



GWA RESOLUTION NO. 17-FY2024

GPA RESOLUTION NO. FY2024-20

**RELATIVE TO THE CREATION AND APPROVAL OF POSITION
CLASSIFICATION SPECIFICATION FOR:**

LEGAL ANALYST

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, 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 Power Authority (“GPA”); and

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

WHEREAS, the Legal Analyst position is deemed essential to meet the demands of the legal division within GWA and GPA, as both entities provides a wide range of legal services necessary to address specific issues raised within each organization, the GWA/GPA executive management teams, and the elected CCU; and

WHEREAS, the absence of a Legal Analyst position hinders the ability of GWA and GPA legal counsels to prepare legal documents, conduct research and case preparation, stay informed on rules of practice before courts and adjudication bodies, and interview clients and witnesses to address utility issues and cases more efficiently and effectively; and

WHEREAS, the General Managers of GWA and GPA have petitioned the CCU to approve the job specification standard for the Legal Analyst position in the classified status (Attachment A); and

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

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

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 8 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
 9 does hereby approve the following:

- 10 1. The recitals set forth above hereby constitute the findings of the CCU.
- 11 2. The CCU finds that the creation of the Legal Analyst position would be in the
 12 classified service.
- 13 3. The CCU hereby authorizes GWA and GPA to add the Legal Analyst position
 14 to the Certified, Technical, and Professional (CTP) list of positions.
- 15 4. The CCU hereby further authorizes the management of GWA and GPA to
 16 adopt the proposed minimum and maximum range of compensation, under the
 17 Strategic Pay Methodology as follows:

25 th Market Percentile (2022 Market Data – 5 Sub-Steps) - GWA											
Benchmark Position	JE Points	Structural Adjustment- MIN					Structural Adjustment- MIN				
		Base Salary	Hourly	Grade	Step	Sub-Step	Base Salary	Hourly	Grade	Step	Sub-Step
Legal Analyst	701	\$61,152.25	\$29.40	J	2	C	\$63,635.27	\$30.59	J	3	C

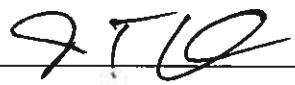
30 th Market Percentile (2022 Market Data – 5 Sub-Steps) - GPA											
Benchmark Position	JE Points	Structural Adjustment- MIN					Structural Adjustment- MIN				
		Base Salary	Hourly	Grade	Step	Sub-Step	Base Salary	Hourly	Grade	Step	Sub-Step
Legal Analyst	629	\$62,199.57	\$29.90	J	02	B	\$64,725.12	\$31.12	J	03	B

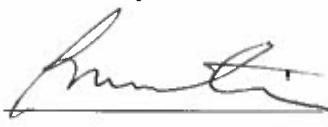
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 20 **RESOLVED**, that the Chairman certified, and the Board Secretary attests to the adoption
 21 of this Resolution.

1 **DULY AND REGULARLY ADOPTED**, this 23rd day of July, 2024.

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3 Certified by:

Attested by:

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6 **JOSEPH T. DUENAS**

PEDRO ROY MARTINEZ

7 Chairperson

Secretary

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10 **SECRETARY'S CERTIFICATE**

11 I, Pedro Roy Martinez, Board Secretary of the Consolidated Commission on
12 Utilities as evidenced by my signature above do hereby certify as follows:

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

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18 AYES: 5
19 NAYS: 0
20 ABSENT: 0
21 ABSTAIN: 0

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NATURE OF WORK IN THE CLASS:

Under the general direction and supervision of the Guam Power Authority (GPA) or the Guam Waterworks Authority (GWA) staff attorney, employees in this class perform a variety of specialized legal assignments and conduct legal research; analyze legislation, regulations, procedural court orders, and non-complex court and administrative decisions; prepare legal documents and forms for administrative and court proceedings; prepares reports; reviews and assist with the preparation of templated agreements and contracts; and assists with the preparation of administrative rules, regulations, and resolutions; and, coordinated assigned activities.

ILLUSTRATIVE EXAMPLES OF WORK: (This list is of examples only and does not indicate all job-related duties required of this position.)

Conduct legal research and summarize results; assist in case preparation, pretrial and trial preparation, both in and outside the courtroom and/or for any administrative or regulatory proceeding to include Civil Service Commission (CSC) Status Calls/Hearings, Consolidated Commission on Utilities, and Public Utilities Commission regular meetings and hearing.

Monitors, tracks, and updates the status of attorneys' cases and prepares related status reports and summaries;

Identifies and resolves scheduling conflicts for case matters, witnesses, clients, and attorneys;

Identifies, compiles, and selects documents and exhibits for discovery and trial;

Applies knowledge of various court rules related to legal practice subject matter and court filing procedures;

Calculates and calendars critical and other dates and advises attorney of specific time requirements, deadlines, and court schedules;

Schedules and coordinates pre-hearing conferences or depositions; summarizes deposition content;

Communicates with the courts, clients, and witnesses regarding noted motions and confirms scheduling;

Prepares, proofreads, serves, and files notices of appearance, answers, motions, notices of hearings, initial or final orders, appellate briefs, accompanying correspondence, and other related case and court documents or pleadings in compliance with court rules;

Checks legal citations and references for correct format;

Performs legal research to gather and analyze information relevant to litigation regarding specific topics, statutes, case law, court rules, and legislative history;

Prepares exhibits and courtroom aids, incorporating current technology;

Drafts interrogatories, requests for documents and responses to same;

Prepares and finalizes discovery, both propounded and responsive;

Review discovery requests provided by the opposing party and identify necessary information needed to obtain appropriate records;

Composes, organizes, and enters discovery information into legal databases; summarizes depositions and other discovery materials;

Retrieves case records, statements, or exhibits as required from databases;

Provides assistance to attorneys during trial and/or Civil Service Commission (CSC) hearings or other similar administrative or regulatory hearings;

Assembles attorney instructions, organizes hearing and trial notebooks, and maintains case files;

Performs other work as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of legal procedures and terminology

Knowledge of principles of legal research and legal writing

Knowledge of legal processes and court judicial systems

Knowledge of principles of ethics and confidentiality rules related to legal practice

Knowledge of judicial and quasi-judicial procedures and the rules of evidence

Ability to supervise and train legal clerks or legal secretaries on investigative techniques and processes

Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and precedent of the office

Ability to summarize facts and evidence and prepare legal instruments

Ability to communicate clearly and logically in oral and written form

Ability to utilize technology in research and writing assignments

Ability to create spreadsheets to capture and analyze data

Ability to maintain effective working relationships with persons contacted in the course of work

MINIMUM EXPERIENCE AND TRAINING

- A. Certificate of completion of a paralegal program approved by the American Bar Association; *or*
- B. Graduation from a recognized college or university with a Bachelor's in Legal Studies, Criminal Justice, or related field, and two (2) years of law-related experience; *or*
- C. Graduation from a recognized college or unit with an Associate's Degree in Paralegal, Legal Studies, Criminal Justice, or related field and three (3) years of legal experience; *or*
- D. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

LICENSE OR CERTIFICATES

A valid Guam driver's license may be required at the time of appointment.

ESTABLISHED: JULY 2024

FLSA STATUS: EXEMPT



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities