



RESOLUTION NO. 22-FY2018

**RELATIVE TO THE APPROVAL OF ADDING THE UTILITY PAYROLL CLERK
SERIES OF POSITIONS TO THE GWA CERTIFIED, TECHNICAL AND
PROFESSIONAL LIST**

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

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

WHEREAS, GWA Personnel Rules and Regulations as amended by Public Law 28-159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of certified, technical and professional positions; and

WHEREAS, Recruitment of this position will allow for continuity of service in the payroll section and reduce reliance on a single position for this critical function. The recruitment will expedite processing of personnel actions for payroll purposes with minimal to no delays.

NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities, as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize the following:

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The Utility Payroll Clerk series of positions is hereby added to the certified, technical and professional list of positions at GWA. (Attachment A)
3. Approval for GWA to recruit for the position to support the Payroll Section of the Finance Division.

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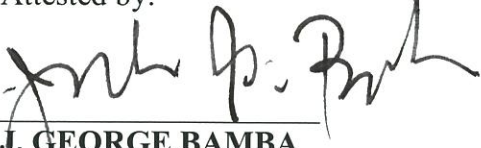
RESOLVED, that the Chairman certified and the Board Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED, this 27th day of March, 2018.

Certified by:

Attested by:


JOSEPH T. DUENAS
Chairperson


J. GEORGE BAMBA
Secretary

SECRETARY’S CERTIFICATE

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

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

AYES: 5
NAYS: 0
ABSTENTIONS: 0
ABSENT: 0



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ATTACHMENT

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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;

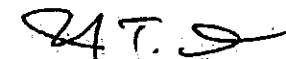
B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: September 26, 2017

10th Market Percentile (2017 Data)

minimum: \$27,390 D2B

maximum: \$28,503 D3B



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.

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:

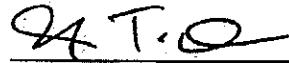
- A) Two years experience as an office clerk and one year in payroll work; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: September 26, 2017

10th Market Percentile (2017 Data)

minimum: \$32,336 G2B

maximum: \$33,649 G3B



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.

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

10th Market Percentile (2017 Data)

minimum: \$37,044 H4A

maximum: \$38,549 H5A



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities