



CONSOLIDATED COMMISSION ON UTILITIES

Guam Power Authority | Guam Waterworks Authority

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

GPA RESOLUTION NO. FY2022-13
RELATIVE TO THE APPROVAL OF THE CREATION OF A
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SUPERVISOR

WHEREAS, under 12 G.C.A. §8104, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual and policy matters relative to the Guam Power Authority; and

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

WHEREAS, the GPA General Manager requests the CCU to approve the creation of the Geographic Information Systems (GIS) Supervisor position (Exhibit A); and

WHEREAS, the GPA General Manager requests the CCU to approve the classification standard of the Geographic Information Systems (GIS) Supervisor position in the classified status; and

WHEREAS, GPA seeks to provide a position that is commensurate with the duties and responsibilities to sustain the Authority’s GIS in the state-of-the-art ESRI ArcGIS platform and to maintain a robust and fully-integrated GIS, minimize redundant processes and provide GIS products and services to internal and external service partners; and

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

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

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

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The creation and the job classification standard for the Geographic Information Systems (GIS) Supervisor position in the classified status is hereby approved and attached herein as Exhibit A.

- 1
2 3. The GIS Supervisor is hereby added to the Certified, Technical and Professional list of positions at GPA.
3
4 4. The authorization of the GIS Supervisor position shall become effective March 25, 2022.
5

6 **RESOLVED**, that the Chairman certifies and the Secretary attests to the adoption of this
7 Resolution.
8

9 **DULY AND REGULARLY ADOPTED AND APPROVED THIS 22ND DAY OF**
10 **FEBRUARY 2022.**
11

12 Certified by:

Attested by:

13
14 
15 _____



16 **JOSEPH T. DUENAS**
17 Chairman
18 Consolidated Commission on Utilities
19
20

Michael T. Limtiaco
Secretary
Consolidated Commission on Utilities

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

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

27 Ayes: 4

28 Nays: 0

29 Absent: 1

30 Abstain: 0
31
32
33
34
35



EXHIBIT A

Class Code _____

Geographic Information Systems Supervisor (GPA) (Proposed Creation)

NATURE OF WORK:

This is complex, technical, analytical and professional work involved in the development, implementation, and coordination of the Geographic Information Systems (GIS) for the Guam Power Authority. Employees in this class administer, manage, coordinate and supervise activities engaged in GIS operations.

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.)

Administers the GIS program for the Authority and provides technical guidance; responsible for the planning, staffing identification of needs, creation of solution, program expansion, security, technical support, research of new trends and technology while providing oversight of the Authority's GIS Smart Grid initiatives.

Conducts studies and prepares reports for management related to the operation and activities of the Authority's GIS unit; establishes and monitors regulatory compliance of GIS policies, procedures and industry standards.

Performs spatial analysis to include geospatial activities; evaluates and recommends hardware and software purchases which includes software updates and patches-install, configuration, and troubleshooting.

Manages the acquisition and management of geospatial data, products and services. Geospatial products include mobile technology, GIS data management, spatial analysis, web mapping services and remote sensing data.

Administers GPA Small Utility Enterprise License Agreement for Spatial Data Enterprise Server, Internet and Desktop Applications and License Manager; ensures the security and integrity of GIS data with Backup, Retention and Recovery Plan and Service Level Agreement.

Analyzes and programs very complex and specialized GIS spatial applications or data acquisition; including metadata development; develop maps for publication and presentation.

Develops long-range plans, goals, objectives and priorities to improve operational efficiency and effectiveness. Manages professional service contracts for GIS and real estate activities.

Negotiates and administers contracts, land acquisition and leases for the Authority's Island-wide Power Facilities; interprets, oversees and ensures compliance with federal and local laws, regulations and real estate standards. Monitors, evaluates and communicates impact of potential legal or regulatory changes.

Manages, plans and directs the land acquisition, title research of easements, right-of-ways and other land interests on government and private property required for efficient operation and maintenance of the Island-wide Power System and capital improvement projects. Oversees lease agreements and federal land transfers for the IWPS and initiates land condemnation or land registration for the Authority.

Prepares and reviews necessary legal documents for property acquisition, sales contracts, deeds, legal descriptions and related documentation pertaining to acquisition activities.

Performs review and research of various items associated with right-of-way activities, e.g., ownerships, title opinions, parcel sketches, legal descriptions, appraisals and appraisal review, maps, construction plans.

Communicates with the general public, vendors, management, and contractors in order to coordinate and administer the use of GIS projects and data.

Represents the Authority on committees and task forces by serving as a technical advisor in the exchange of information or in addressing specific needs for land acquisition, project management or geographic information with other agencies or organizations.

Maintains current on specific job knowledge by attending training courses and professional organizational meetings, and reading job-related professional journals/publications.

Reviews research papers, analytical reports, programs and/or data trends to develop innovative approaches to problem solving and program evaluations and make recommendations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of GIS work and right-of-way.

Knowledge of modeling techniques such as GIS network modeling, surface modeling and/or complex spatial analysis involving integrated use of numerous data themes and layers, and synthesis involving complex map algebra, etc.

Knowledge of overlay analysis operations using both vector and raster tools.

Knowledge of database construction, developing normalized tables and interfacing with different systems such as Access relational data repositories.

Knowledge of spatial application development techniques.

Knowledge of quality control and quality assurance functions, primarily on cadastral, topographic and natural data layers.

Knowledge of principles and practices of digitizing and data manipulation procedures in GIS.

Knowledge of basic cartography methodologies.

Knowledge of standardize metadata and documentation.

Considerable knowledge of research and data collection methodology for geographic data, and requirements of form, content, and recording necessary to validate documents involved in real estate transactions.

Ability to read construction plans, real property appraisal reports, make comprehensive reports, prepare budget proposals and exercise sound judgment in safeguarding/disseminating confidential or sensitive information.

Ability to organize, coordinates, and prioritizes multiple tasks and projects to complete job functions in an order, efficient manner.

Ability to effectively present information and respond to questions from managers, customers, and the

general public.

Ability to work under stringent deadlines.

Ability to establish and maintain effective working relationships the public and employees.

Ability to perform mathematical calculations.

Ability to troubleshoot hardware and software problems.

Ability to compose, edit and proofread a variety of correspondence, reports, procedure manuals and forms.

Ability to prioritize tasks to meet deadlines in stressful and changing conditions.

Ability to design and test database structures for storage and manipulation of spatial data.

Skill in writing scripts such as SQL, AML and various object-oriented programming languages.

Skill in the use of applications such as MS SQL server, ArGIS Desktop Server, Image Analysis, Network Analysis, Arc Publisher, Access and SDE.

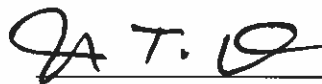
Skill in the use of industry standard GIS related software, such as Arc Map, ArcGIS Online, Arc Catalog etc.

Skill in the use of GPS equipment and operations.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years professional-level experience in the design, development, implementation and administration of enterprise geographic information systems, including analysis and database development and integration and graduation from a recognized college or university with a Bachelor's degree in GIS, Geography, Engineering, Computer Science or closely related field; or
- B. Five (5) years of professional-level experience in the design, development, implementation and administration of enterprise geographic information systems, including analysis and database development and integration and an Associate's degree in GIS, Geography, Engineering, Computer Science or closely related field; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established:



Joseph T. Duenas, Chairman
Consolidated Commission on Utilities