability to lead the work of others.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to lift heavy objects.

Ability to prepare and maintain inventory records.

Skill in the safe operation of light reequipment and other motor vehicle may be required for some assignments.

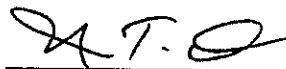
MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of experience in a stockroom or warehouse operation; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY SUPPLY CLERK

NATURE OF WORK IN THIS CLASS:

This is routine manual and clerical work involved in the operation and maintenance of a storeroom in a utility.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Receives, unpacks, and stores materials and supplies.

Verifies materials and supplies against purchase orders and invoices.

Prepares requisition to replenish items; makes periodic inventory of items in the storeroom; cleans storeroom and keeps stock in order.

Maintains records of items received and issued.

Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.

May obtain price quotations from various vendors.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of storekeeping operations.

Knowledge of modern office practices and procedures.

Ability to maintain records and prepare reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A) Six months of experience involving storage and accountability of materials and supplies; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY WORKER

NATURE OF WORK IN THIS CLASS:

Performs a wide variety of manual and semi-skilled work involved in the construction, maintenance and repair of buildings and grounds in a utility.

Assists skilled maintenance workers in the maintenance and repair work on buildings and grounds.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Performs minor electrical, plumbing, painting, and carpentry maintenance and repair work on buildings and grounds in a utility.

Performs a variety of light clerical work in a stockroom by receiving, storing, and issuing tools, supplies and equipment; performs custodial work, grounds work and other similar manual work, such as transporting furniture, tools, parts, equipment, materials, and supplies to and from work stations and other areas.

Operates light trucks, lawn mowers, and a variety of hand power tools.

Applies safe work practices on the job.

Maintains work records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and perform general construction, maintenance and repair work on buildings and grounds.

Ability to perform a variety of light clerical work and maintain a small stockroom.

Ability to perform custodial, grounds, or other similar manual work.

Ability to operate light trucks, lawn mowers, and a variety of hand and power tools.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

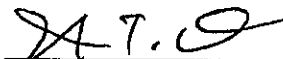
Ability to understand and follow oral and written instructions.

Ability to maintain work records.

MINIMUM EXPERIENCE AND TRAINING:

- A) Six months of general maintenance work; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

SECRETARY I (TYPIST) (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is secretarial work but without the shorthand skills required.

Employees in this class usually work for the administrator of a utility, using individual judgement and initiative, in a variety of office clerical activities and coordinating functions in providing clerical assistance. Such responsibilities require an understanding of the functions of the utility and its overall relationship to others organizationally. Instructions are received in the form of suggestions or general outlines of desired objectives. Employees are expected to carry the assignments through to completion under minimal supervision. Work requires reference to style, manual, or procedures, or the use of considerable judgement as to form, arrangement, and spacing.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Types reports, correspondence, and other material involving considerable use of judgement as to form, arrangement, and spacing; makes extensive changes under general instruction.

Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes purchase requisitions, personnel, and other records and forms; relieves supervisor of all clerical details on minor administrative matters.

Answers phone calls, takes messages, directs calls to individual or division section; greets visitors; and provides general information about the department; maintains appointment calendar for superior.

Receives and reviews incoming mail; routes mail to the proper persons.

May supervise a few clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard Business English, spelling, punctuation, and grammar.

Knowledge of office practices, procedures and equipment.

Ability to type technical reports, manuals, correspondence and other material with involved corrections and insertions or other elements requiring special spacing and prepare finished copy in appropriate style, arrangement, and format.

Ability to perform office management functions for a moderately complex office, and to modify and implement appropriate office practices, procedures and systems.

Ability to learn and apply organizational and procedural guidelines of the office.

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to exercise good judgement, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

Skill in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of typing and office clerical work and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution, and graduation from high school; or
- B) Three years of typing and clerical work, and graduation from high school; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

SECRETARY II (TYPIST) (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is complex secretarial work involving the full range of secretarial and office management duties and including several additional job requirements, but without shorthand skill requirements in a utility.

