



GPA RESOLUTION NO. FY2023-03
GWA RESOLUTION NO. 04-FY2023

**RELATIVE TO THE CREATION AND APPROVAL OF POSITION CLASSIFICATION
SPECIFICATION FOR THE UTILITY BOARD SECRETARY (UNCLASSIFIED)**

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

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

WHEREAS, the GWA and GPA are Guam Public Corporations established and existing under the laws of Guam; and

WHEREAS, the Board Recording Secretary position was created in the unclassified service in the late 1980s, which at the time was under the purview of the Civil Service Commission (CSC) with intent to perform secretarial work involving the full-range of secretarial and office management duties for various departments and agencies with Boards.

WHEREAS, GWA and GPA continue to modernize operations by improving and engaging our ratepayers to enhance transparency and accountability of the Utilities and Commission. While the basic duties and responsibilities of the Board Recording Secretary’s role did not significantly change, the current position has not been updated to reflect current duties and responsibilities, nor does it reflect the skill sets and standards required of the position. Most notably, technology and new laws have reshaped the way we conduct business today, requiring additional knowledge, skills, and abilities.

1 **WHEREAS**, the Utility Board Secretary plays a vital role to interpret and summarize
2 Commission rules, proceedings and resolutions, ensuring legal and statutory requirements are
3 met. Additionally, this position also serves as liaison between GWA & GPA Executive
4 Management and the Commission, requiring high degree of accuracy, confidentiality, discretion
5 and judgment; Thus, the creation of the Utility Board Secretary is necessary to adequately
6 updates the enhanced utility-based job specifications required of the position.

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8 **WHEREAS**, the GWA and GPA General Managers request the CCU to approve the
9 creation of the Utility Board Secretary in the Unclassified status; and

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11 **WHEREAS**, the GWA and GPA General Managers request the CCU to approve the job
12 specification standard for the Utility Board Secretary; and

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14 **WHEREAS**, Public Law 34-131, Section 2, §6303 (d) and (2C) authorizes the creation
15 of positions in Autonomous Agencies and Public Corporations; and

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

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

- 24 1. The creation of the Utility Board Secretary in the unclassified service and
25 addition of the position to the Certified, Technical, and Professional (CTP) list
26 of positions.

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- 1 2. The adoption of the proposed minimum and maximum range of
2 compensation, in accordance with the Strategic Pay Methodology as follows:

20 th Market Percentile (2017 Market Data – 5 Sub-Steps)											
	Structural Adjustment- MIN						Structural Adjustment- MIN				
Benchmark Position	JE Points	Base Salary	Hourly	Grade	Step	Sub-Step	Base Salary	Hourly	Grade	Step	Sub-Step
Utility Board Secretary	582	\$45,377.00	\$21.83	I	6	B	\$47,219.00	\$22.70	I	7	B

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4 3. Upon successful recruitment of the approved position, both GWA and GPA
5 shall equally compensate the individual hired.
6 4. The CCU authorizes the respective General Managers to remove existing
7 Board Recording Secretary from its CTP list of positions.
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9 **RESOLVED**, that the Chairman certified, and the Board Secretary attests to the adoption
10 of this Resolution.

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12 **DULY AND REGULARLY ADOPTED**, this 29th day of November 2022.

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14 Certified by:

14 Attested by:

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17 **JOSEPH T. DUENAS**
18 Chairperson

17 **PEDRO ROY MARTINEZ**
18 Secretary

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SECRETARY'S CERTIFICATE

I, Pedro Roy Martinez, 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: 4
NAYS: 0
ABSENT: 0
ABSTAIN: 0



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