

PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT
1026 Cabras Highway, Suite 201 Piti, GU 96915
Phone: (671) 477-5931 Fax: (671) 477-2689
Website: www.portguam.com



NEWS RELEASE

Creation of Positions Capital Improvement Projects Manager and Port Chief Engineer

Piti, Guam, March 28, 2022: In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the positions for Capital Improvement Projects Manager and Port Chief Engineer.

In the upcoming year, the Port will be embarking on major renovation and enhancement of its wharves, buildings, infrastructure and container yard to prepare for the demands of increased cargo movement as a result of the military build-up. The Port anticipates to see over 200,000 TEUs beginning in 2022 up to 2033.

The positions of Capital Improvement Projects Manager and Port Chief Engineer are essential in ensuring that capital improvement projects and infrastructure development are executed in line with the Port's modernization program to meet the military build-up and for Guam's organic growth.

Request to the Board of Directors and supporting documents are available on the Port's website under "Public Notices" <https://www.portofguam.com/news/public-notices> for public review and comment.

Please submit your comments to the Human Resources Division no later than April 11, 2022. For more information, please contact the Human Resources Division at 477-5931, ext. 307.



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com



Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 28, 2022

INTER-OFFICE MEMORANDUM

To: All Port Employees
From: Rory J. Respicio, General Manager 
Subject: Proposed Creation of Position – Capital Improvement Projects Manager

The Board of Directors at their regular meeting of March 24, 2022 authorized management to begin the process to create the Capital Improvement Projects Manager position in the classified service.

To provide you with an opportunity to submit your inputs on the proposed positions, we have posted the request to create the proposed position on the Port's website under "News – Public Notices" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than April 11, 2022.

Should you have any questions, please feel free to contact the Human Resources Division at 477-5931/5, ext. 368 or 370.

Si Yu'os Ma'ase.



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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

March 21, 2022

MEMORANDUM

TO: Board of Directors

FROM: Rory J. Respicio, General Manager 

SUBJECT: Request for Creation of Position – Capital Improvement Projects Manager

Hafa Adai! Through the support of our federal grantors—U.S. Department of Defense, Office of Local Defense Community Cooperation, U.S. Homeland Security, U.S. Economic Development Administration, and U.S. Maritime Administration, the Port was able to:

- Expand Port facilities to accommodate military build-up activities and follow-on operations.
- Extend the service life of aged infrastructure beyond 60 years of use.
- Improve environmental, social justice and community conditions at the Port and throughout Guam.
- Develop a comprehensive environmental, health and safety (EHS) program to ensure compliance with applicable EHS laws and regulations for protection of employees, customers, and the environment.
- Enhance key port stakeholder functions and operations, i.e., carriers, customs, and DoD, with more efficient operations.

Now that the Port has successfully completed its modernization plan, the Agency is now focused on defining the needs for implementing the Port Readiness Plan identified in the 2022 Master Plan. This plan will focus on hardening Port infrastructure to ensure resiliency and reliability for all Port users and the community. The key elements of this plan include:

- Wharf and pier replacement: Golf Pier, F1 Pier and Berths F-2 through F-6 are 1960s vintage assets that exceeded their use-life and would need to be replaced. The continued usage of these wharfs is a result of costly service life extensions the Port has inputted over the last 10 years.
- Port Building Demolition and Replacement Projects: Demolition of buildings built in the 1960s have also exceeded their use life and development of replacement structures is needed to accommodate current and future functions.

In addition to the Ports' Readiness Plan, the Agency has identified in its Fiscal Year 2022 Budget over thirty-three (33) capital improvement projects to be funded by federal grants; and twenty-five (25) Port internally funded capital improvement projects which it is expected to begin the budget year. For long range capital improvement projects, the Port has identified over 175 projects up until 2027.

As the Port embarks in this Readiness Plan, there is a need to establish a Capital Improvement Projects Manager position within the Port's Classification and Compensation Plan. This position will be responsible for planning, overseeing, and coordinating capital improvement and maintenance projects for the Port and will be working in collaboration with division heads and management in ensuring such projects are executed on schedule and on budget.

We are attaching classification report and analysis justifying the need to create a Capital Improvement Projects Manager position in the classified service under the Port Classification and Compensation Plan.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

1. The justification for the new position.
2. The essential details concerning the creation of the position.
3. An analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d).
4. The position description.
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 *et seq.*, and any other pertinent information.

If the Board agrees to establish the Capital Improvement Projects Manager position, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

1. The petition for request for creation is posted on the Port's website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted).
2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

After the transparency process has been completed, this office shall forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of positions is approved by resolution, which copies is transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

PROCESS	ESTIMATED TIMELINE
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website.	March 24, 2022
If Board agrees to proceed with the creation, the request will be transmitted to the port employees for review and comments.	March 25, 2022
Posting of proposed creation of position on Port's website.	March 25 to April 8, 2022
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and Board meeting date the request may be approved.	March 25, 2022
Request to be re-submitted to the Board for final approval and adoption by resolution.	April 28, 2022
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	April 29, 2022
Process job announcement for positions and/or effective date of reallocation of positions.	May 30, 2022

In light of the above, we are transmitting our request to create the Capital Improvement Projects Manager position in the classified service for your initial review and approval to begin the transparency and disclosure process for the creation.

Your kind approval of the above is appreciated.

Attachments

Cc: Deputy General Manager, Administration & Finance
Deputy General Manager, Operations & Maintenance
Corporate Services Manager
Acting Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

PETITION FOR

CREATION OF POSITION – CAPITAL IMPROVEMENT PROJECTS MANAGER POSITION

REQUEST:

The General Manager requested the Human Resources Division to review the Port's current organizational structure and establish a Capital Improvement Projects Manager position.

AUTHORITY:

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
 1. *the justification for the new position.*
 2. *the essential details concerning the creation of the position.*
 3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d).*
 4. *the position description.*
 5. *the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
 6. *a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq., and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*
- D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions*, states:

- A. *Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. *The petitions required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. *Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

References of Compliance:

2 GCA §9101, Restrictions Against Unfunded Appropriations, *“All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available....”*

4 GCA §4105(a) Departmental Rules *“Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment.”*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *“The Director of Administration shall perform the following functions... (d) Maintain, post, and keep current on the Department’s website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position....”*

4 GCA §6301. Compensation Policy.

- “(a) Employee compensation shall be based on internal equity and external competitiveness.*
- (b) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (c) Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
- (d) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (e) All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- (f) A program of ongoing communications and training shall be a critical component of compensation administration.”*

AGENCY BACKGROUND:

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation, and maintenance of the Port facilities.

JUSTIFICATION:

Through the support of our federal grantors—U.S. Department of Defense, Office of Local Defense Community Cooperation, U.S. Homeland Security, U.S. Economic Development Administration, and U.S. Maritime Administration, the Port was able to:

- Expand Port facilities to accommodate military build-up activities and follow-on operations.
- Extend the service life of aged infrastructure beyond 60 years of use.
- Improve environmental, social justice and community conditions at the Port and throughout Guam.
- Develop a comprehensive environmental, health and safety (EHS) program to ensure compliance with applicable EHS laws and regulations for protection of employees, customers, and the environment.
- Enhance key port stakeholder functions and operations, i.e., carriers, customs, and DoD, with more efficient operations.

Now that the Port has successfully completed its modernization plan, the Agency is now focused on defining the needs for implementing the Port Readiness Plan identified in the 2022 Master Plan. This plan will focus on hardening Port infrastructure to ensure resiliency and reliability for all Port users and the community. The key elements of this plan include:

- Wharf and pier replacement: Golf Pier, F1 Pier and Berths F-2 through F-6 are 1960s vintage assets that exceeded their use-life and would need to be replaced. The continued usage of these wharfs is a result of costly service life extensions the Port has inputted over the last 10 years.
- Port Building Demolition and Replacement Projects: Demolition of buildings built in the 1960s have also exceeded their use life and development of replacement structures is needed to accommodate current and future functions.

In addition to the Ports' Readiness Plan, the Agency has identified in its Fiscal Year 2022 Budget over thirty-three capital improvement projects to be funded by federal grants; and 25 Port internally funded capital improvement projects which it is expected to begin the budget year. For long range capital improvement projects, the Port has identified over 175 projects up until 2027.

As the Port embarks in this Readiness Plan, there is a need to establish a Capital Improvement Projects Manager position within the Port's Classification and Compensation Plan. This position will be responsible for planning, overseeing, and coordinating capital improvement and maintenance projects for the Port and will be working in collaboration with division heads and management in ensuring such projects are executed on schedule and on budget.

METHODOLOGY:

Human Resources staff reviewed the duties and responsibilities of the proposed Capital Improvement Projects Manager position using the job evaluation systematic process for assessing the content, relative size, and importance of the job within our organization using a total of twelve measurement factors. Each factor indicates a point rating and sum of all points representing the total "points" value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job;
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. Objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries, and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

CLASSIFICATION REVIEW:

The proposed Capital Improvement Projects Manager position, under the general direction of management, plans, organizes, oversees, and coordinates capital improvement and maintenance projects from conceptual initiation through construction closeout. Projects may range from small and mid-size projects to multi-disciplinary, multi-phase projects.

The position requires knowledge of:

- Capital construction project management principles, processes, systems, and techniques.
- Capital construction and maintenance project funding and budgeting, objective development, and work planning/scheduling.
- Principles and practices of civil engineering design and construction and infrastructure maintenance.
- Federal and local laws, codes and regulations regarding public works construction and maintenance.
- Trends, approaches, analysis, and problem-solving techniques used in construction, engineering, inspection, and compliance processes.
- Modern methods of construction and engineering and/or architectural design concept.

- Techniques, equipment, and materials used in public works construction and major maintenance.
- Information technology and computer capabilities applicant to functional responsibilities.
- Methods and techniques of community involvement, decision-making processes, and group processes.
- Principles and practices of team leadership.
- Operations and uses of engineering project scheduling software.

The position requires the ability to:

- Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
- Prepare, administer, and monitor multiple and detailed project budgets and anticipate future budgetary needs.
- Develop persuasive oral presentations of ideas and recommendations.
- Understand and apply complex rules, regulations, laws, and ordinances.
- Provide leadership and project management control on all aspects of assigned projects.
- Analyze technical design engineering, construction engineering and surveying problems.
- Evaluate alternative project approaches and adopt effective solutions.
- Prepare accurate and detailed written material, including staff and administrative reports.
- Analyze policies, proposed code amendments and changes to established programs and policies.
- Exercise sound, independent judgment, and initiative within established guidelines.
- Interact effectively to problem solve and partner with internal and outside agencies and contractors.
- Establish and maintain effective working relationship with a diverse workforce, including managers, employees, contractors, consultants and other encountered in the course of work.

The position reports to the Deputy General Manager for Operations & Maintenance.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in civil engineering, including design, cost, construction materials and technique and federal and local mandates regarding construction.

The experience and training of the position requires six (6) years of experience of professional experience in managing increasingly complex capital design and construction projects and possession of a Bachelors' degree in civil or related engineering discipline. The minimum educational requirement of the position would be possession of a high school diploma or successful completion of a General Education Development (GED) Test.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Government of Guam Classification Plan’s Occupational Listing revealed that there are no positions established that is closely associated with the proposed Capital Improvement Projects Manager position.

As a result, it is recommended that a Capital Improvement Projects Manager position be established under the Port’s Classification and Compensation Plan.

FISCAL NOTE:

The full-time equivalency (FTE) and funding has been identified and approved by the Board.

RECOMMENDATION:

Our review has determined the following pay grade allocation for the Capital Improvement Projects Manager:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1217	N-10D	\$114,267	N-11D	\$118,907

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Capital Improvement Projects Manager position and the resultant pay grade allocation at the pay grade indicated above in the classified service.


SHAWN B. CEPEDA
Acting Personnel Services Administrator

CAPITAL IMPROVEMENT PROJECTS MANAGER

NATURE OF WORK:

Under the general direction of the Deputy General Manager, organizes, oversees, and coordinates the Authority's capital improvement and major maintenance projects from conceptual initiation through construction closeout. Projects may range from small and mid-size projects to multi-disciplinary, multi-phase projects.

ILLUSTRATIVE EXAMPLES OF DUTIES: (These examples do not include the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Plans and manages all aspects of project design, development and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.

Coordinates and integrates multi-phase design, development, and capital construction projects with various local and federal government agencies, as well as, other Port stakeholders and the public.

Prepares project cost estimates and schedules. Develops and reviews engineering specifications to comply with local government standards and construction codes and project goals.

Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.

Initiates acceptance of outside services. Prepares requests for proposals. Participates and may facilitate the consultant/construction management selection process. Plans, schedules, and directs the work of consultant teams in preliminary engineering, engineering design and construction services.

Reviews engineering and financial performance reports. Oversees, inspections and verifications work of engineering staff, and the contractor during constructions. Reviews and recommends approval of change orders.

Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media, and other agencies.

Prepares for and makes presentations to the public and other government entities. Develops performance reports, correspondence and gather documents in connection with projects.

Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.

Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Capital construction project management principles, processes, systems, and techniques.
- Capital construction and maintenance project funding and budgeting, objective development, and work planning/scheduling.
- Principles and practices of civil engineering design and construction and infrastructure maintenance.
- Federal and local laws, codes and regulations regarding public works construction and maintenance.
- Trends, approaches, analysis, and problem-solving techniques used in construction, engineering, inspection, and compliance processes.
- Modern methods of construction and engineering and/or architectural design concept.
- Techniques, equipment, and materials used in public works construction and major maintenance.
- Information technology and computer capabilities applicant to functional responsibilities.
- Methods and techniques of community involvement, decision-making processes, and group processes.
- Principles and practices of team leadership.
- Operations and uses of engineering project scheduling software.

Ability to:

- Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
- Prepare, administer, and monitor multiple and detailed project budgets and anticipate future budgetary needs.
- Develop persuasive oral presentations of ideas and recommendations.
- Understand and apply complex rules, regulations, laws, and ordinances.
- Provide leadership and project management control on all aspects of assigned projects.
- Analyze technical design engineering, construction engineering and surveying problems.
- Evaluate alternative project approaches and adopt effective solutions.
- Prepare accurate and detailed written material, including staff and administrative reports.
- Analyze policies, proposed code amendments and changes to established programs and policies.
- Exercise sound, independent judgment, and initiative within established guidelines.
- Interact effectively to problem solve and partner with internal and outside agencies and contractors.
- Establish and maintain effective working relationship with a diverse workforce, including managers, employees, contractors, consultants and other encountered in the course of work.

MINIMUM EXPERIENCE AND TRAINING:

- A. Six (6) years of experience of professional experience in managing increasingly complex capital design and construction projects and possession of a Bachelors' degree in civil or related engineering discipline.
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Fiscal Year 2022
FUNCTIONAL STATEMENT FOR
CAPITAL IMPROVEMENT PROJECTS DIVISION

INTRODUCTION

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

BOARD OF DIRECTORS

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation, and maintenance of the Port facilities.

GENERAL MANAGER

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

DEPUTY GENERAL MANAGER, OPERATIONS & MAINTENANCE

The Deputy General Manager, Operations & Maintenance is under the general supervision of the General Manager. In the absence of the General Manager, may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors. The Deputy General Manager for Operations & Maintenance is responsible for the overall operations and administration of Compliance/Control, Operations and Maintenance departments.

CAPITAL IMPROVEMENT PROJECTS DIVISION

The Capital Improvement Projects Manager is under the general supervision of the Deputy General Manager of Operations & Maintenance. The position will be responsible for the planning, managing of the Authority's short- and long-term capital improvement and maintenance projects.