Employees in this class usually work for a department head or large division or administrator in a utility, requiring use of initiative and independent judgement such as in interpreting complex rules, regulation, and guidelines, and being responsible for involved and complex office management systems and practices. The work involves considerable knowledge of departmental activities, practices, and procedures, and the application of these practices to a variety of individual situations. Employees relieve the superior of a variety of administrative details. Directions are usually received in the form of suggestions or general outline of objectives with instructions given on highly complex assignments or in unprecedented situations.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Develops and implements procedures for expediting the flow of clerical work through the executive's office.

Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, spelling; corrects or recommends changes.

Functions as office manager; acts in liaison capacity for the executive for internal and external contracts; exercise discretion and judgement on minor administrative decisions.

Maintains a variety of office records and reports. File and store completed documents on computer hard drive or flash drive, or maintain a computer filing system to store, retrieve, update and delete documents.

Assists in the preparation of budget and summaries, such as assembling and verifying budget data; collects and organizes data and material required for superior.

Sorts mail delivered to the office and reads and routes it to the proper personnel; maintains and controls incoming and outgoing correspondence.

Schedule appointments and maintain and update appointment calendars.

Receives phone calls and office visitors; schedules meetings, conferences and appointments for superior; handles various details on own initiative.

May supervise a few clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard Business English, spelling, punctuation, and grammar.

Knowledge of secretarial practices and procedures

Ability to perform office management functions for a complex office, and to design or modify appropriate office practices, procedures and systems.

Page 2 of 2 Secretary II (Typist) (Utilities)

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to learn and apply organizational and procedural guidelines of the office.

Ability to type technical reports, manuals, correspondence and other material which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement, and format.

Ability to exercise good judgement, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to maintain records and prepare reports.

Ability to work effectively with employees and the public.

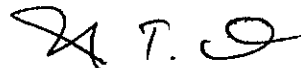
Ability to communicate effectively, orally and in writing.

Skill in typing at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of secretarial experience (w/o shorthand) and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution; or
- B) Graduation from a recognized college or university with an Associate's degree in clerical studies (Secretary w/o shorthand); or
- C) Three years of typing and clerical experience, one year of secretarial experience and graduation from high school; or
- D) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

UTILITY TRADES HELPER

NATURE OF WORK IN THIS CLASS:

Performs unskilled trades work in a utility.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Performs routine duties, receives on-the-job training, and provides assistance in a wide variety of trade areas such as electrical, plumbing, welding, mechanical and related trades.

Performs semi-skilled tasks under close supervision in order to gain skill and experience.

Maintains and cleans work areas, tools and equipment of the trade.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn the standard methods, practices, tools and equipment of a trade.

Ability to apply safe work practices on the job.

Ability to acquire the skills of a trade.

Ability to understand and follow oral and written instructions.

MINIMUM EXPERIENCE AND TRAINING:

No experience and training is required. The minimum knowledge, abilities and skills listed above are required.

Established: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

WORD PROCESSING SECRETARY I (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is responsible secretarial work involving the substantial operation of a word processing equipment in a utility.

Employees in this class perform the full range of secretarial and office management duties usually for a manager in a utility which is dynamic and presents a variety of changing situations and job demands, or in overseeing the operation in a typing and clerical pool.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops and implements procedures for expediting the flow of clerical work; sets up and maintains a variety of office records and reports; collects and organizes data and material for a variety of routine administrative reports; devices varied office forms and documents.

Types memorandums, correspondence, reports, statistical and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed materials on the video terminal and edits before the printing of documents.

Stores and maintains various statistical data files for fast and easy maintenance and retrieval using a display writer diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices.

Receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgement in handling problems.

Takes and transcribes a variety of correspondence, reports, minutes of meetings and other materials. Oversees the operations and activities in a typing and clerical pool.

Takes inventory and orders office supplies; processes purchase requisitions, personnel and other standard forms for service; relieves superior of clerical details on minor administrative matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques used in the operation of word processing equipment.

Knowledge of word processor capabilities.

Knowledge of standard secretarial practices and procedures.

Knowledge of standard business English, spelling, punctuation and grammar.

Ability to interpret and apply pertinent organizational and procedural guidelines and requirements.

Ability to design or modify and implement appropriate office practices, procedures and systems.

Ability to exercise good judgement, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Page 2 of 2 Word Processing Secretary I (Utilities)

Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness.

Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Skill in the operation of word processing equipment.

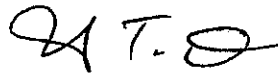
Skill in typing at a prescribed rate of speed.

Skill in taking and transcribing a variety of oral dictation involving complex business material at a prescribed rate of speed may be required.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three years of progressively responsible typing and office clerical or stenographic work, six months in the operation of word processing equipment and graduation from high school; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

WORD PROCESSING SECRETARY II (UTILITIES)

NATURE OF WORK IN THIS CLASS:

This is complex secretarial work involving the substantial operations of a word processing equipment in utility.

Employees in this class perform the full range of secretarial and office management duties usually serving a secretary to a manager of a utility; and in an office requiring knowledge of specialized terminology, procedures and other requirements.

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.)

Develops and implements office management procedures, practices and systems.

Takes and transcribes minutes of official meetings; prepares summary of meetings.

Receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgment in handling problems.

Independently handles office details and prepares material for meetings for superior.

Operates word processor, storing comprehensive information electronically and providing for text processing and other necessary operations; types memorandums, correspondence, reports, statistical papers and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed material in the video terminal and makes necessary corrections before the printing of document.

Establishes and maintains various files for fast and easy maintenance and retrieval, using a display writer diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices.

Keys in and stores on a diskette arithmetic instructions in the production of mathematical typing, such as budgets, financial reports, client bills and similar statistical material.

Maintains records and prepares routine administrative reports.

May supervise typing and clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques used in the operation of word processing equipment.

Knowledge of word processor capabilities.

Knowledge of standard or appropriate specialized secretarial practices and procedures.

Page 2 of 2 Word Processing Secretary II (Utilities)

Knowledge of standard business English, spelling, punctuation and grammar.

Knowledge of appropriate specialized terminology relevant to the job.

Ability to design or modify and implement appropriate office practices, procedures and systems.

Ability to use initiative and judgement in handling office matters.

Ability to interpret and apply pertinent organizational, procedural regulations and other work guidelines and requirements.

Ability to exercise good judgement, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Skill in the operation of word processing equipment.

Skill in transcribing a variety of oral dictation, such as official board or commission meetings and other standard and complex letters, reports or documents.

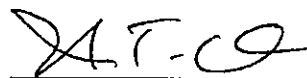
Skill in typing accurately at a prescribed rate of speed.

Skill in stenography may be required.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of progressively responsible office typing and clerical or stenographic work, one year in the operation of word processor equipment and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: September 26, 2017



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

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**CONSOLIDATED COMMISSION ON UTILITIES
RESOLUTION NO. 2012-49**

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**RESOLUTION RELATIVE TO AMENDING THE PROMOTION/DEMOTION/TRANSFER
POLICY**

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WHEREAS, the General Manager, Guam Power Authority petitions the Consolidated Commission on Utilities (CCU) to amend the Promotion/Demotion/Transfer Policy, and

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WHEREAS, the CCU has the lawful authority under Public Law 28-159, Section 3.0.b to approve and amend a unified pay scale and implementation plan for employees in certified, technical, and professional positions; and

WHEREAS, the Guam Power Authority is a public corporation established and existing under the laws of Guam; and

WHEREAS, in 2007, the CCU adopted the recommendations of the Compensation and Benefits Study conducted by Alan Searle & Associates; and

WHEREAS, the CCU also endorsed a plan to transition GPA to the new compensation model over a five (5) year period beginning fiscal year 2008; and

WHEREAS, the transition plan also included a compensation formula used to determine new rates of pay upon an employee's promotion and/or demotion into another position; and

WHEREAS, based on the current pay policy, upon promotion, an employee's new base salary is determined by slotting the current salary into the higher pay grade closest to but not less than the current salary earned and is then awarded a further six sub-steps; and

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WHEREAS, the implementation of the current pay policy distorts internal equity; and

WHEREAS, when upon promotion, junior employees are slotted at the minimum range with an additional six sub-steps increase surpassing senior employees whose step placements were slotted at the minimum range at the time of a transitional movement to the next market percentile.

WHEREAS, the proposed policy change corrects this problem by making a process change to when the six sub-steps is applied.

WHEREAS, when an employee is being promoted the first step will be to identify a new base salary six sub-steps up from the employee's current base salary. If the new base salary is still below the minimum of the implementation range he/she is promoted to then they are slotted at the minimum of the new implementation range.

WHEREAS, for demotions, the process will be applied with a six sub-step decrease down the grade prior to slotting into the new lower grade.

NOW THEREFORE, BE IT RESOLVED, by the Consolidated Commission on Utilities does hereby approve and authorize as follows:

1. The amendment of the Promotion/Demotion/Transfer Policy applicable to CTP positions and personnel at GPA as delineated in Appendices "D, E and F" of Exhibit 1.
2. That the Guam Waterworks Authority also review the effect of the pay policy applicable to the determination of new pay rates assigned upon a promotion/demotion/transfer of personnel in CTP positions as delineated in Appendices "D, E and F" of Exhibit 1.

GUAM POWER AUTHORITY
HUMAN RESOURCES DIVISION
STAFF REPORT

I. **REQUEST:**

The General Manager requests the Consolidated Commission on Utilities (CCU) to amend the Promotion/Demotion/Transfer Policy applicable to certified, technical, and professional (CTP) positions.

II. **AUTHORITY:** P.L. 28-159, Section 3.0.b.

III. **BACKGROUND:**

In March 2007, the CCU adopted the recommendations of the Compensation and Benefits Study conducted by Alan Searle and Associates. These recommendations included a comprehensive compensation methodology, a pay scale, an implementation plan and a list of positions distributed as List A and List B of certified, technical and professional positions. The scope of the study involved comparisons of all GPA positions to industry standards and the national average market conditions. This was necessary to retain employees and provide incentives to attract new ones. Further, the pay scale in effect prior to the adoption of the new pay scale was outdated and had not been revisited since its implementation in 1990.

In adopting the recommendations presented by Alan Searle and Associates, the CCU was prudent and endorsed a plan to transition GPA to the new compensation model over a five year period beginning in fiscal year 2008. The incremental transitions provide a more competitive market position for GPA. The initial structural adjustment was made to the 5th market percentile in 2008. In 2009, GPA targeted a second structural pay adjustment at the 15th market percentile. However, based on funding availability the second structural pay adjustment was allocated at the 10th market percentile. To date, most positions are on or near the 12th market percentile as a result of performance pay increments.

The recommendations adopted by the CCU also included a compensation formula that is used to determine new rates of pay upon an employee's promotion and or demotion into another position. Based on the current policy, 6% is tagged on to the new base salary in the higher grade closest to but not less than the current salary earned. At face value, the formula appeared to work well. However, in its implementation there was discrepancy overall in the slotting of new rates with regard the implementation range of a position during a transitional pay adjustment placing the new rate of pay above the minimum range creating internal inequity.

IV. DISCUSSION:

When moving from one market percentile to the next higher percentile, the impact in moving from a position of a lower grade and implementation pay range to a position of a higher grade and implementation pay range is significant. The result of this process is similar to a step to step movement which creates a wider gap between incumbent employees being bypassed by the newly promoted employees in the same position. It is important to note, that when moving from one market percentile to the next higher market percentile, there are incumbent employees in positions whose current salaries are below the minimum step of the implementation range. From there, their salaries will be brought up to the minimum range during the transitional and structural pay adjustment. There are also employees whose current salaries are slotted above the minimum step of the implementation range. This is where the discrepancy exists. Under the current pay policy, junior employees who are promoted are slotted above the minimum range with an additional six percent increase. Thus, exceeding current incumbents placements during a transitional movement.

