



PETITION

The Guam Waterworks Authority & Guam Power Authority hereby petitions the Consolidated Commission on Utilities (CCU) the following:

CREATION OF POSITIONS: (Unclassified) Utility Board Secretary

This petition is in compliance with 4 GCA, Chapter 6, §6303 (d) (added by Public Law 28-112). The petition is also required by 4 GCA, §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Art. 1 (Sunshine Law).

For more information, please visit the Guam Power Authority's website at www.guampowerauthority.com/gpa_authority/careers/gpa_petitions.php or Guam Waterworks Authority website at <http://www.guamwaterworks.org/careers/petition>. You may also contact GPA's and GWA's Human Resources Office at 671-648-3130 or 671-300-3076/6.

Miguel C. Bordallo, P.E.
General Manager
Guam Waterworks Authority

Beatrice P. Limtiaco,
Acting General Manager
Guam Power Authority



STAFF REPORT CREATION OF POSITION UTILITY BOARD SECRETARY

I. REQUEST

The Guam Waterworks Authority (GWA) and the Guam Power Authority (GPA) respectively petition the Consolidated Commission on Utilities (CCU) to create the following position in the unclassified status in accordance with Public Law 28-112;

➤ **Utility Board Secretary**

II. AUTHORITY

Public Law 28-159, Section 3(c) Amendment of Certified, Technical and Professional Positions. The following information is provided pursuant to 4 GCA, §6303 (d) Creation of positions in the Autonomous Agencies and Public Corporations:

- (1) The petition of any agency, department, or public corporation listed in 4 GCA, §4105(d) of this Title to create a position shall include:

A. The justification for the new position:

The Board Recording Secretary position was created in the late 1980s with the intent for incumbents to perform secretarial and office management duties and responsibilities. The skills required for the position were the ability to take verbal dictation using shorthand, type business letters, and receive and respond to visitors and complaints through the guidance of the Commission. These duties have evolved throughout the years increasing the scope of work to interpret and summarize Commission rules, proceedings and resolutions, ensuring legal and statutory requirements are met. The position also serves as the liaison between GWA & GPA Executive Management and the 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.

Thus, the creation of the Utility Board Secretary adequately updates the duties and functions of the position, specific to a Utility Organization. The creation is necessary to effectively update and capture the enhanced utility-based job specifications required of the position.

B. The essential details concerning the creation of the position.

Refer to the classification review in Section III below.

C. An analysis of similarities and differences between positions to be created and positions listed pursuant to 4 GCA, §4101.1(d);



STAFF REPORT CREATION OF POSITION UTILITY BOARD SECRETARY

While the board secretary positions exist within the government of Guam, the creation of the Utility Board Secretary is being created specifically for GWA and GPA to reflect the update in the minimum qualifications and illustrative examples of the position, which is necessary to accomplish the strategic goals for both utilities.

- D. The position description: See attached.*
- E. The proposed pay ranges and demonstration of compliance with 4 GCA, §6301 of this Title: GWA's and GPA's compensation plan as authorized by Public Law 28-159 and approved by the CCU in October 2007. The proposed compensation is in accordance with the Strategic Pay Plan Methodology.*
- F. A fiscal note as the term as described in 2 GCA, §9101 et seq.; and any other pertinent information.*

The GWA and GPA are responsible for the funding availability for the above-referenced position and are in compliance with all applicable laws, rules, and regulations regarding the creation, filling, and retention of positions in certified, technical, and professional positions. The funding of this position has no financial impact on the Government of Guam's General Fund.

- (2) The petition shall be posted on the agency, department, or public corporation's website for ten (10) days (Saturdays, Sundays, and government of Guam holidays excepted). After the posting, the head shall forward the petition along with evidence of his compliance with 4 GCA, Chapter 6, §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.
- (3) No new position may be filled until after compliance with the provision of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

III. METHODOLOGY

Information was gathered from various public utilities associated with the American Public Power Association (APPA) and American Waterworks Association (AWWA) and other utilities with comparable positions within the United States. The information collected was used to analyze and develop the proposed job standard as they apply to the work performed for the Commission, and for GWA and GPA Executive Management. The staff collaboratively reviewed the duties associated with the proposed creations as indicated in the position descriptions. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of twelve (12) measurement factors: Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisor/Managerial Responsibility.



**STAFF REPORT
CREATION OF POSITION
UTILITY BOARD SECRETARY**

Based on the compensation consulting firm of Alan Searle & Associates market research and on both GPA's and GWA's compensation models per respective industry, implementation ranges resulted as follows:

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

Note: 20th - 50th Raw Market Percentile (2017 Market Data) implementation range from \$48,719.00 – \$59,772.00.

*Pursuant to §1409 of 12GCA Chapter 14 & §8112 of 12GCA Chapter 8, The Board may appoint a Secretary, whose duties and compensation shall be fixed by the board.

IV. RECOMMENDATION

1. To approve the creation of the Utility Board Secretary in the unclassified service and add the position to the Certified, Technical, and Professional (CTP) list of positions.
2. The CCU to authorize the respective General Managers to remove the Board Recording Secretary from its CTP list of positions, as deemed necessary.

Zina Pangelinan-Charfauros
GWA Personnel Services Administrator

Jon-Rey P. Aguigui
GPA Personnel Services Administrator

Christopher M. Budasi
GWA Assistant General Manager,
Administration & Support (AGMAS)

Beatrice P. Limtiaco
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Miguel C. Bordallo, P.E.
GWA General Manager

Beatrice P. Limtiaco,
Acting GPA General Manager

UTILITY BOARD SECRETARY

NATURE OF WORK IN THE CLASS:

Under the direction and supervision of the Consolidated Commission on Utilities (CCU), the Utility Board Secretary performs all statutory duties and responsibilities, including by not limited to performing complex and highly responsible administrative support and secretarial/clerical duties for the Commission.

The Utility Board Secretary is appointed by the CCU and is directly responsible to the Commission to perform all functions with a high degree of accuracy, confidentiality, discretion, and independent judgment.

ILLUSTRATIVE EXAMPLES OF WORK:

(Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the position, as illustrated in the position description questionnaire).

- Takes and transcribes official meeting minutes of the Consolidated Commission on Utilities; summarizes proceedings and recommendations, and types parts of proceedings verbatim. Distributes approved minutes to internal and external partners and publicizes on established online platforms.
- Coordinates timely submittal of agenda items & meeting materials for Commission and Guam Power Authority (GPA) & Guam Waterworks Authority (GWA) Executive Management. Facilitates the formation of meeting agenda; Distributes documents to CCU members in advance of meetings.
- Reviews and maintains daily correspondence for the Commission; Responds to external communications, through the guidance of the Commission, as necessary.
- Attends regular and special CCU Board and Committee meetings as required; takes and finalizes minutes and records roll call votes on agenda items, motions, and pending items; provides and distributes minutes and related materials. Attend meetings outside of established working hours as necessary.
- Composes Resolutions, Ordinances, and Public Hearing Notices when required for review by the CCU and/or GPA/GWA General Managers. Assures known legal time requirements are met. Prepares, attests, publishes, and posts Ordinances and Resolutions as required; follows up on pending projects by GPA/GWA as directed by the Commission.
- Performs secretarial/clerical and administrative activities for the Commission, such as opening and routing daily correspondences and scheduling and/or apprising the Commission of appointments.
- Takes accurate notes and transcribes, formats, and prepares final drafts of a wide variety of memorandums, correspondences, and audit reports, including complex financial statements, statistical reports, and other reports as required by the Commission; prepares CCU Commissioners' agendas and public hearing packets.
- Establishes and maintains CCU Board calendars, files, and records for the CCU Commissioners; Researches, extracts, coordinates, and summarizes information (confidential and non-confidential) on behalf of the Commission and/or Executive Management.
- Assists the with a variety of public outreach activities, and organizing public informational meetings.
- Participates and assists in formulating and planning CCU budget and expenditures; Tracks expenditures within the established budget.

UTILITY BOARD SECRETARY

- Responsible for filing, maintaining, and safeguarding all CCU Board files, including but not limited to litigation, Resolutions, Ordinances, Agendas, and Minutes. Maintain and updated the Records Retention Policy as needed.
- Ensures that meeting rooms are set up with all appropriate equipment and supplies prior to meetings.
- Performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of office administrative and secretarial practices and procedures;
- Knowledge of proper English usage, spelling, grammar, and punctuation;
- Knowledge of effective customer service/public relations techniques;
- Knowledge of business data processing principles and the use of computer software and hardware;
- Knowledge of basic business arithmetic and basic statistical techniques;
- Ability to learn laws, policies, rules, regulations, and procedures of the CCU Board activities;
- Ability to compose, edit, and/or format complex business correspondences, reports, and minutes.
- Ability to exercise good judgment and discretion in working with and on behalf of members of the CCU Commissioners.
- Ability to deal tactfully with the public and others in providing information, answering questions; and providing customer service;
- Ability to handle a large volume of public contact, telephone calls, and e-mails;

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING:

- A. Bachelor's Degree from an accredited college or university and two (2) years of secretarial/administrative/clerical office experience dealing with word processing, typing, public contact, and customer service; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS:

Possession of a valid Guam Driver's license.

ESTABLISHED: NOVEMBER 2022

JE POINTS: 582

FLSA STATUS: NON-EXEMPT

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