



## CONSOLIDATED COMMISSION ON UTILITIES

Guam Power Authority | Guam Waterworks Authority

P.O. Box 2977 Hagatna, Guam 96932 | (671) 648-3002 | guamccu.org

### GPA RESOLUTION NO. FY2022-12

#### RELATIVE TO THE APPROVAL OF THE CREATION OF A SAFETY AND PHYSICAL SECURITY MANAGER (GPA)

1  
2  
3  
4  
5  
6       **WHEREAS**, under 12 G.C.A. §8104, the Consolidated Commission on Utilities (“CCU”) has  
7 plenary authority over financial, contractual and policy matters relative to the Guam Power Authority;  
8 and  
9

10       **WHEREAS**, the Guam Power Authority (“GPA”) is a Public Corporation established and  
11 existing under the laws of Guam; and  
12

13       **WHEREAS**, GPA must continue to lead the complex effort to ensure the island wide power system  
14 (IWPS) is supplied by a resilient and reliable electric system given the evolving threat landscape; and  
15

16       **WHEREAS**, the GPA Safety Administrator position has evolved throughout the years to include  
17 ensuring the physical security of the island’s sole critical power utility infrastructure, requiring additional  
18 capacity and skill to carry out such duties; and  
19

20       **WHEREAS**, the GPA General Manager requests the CCU to approve the creation of the Safety  
21 and Physical Security Manager (GPA) position (Exhibit A); and  
22

23       **WHEREAS**, the GPA General Manager requests the CCU to approve the classification standard  
24 of the Safety and Physical Security Manager (GPA) position in the classified status; and  
25

26       **WHEREAS**, Public Law 28-112 and 4 G.C.A. §6303(d) authorizes the creation in Autonomous  
27 Agencies and Public Corporations; and  
28

29       **WHEREAS**, GPA Personnel Rules & Regulations as amended by Public Law 28-159 authorizes  
30 the CCU to amend, modify or add a position to the list of certified, technical and professional positions;  
31 and

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

- 3
- 4           1. The recitals set forth above hereby constitute the findings of the CCU.
  - 5           2. The creation and the job classification standard for the Safety and Physical Security Manager  
6 (GPA) position in the classified status is hereby approved and attached herein as Exhibit A.
  - 7           3. The Safety and Physical Security Manager (GPA) is hereby added to the Certified, Technical  
8 and Professional list of positions at GPA.
  - 9           4. The authorization of the Safety and Physical Security Manager (GPA) position shall become  
10 effective March 25, 2022.

11

12           **RESOLVED**, that the Chairman certifies and the Secretary attests to the adoption of this  
13 Resolution.

14

15           **DULY AND REGULARLY ADOPTED AND APPROVED THIS 22ND DAY OF**  
16 **FEBRUARY 2022.**

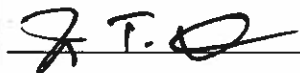
17

18 Certified by:

Attested by:

19

20

21   
22 **JOSEPH T. DUENAS**  
23 Chairman  
24 Consolidated Commission on Utilities

25

26

27   
28 **Michael T. Limtiaco**  
29 Secretary  
30 Consolidated Commission on Utilities

31

32           **I, Michael T. Limtiaco**, Secretary for the Consolidated Commission on Utilities (CCU), as  
33 evidenced by my signature above do certify as follows:

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

38           Ayes:                      4          

39           Nays:                       0          

40           Absent:                     1          

41           Abstain:                    0          



**GUAM POWER AUTHORITY (GPA)  
SAFETY AND PHYSICAL SECURITY MANAGER  
(PROPOSED)**

**NATURE OF WORK IN THIS CLASS:**

This position serves as the Manager for Physical Security; Occupational Safety and Health; Workers' Compensation; Safety Training and Development Program; Pandemic Influenza Preparedness and Response Plan; and the Emergency Preparedness/Management and Homeland Security Programs and activities of the Guam Power Authority.

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

Directs the strategic development, implementation, and administration of the physical security program as Critical Infrastructure under the U.S. Department of Homeland Security and Department of Energy. Ensures compliance to regulatory requirements or guidelines of all federal and local statutes, and Industry regulations and policies.

Plans, directs and ensures implementation of comprehensive security services standards, policies, practices and procedures to safeguard GPA's critical infrastructure, property, information, other assets, personnel and customers.

Designates and Chairs the Physical Security Steering Committee, which includes key stakeholders that address physical security improvements, policy/procedures updates, and audits for compliance in the respective areas.

Oversees the Authority's Pandemic Influenza Preparedness and Response plan to ensure critical/priority functions and operational guidelines are in place for the continuity of utility services in support of the island-wide power system.

Administers, conducts and/or directs vulnerability and threat assessments, and the risk mitigation efforts for physical security.

Conducts periodic inspection of the Authority's plants, facilities, and work areas to ensure that security measures are in compliance with regulations, policies, practices and procedures.

Justifies budget allocation and seeks alternative grant funding to carry out prioritized hardening strategies and deployment of technological measures at critical facilities.

Administers the creation and development of physical security capital improvements and operational contracts through the facilitation of Information Technology, Engineering and/or Facilities Divisions.

Establishes plans and sets priorities for physical security projects to ensure deadlines are met, the development of scope of work, while taking into account the budgetary funding, installation, priorities, risk and vulnerabilities.

**SAFETY AND PHYSICAL SECURITY MANAGER (GPA)**

Page 2 of 5

Identifies, develops, and specifies all physical security requirements for facilities upgrade and new construction projects.

Responsible for research and development of advanced security technologies for potential inclusion into the organizational physical security program, increasing security operational efficiency, reducing maintenance requirements and promoting cost efficient system designs.

Assists in the planning and management of equipment and system replacements due to the respective "Mean Time to Failure" and deteriorating equipment versus new advancements and the leveraging of new technology.

Plans, organizes, directs and budgets all Divisional functions and activities.

Formulates and implements divisional policies, regulations and operating plans for occupational safety, safety training, fire regulations, Workers' Compensation, emergency preparedness and security programs.

Administers the inspections and assessment of work areas and work processes for the detection and elimination of unsafe acts and conditions; ensures compliance with all safety requirements; and provides recommendations for accident prevention measures and minimize occupational safety hazards.

Manages safety investigations for accidents, incidents and injuries.

Responds to emergent incidents and conduct high level investigations and surveillance activities. Request for the stand-up and utilization of local and federal law enforcement partners designation for specialized task forces.

Evaluates operation effectiveness and initiate or recommends appropriate changes to enhance occupational safety measures and practices.

Administers safety training programs; ensures policies, procedures and regulations are in compliance and that training materials are updated. Manages the Personal Protective Equipment (PPE) program and issuance.

Administers the Workers' Compensation program and activities of the Authority in accordance with applicable laws, rules, regulations and policies. Interprets the Workers' Compensation policies as approved via Guam Workers' Compensation Office. Directs the implementation of policies by recommending, analyzing and evaluating operating methods and procedures.

Directs special investigations and reviews matters of controversial work injury reports or claims. Coordinates meetings and arrangements on controverted claims and/or appealed claims with all pertinent parties involved.

Manages the Medical Surveillance program. Certify all quarterly and reimbursement billings for medical services and disability benefits for payments. Ensure that all reimbursement billings and disability benefits are accurate and complete.

**SAFETY AND PHYSICAL SECURITY MANAGER (GPA)**

Page 3 of 5

Directs and coordinates the activities of contract security guard services. Ensures scope of service meets the requirements of protection (Critical Infrastructure designation).

Responsible for the response, operational overview, assessment, modifications, upgrades and other recommendations of Authority's security guard services.

Administers Guam Homeland Security matters for all hazards, trainings, exercises, critical infrastructure and Fusion Center coordination. Serves on the Governor's Pandemic Task Force and as the Authority's Pandemic Coordinator, along with the Assistant General Manager Administration (AGMA) to facilitate, plan and guide the Authority's preparedness and response to a pandemic in order to ensure the continuity of power service to the island and agencies or areas providing critical assistance to meet the emergency needs of the affected population. Responsible for all official notices concerning the status of the pandemic virus, including health notices reviews prior to approval by the AGMA or General Manager and dissemination to employees.

Serves as a Fusion Liaison Officer (FLO) to the Mariana Regional Fusion Center (MRFC) for intelligence gathering, analysis and dissemination.

Serves as Guam Homeland Security/Office of Civil Defense Task Force Lead for power restoration, temporary power and fuel.

Serves as Task Force Member on various Federal and Local Incident Response Teams for Physical and Cyber related programs.

Designated Key Administrator for all GPA Substations and Fadian Main Office inclusive of GWA Critical Assets on site. Provides physical access as needed.

Responsible for the Emergency Management Plan for the Authority. Directs the response to medical emergencies, bomb threats, fire alarms, intrusion alarms, access control alarms, workplace violence, active attacker, and other emergent situations.

Chairs the Damage Claim Committee in the analytical review of customer claims for damaged equipment, appliances, and other items. Makes final recommendations to the Claims Officer.

Review and investigate all claims submitted against the Authority for damages to customer's appliances, equipment or property due to power fluctuation, system failures or damages caused by GPA employee(s). Ensures validation of damaged equipment.

Administers the development and application of security procedures and protocols.

Responsible for the overall monitoring and operations of a 24-7 Security Operations Center (SOC) monitoring various video surveillance feeds, ACS alarms, Motion Detection Alarms, Analytical Alerts on Facial Recognition, License Plate Recognition, etc. Oversees emergency notification procedures via the Public Address System, ShoreTel telephone and Emergency SMS messaging system.

**SAFETY AND PHYSICAL SECURITY MANAGER (GPA)**

Page 4 of 5

Responsible for the administration and integration of the Physical Security systems and supported by the Chief Information Technology Officer for IT infrastructure support on other security platforms (i.e., cyber systems) including patching, hardware specifications, software upgrades and troubleshooting issues.

Oversight of all Physical Critical Infrastructure Protection (CIP) standard requirements as best practices for the Authority.

Responsible for the development of the Contingency, Incident Response and Disaster Recovery plans and managing all security breaches.

Represents the Authority in local and national forums relative to physical security strategies in the utility industry.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of business, management and administrative principles and practices involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of relevant equipment policies, procedures and strategies to promote effective local and national security operations for the protection of people, data, property and institutions.

Knowledge of occupational hazards inherent in various types of occupations and standard safety precautionary measures.

Knowledge of federal and local laws, regulations, policies and procedures pertaining to Occupational Safety, Security and Emergency Response, and Workers' Compensation.

Knowledge of the principles and practices of public administration as they apply to the administration of the Workers' Compensation program.

Ability to administer occupational safety, physical security services, and Workers' Compensation programs and activities.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret, apply and enforce occupational safety, security and Workers' Compensation laws, rules, regulations and other program guidelines.

Ability to assess and evaluate program deficiencies to initiate and recommend improvements.

Ability to evaluate operational effectiveness and recommend and/or implement changes in policies and procedures to improve effectiveness.

**SAFETY AND PHYSICAL SECURITY MANAGER (GPA)**

Page 5 of 5

Ability to work effectively with local, federal, military, medical professionals, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare technical reports and maintain records.

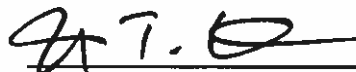
**MINIMUM EXPERIENCE AND TRAINING:**

- A. Three (3) years of progressively responsible technical experience in occupational, safety inspection, enforcement and training, and one (1) year of supervisory experience. Three (3) years of technical experience in the comprehensive management of Workers' Compensation claims. Two (2) years of security services coordination, enforcement and monitoring and emergency management coordination work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, criminal justice, political science or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS (NSQ):**

- A. National Level "SECRET" Clearance
- B. Board Certified, ASIS International Physical Security Professional Certification
- C. Possession of a valid driver's license

**Established:**



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