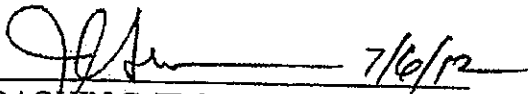
The proposed amendment will provide the six percent increase from the employees current pay grade and sub-step prior to slotting into the new pay grade and sub-step of the position promoted to. This process will maintain internal equity between the positions and the gaps that exist between junior and senior employees. (See Exhibit 1 Alan Searle & Associates Report, May 2012).

V. RECOMMENDATION:

- a. To approve the amendment of the Promotion/Demotion/Transfer Policy applicable to CTP positions and personnel at GPA as delineated in Appendices "D, E and F" of Exhibit 1.
- b. To request that the Guam Waterworks Authority also review the effect of the pay policy applicable to the determination of new pay rates assigned upon the promotion/demotion/transfer of personnel in CTP positions as delineated in Appendices "D, E and F" of Exhibit 1.



Julie L. Quinata
Personnel Services Administrator

 7/6/12

JOAQUIN C. FLORES, P.E.
General Manager, GPA

GUAM POWER AUTHORITY
COMPENSATION & BENEFITS STUDY

Request to Amend
Promotion / Demotion Policy
May 2012



ALAN SEARLE & ASSOCIATES LIMITED

Management Consultants, Auckland, New Zealand

APPENDIX E6

EXHIBIT "1"

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GUAM POWER AUTHORITY

Request To Amend Promotion / Demotion / Transfer Policy

1.0 Background

When the compensation study for GPA and GWA was ratified a policy (Appendix A) concerning promotions, demotions and transfers was also included. However it has since been identified that under certain promotional situations employees are effectively receiving "two bites at the cake" so to speak. The certain situations referred to above are those instances where (prior to the promotion) the employee's current base salary is below the minimum of the implementation range they are being promoted to. In this situation current policy is such that the employee is initially slotted at the minimum of the implementation range he/she is being promoted to (seen as the first "bite of the cake") and is then awarded a further six sub-steps (seen as the second "bite of the cake") in order to identify their new base salary. This policy whilst attractive to the employee being promoted needs to be amended in order to ensure internal relativities and equity are maintained.

Please note that the above also applies to PAG, GIAA and GCC who also have the same policy in place with regards their compensation models.

2.0 Current Policy

Current policy (to handling promotions and demotions) is outlined in Appendix A

An example of current policy relating to promotions is outlined in Appendix B

An example of current policy relating to demotions is outlined in Appendix C

3.0 Proposed Policy

The proposed policy change corrects the problem by simply making a process change to when the six sub-steps is applied. In short, when an employee is being promoted the first step will be to identify a new base

salary six sub-steps up from the employee's current base salary (grade, step and sub-step). If this new base salary is still below the minimum of the implementation range he/she is being promoted to then they are simply slotted at the minimum of the new implementation range. If on the other hand the new base salary is above the minimum of the implementation range he/she is being promoted to then they would be slotted at the closest sub-step just on the high side.

In summary, the proposed change simply applies (as an initial step) the six sub-steps to the employee's current base salary and grade. For promotions this is a six sub-step increase up the grade or for demotions it is a six sub-step decrease down the grade. This then identifies a value that can then be compared to the implementation range of the position the employee is being promoted or demoted to.

The proposed policy (to handling promotions and demotions) is outlined in Appendix D

An example of the proposed policy relating to promotions is outlined in Appendix E

An example of the proposed policy relating to demotions is outlined in Appendix F

4.0 Impact / Handling of Proposed Policy Change

Whilst some employees at GPA have benefited from existing policy in the handling of their promotion we cannot turn around now and reduce their base salaries as the policy was correctly followed at the time the promotion was calculated. However, any advantage can be brought back to a "level playing field" when GPA / GWA make their next structural adjustment in pay and move i.e. to a higher market percentile. For information purposes, both GPA / GWA are currently around the 10th - 15th market percentile compared to utilities (both electric and water) on the U.S. mainland.

The "level playing field" is achieved as follows : when the next structural adjustment is calculated we identify (which is part of the normal process) a new implementation range for every position. With regards the minimum of that range an employee's current base salary is either above or below it. So therefore the salary of an employee who (by virtue of their promotion) may have exceeded a longer serving employee in the same position are now both treated the same and depending on the implementation criteria will be slotted accordingly.

5.0 Summary

Whilst current promotion policy has benefited some employees slightly the situation can be corrected. As outlined earlier, the optimum time to make that change is when GPA / GWA make their next structural adjustment in pay and move to a higher market percentile. The process is straightforward for once the new implementation ranges have been identified (at the preferred market percentile) all employees are treated the same, and as previously outlined, depending on the implementation criteria will be slotted accordingly.

APPENDIX A

1.1 Promotion

- a) A pay adjustment resulting in an increase / promotion either by competition, reclassification, pay grade reassignment or temporary appointment is effectuated by identifying from the new pay grade the salary (sub-step) closest to, but not less than the salary currently being received prior to promotion plus an additional six (6) sub-steps. This identifies the new base salary.
- b) A pay adjustment where the salary received prior to promotion is below the low end of the new implementation range shall be slotted at the lowest sub-step of the new implementation range plus an additional six (6) sub-steps. This identifies the new base salary.
- c) The General Manager at his / her discretion, or upon the recommendation of a respective Division Manager, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or the Authority as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

1.2 Demotion

- a) A pay adjustment resulting in a decrease either by demotion, voluntary, reclassification, or pay grade reassignment is effectuated by identifying from the amended pay grade the salary (sub-step) closest to, but not more than the salary (sub-step) currently being received prior to demotion less an additional six (6) sub-steps. This identifies the new base salary.
- b) A pay adjustment where the salary received prior to demotion, voluntary, reclassification, or pay grade reassignment is below the lowest sub-step of the new implementation range shall be slotted at the lowest sub-step of the new implementation range. This identifies the new base salary.

Appendix B : Example - Promotions (Current Policy)

	Step 3				Step 4				Step 5				Step 6				Step 7				Step 8			
	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B
Position A	32,298	32,842	33,876	34,318	34,881	35,008	35,712	36,068	36,429	36,794	37,162	37,533	37,908	38,286	38,667	39,051	39,440	39,832	40,231	40,637	41,050	41,472	41,901	42,339
Position B	37,872	38,342	39,226	39,612	39,999	40,398	40,711	41,115	41,530	41,946	42,364	42,784	43,218	43,658	44,104	44,556	45,014	45,477	45,946	46,420	46,899	47,378	47,864	48,354
Position C	43,288	43,728	44,159	44,600	45,046	45,498	45,951	46,411	46,875	47,344	47,817	48,296	48,778	49,268	49,764	50,266	50,774	51,291	51,814	52,343	52,878	53,418	53,964	54,516

Low end of implementation range

Employee current grade, step and sub-step prior to promotion i.e. Grade I, Step 8, Sub-step B (54,187)

Step 1: Initially move to lowest sub-step on new grade (high side) i.e. Grade J, Step 5, Sub-step A (64,048)

Step 2: Increase by a further 6 (16) sub-steps to identify final grade, step and sub-step i.e. Grade J, Step 8, Sub-step C (64,625)

	Step 2				Step 3				Step 4				Step 5				Step 6				Step 7				Step 8			
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
Position A	24,128	24,378	24,800	25,008	25,145	25,488	25,871	26,287	26,727	27,194	27,681	28,191	28,724	29,281	29,854	30,444	31,051	31,675	32,316	32,974	33,649	34,341	35,050	35,776	36,519	37,289	38,086	38,900
Position B	28,843	29,328	29,818	30,318	30,828	31,348	31,878	32,418	32,968	33,528	34,098	34,678	35,268	35,868	36,478	37,098	37,728	38,368	39,018	39,678	40,348	41,038	41,738	42,448	43,168	43,908	44,668	45,438

Low end of implementation range

Employee current grade, step and sub-step prior to promotion i.e. Grade G, Step 4, Sub-step C (32,754)

Step 1: As employees current base salary is below minimum initially move to low end of implementation range of new grade i.e. Grade H, Step 2, Sub-step C (52,318)

Step 2: Increase by 11 (14) sub-steps to identify new grade, step and sub-step i.e. Grade H, Step 4, Sub-step A (51,018)

Appendix C : Example - Demotions (Current Policy)

Position	Step 3				Step 4				Step 5				Step 6				Step 7				Step 8							
	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B
Position A	33,209	33,842	33,978	34,318	34,681	35,008	35,328	35,712	36,093	36,429	36,794	37,192	37,533	37,898	38,298	38,871	39,467	39,748	39,842	40,241	40,643	40,960	41,260	41,675	41,985	42,303	42,597	42,914
Position B	37,972	38,332	38,726	39,123	39,514	39,908	40,306	40,711	41,116	41,524	41,935	42,344	42,754	43,164	43,574	44,004	44,435	44,871	45,289	45,714	46,133	46,577	46,997	47,424	47,854	48,287	48,727	49,174
Position C	42,288	42,721	43,188	43,690	44,246	44,798	45,394	45,931	46,511	47,144	47,817	48,535	49,293	49,978	50,703	51,468	52,224	53,077	53,924	54,764	55,597	56,433	57,264	58,091	58,914	59,733	60,548	61,359

Low end of implementation range

Employees current grade, step and sub-step prior to demotion i.e. Grade 1, Step 5, Sub-step A (41,935)

Step 1: Initially move to closest substep on lower grade (new side) i.e. Grade 1, Step 4, Sub-step B (41,875)

Step 2: Decrease by 6 (6x) sub-steps to identify final grade, step and sub-step i.e. Grade 1, Step 4, Sub-step B (38,448)

Position	Step 3				Step 4				Step 5				Step 6				Step 7				Step 8							
	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B
Position A	33,209	33,842	33,978	34,218	34,681	35,008	35,328	35,712	36,093	36,429	36,794	37,192	37,533	37,898	38,298	38,871	39,467	39,748	39,842	40,241	40,643	40,960	41,260	41,675	41,985	42,303	42,597	42,914
Position B	37,972	38,332	38,726	39,123	39,514	39,908	40,306	40,711	41,116	41,524	41,935	42,344	42,754	43,164	43,574	44,004	44,435	44,871	45,289	45,714	46,133	46,577	46,997	47,424	47,854	48,287	48,727	49,174
Position C	42,288	42,721	43,188	43,690	44,246	44,798	45,394	45,931	46,511	47,144	47,817	48,535	49,293	49,978	50,703	51,468	52,224	53,077	53,924	54,764	55,597	56,433	57,264	58,091	58,914	59,733	60,548	61,359

Low end of implementation range

Employees current grade, step and sub-step prior to demotion i.e. Grade 1, Step 2, Sub-step D (38,332)

Step 1: Initially move to closest substep on lower grade (new side) i.e. Grade 1, Step 2, Sub-step A (38,218)

Step 2: Decrease by 8 (8x) sub-steps to identify final grade, step and sub-step i.e. Grade 1, Step 4, Sub-step C (35,008)

Note: If six (6) sub-steps cannot be taken, take low end of implementation range as new base salary

APPENDIX D

1.1 Promotion

A pay adjustment resulting in a promotion either by competition, reclassification, pay grade reassignment or temporary appointment is effectuated by initially increasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is :

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range. This identifies the employee's new base salary.
- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the high side) of the new grade. This identifies the employee's new base salary.
- c) The General Manager at his / her discretion, or upon the recommendation of a respective Division Manager, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or the Authority as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

1.2 Demotion

A pay adjustment resulting in a decrease either by demotion, voluntary, reclassification, or pay grade reassignment is effectuated by initially decreasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is :

- d) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range. This identifies the employee's new base salary.
- e) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade. This identifies the employee's new base salary.

APPENDIX E14

APPENDIX "D"

Appendix E : Example - Promotions (Proposed Policy)

SCENARIO 1.

Position A	Position B	Step 2				Step 3				Step 4				Step 5				Step 6				Step 7			
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
Grade F	26,125	25,379	24,630	23,886	23,145	22,407	21,671	20,937	20,207	19,481	18,750	18,024	17,302	16,584	15,870	15,160	14,454	13,752	13,054	12,360	11,670	10,984	10,302	9,624	8,950
Grade H	28,143	27,429	26,718	26,010	25,306	24,606	23,910	23,218	22,530	21,846	21,166	20,490	19,818	19,150	18,486	17,826	17,170	16,518	15,870	15,226	14,586	13,950	13,318	12,690	12,066

Low end of implementation ranges (both Positions A & B)

Employee's current grade, step and sub-step prior to promotion i.e. Grade F, Step 4, Sub-step A (\$27,267)

Step 1: Initially move up the employee's current grade by six sub-steps to identify a value i.e. Grade F, Step 5, Sub-step C (\$28,851)

Step 2: Transpose that value to the new grade that the employee is being promoted to and to the closest sub-step "just on the high side" i.e. Grade H, Step 2, Sub-step B (\$28,939)

As this value is **BELOW** the minimum of the new implementation range the employee would move to the minimum of the new implementation range i.e. Grade H, Step 3, Sub-step C (\$30,485) as their new base salary

SCENARIO 2.

Position A	Position B	Step 2				Step 3				Step 4				Step 5				Step 6				Step 7			
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
Grade F	26,125	25,379	24,630	23,886	23,145	22,407	21,671	20,937	20,207	19,481	18,750	18,024	17,302	16,584	15,870	15,160	14,454	13,752	13,054	12,360	11,670	10,984	10,302	9,624	8,950
Grade H	28,143	27,429	26,718	26,010	25,306	24,606	23,910	23,218	22,530	21,846	21,166	20,490	19,818	19,150	18,486	17,826	17,170	16,518	15,870	15,226	14,586	13,950	13,318	12,690	12,066

Low end of implementation ranges (both Positions A & B)

Employee's current grade, step and sub-step prior to promotion i.e. Grade F, Step 6, Sub-step C (\$28,851)

Step 1: Initially move up the employee's current grade by six sub-steps to identify a value i.e. Grade F, Step 7, Sub-step A (\$30,485)

Step 2: Transpose that value to the new grade that the employee is being promoted to and to the closest sub-step "just on the high side" i.e. Grade H, Step 3, Sub-step D (\$30,769)

As this value is **ABOVE** the minimum of the new implementation range the employee would stay at that value i.e. Grade H, Step 3, Sub-step D (\$30,769) as their new base salary

Appendix F : Example - Demotions (Proposed Policy)

SCENARIO 1.

Position A	Grade F	Step 2				Step 3				Step 4				Step 5				Step 6				Step 7			
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126
	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443
	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760
	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077

Low end of implementation ranges (both Positions A & B)

Employees current grade, step and sub-step prior to demotion i.e. Grade H, Step 5, Sub-step B (\$31,760)

Step 1 : Initially move down six sub-steps from the employees current salary to identify a value i.e. Grade H, Step 3, Sub-step D (\$28,799)

Step 2 : Transpose that value to the new grade that the employee is being demoted to, and to the closest sub-step "just on the low side" i.e. Grade F, Step 7, Sub-step A (\$25,126)

As this value is still ABOVE the minimum of the new implementation range management reserves the right (depending on the circumstances of the case) to further reduce this to the minimum.

SCENARIO 2.

Position A	Grade F	Step 2				Step 3				Step 4				Step 5				Step 6				Step 7			
		A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126	25,126
	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443	28,443
	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760	31,760
	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077	35,077

Low end of implementation ranges (both Positions A & B)

Employees current grade, step and sub-step prior to demotion i.e. Grade H, Step 3, Sub-step D (\$28,799)

Step 1 : Initially move down six sub-steps from the employees current salary to identify a value i.e. Grade H, Step 2, Sub-step B (\$28,443). Please note (but with this scenario) this action goes below the minimum of the current grade.

Step 2 : Transpose that value to the new grade that the employee is being demoted to, and to the closest sub-step "just on the low side" i.e. Grade F, Step 6, Sub-step C (\$25,126)

As this value is still ABOVE the minimum of the new implementation range management reserves the right (depending on the circumstances of the case) to further reduce this to the minimum.