JOB EVALUATION
For
CAPITAL IMPROVEMENT PROJECTS MANAGER

Factors	Points	Comments
Education	J 152	Tertiary /Professional: requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body.
Experience	K 175	Executive Direction: Extensive experience in managing, leading, and directing a major function/department or division of a large organization.
Complexity	D 55 327 179.9	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex to that outlined in C – Defined. The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 327 65.4	Managerial: Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 132	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 115	Guidance: Jobholder is expected to work with a large degree of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	A1 12	Work performed indoors in office conditions with almost no unpleasant environmental influences.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 87	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	E4 87	Sensitive/Responsive: Extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relations.
Authority Exercised	G2 152	Approves routine expenditure within budgetary limits and is accountable for an O&M Budget - \$2m - \$20m
Supervisory & Managerial Responsibility	C1 38	Has full supervisory/managerial responsibility for 11-29 staff.
TOTAL POINTS	1217	

PAY GRADE ALLOCATION

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1217	N-10D	\$114,267	N-11D	\$118,907

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Capital Improvement Projects Manager
POSITION NUMBER	
NAME OF EMPLOYEE	New
NAME OF DIRECT SUPERVISOR	Dominic G. Muna
TITLE OF DIRECT SUPERVISOR	Deputy General Manager, Operations & Maintenance
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Capital Improvement Projects
DEPARTMENT	Control & Compliance
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	1217
PAY GRADE	N-10D
POSITION DESCRIPTION (Reviewed)	

2.0 DESCRIPTION OF DUTIES

2.1 ESSENTIAL FUNCTIONS

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [X] one format only: a) b) c)

Duty No or % of Time	Duties and/or Responsibilities
1	Plans and manages all aspects of project design, development and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.
2	Coordinates and integrates multi-phase design, development, and capital construction projects with various local and federal government agencies, as well as, other Port stakeholders and the public.
3	Prepares project cost estimates and schedules. Develops and reviews engineering specifications to comply with local government standards and construction codes and project goals.
4	Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.
5	Initiates acceptance of outside services. Prepares requests for proposals. Participates and may facilitates the consultant/construction management selection process. Plans, schedules, and directs the work of consultant teams in preliminary engineering, engineering design and construction services.
6	Reviews engineering and financial performance reports. Oversees, inspections and verifications work of engineering staff, and the contractor during constructions. Reviews and recommends approval of change orders.
7	Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media, and other agencies.
8	Prepares for and makes presentations to the public and other government entities. Develops performance reports, correspondence and to her documents in connection with projects.
9	Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.
10	Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.
11	Performs related duties as assigned.

2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

Departments, agencies and/or individuals you deal with during the course of your daily activities :

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.
Mark one correct response below with an [X]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.)
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

5.0 SUPERVISION EXERCISED

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [X] in this box

No Supervised	Position Title	Description of Responsibilities
1	Program Coordinator II	Planning, developing, implementing or coordinating federal funded or local programs and projects

6.0 EQUIPMENT

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
	Personal Computer

7.0 JOB REQUIREMENTS

Mark [X] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [X] in box a) “No work experience required.”

a) No work experience required

b) General Years Months

c) Specialized Years Months

Professional experience in managing increasingly complex capital design and construction projects	6	

d) Supervisor / Management Years Months

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [X] in the box that indicates the most applicable education level required :

- Below High School. Show number of years :
- High School Graduation / GED
- Vocational / Technical School. Detail below the specific training that is required by this position :

- Some College. Show number of Semester Hours, or
 Quarter Hours

Detail below specific courses required by the essential functions of this position :

- College Degree. Show major area of study required :

Associates :	
Bachelors :	Civil or related engineering discipline.
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

Capital construction project management principles, processes, systems, and techniques.
Capital construction and maintenance project funding and budgeting, objective development, and work planning/scheduling
Principles and practices of civil engineering design and construction and infrastructure maintenance

Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff
Establish and maintain effective working relationship with a diverse workforce, including managers, employees, contractors, consultants and other encountered in the course of work

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

List possession of required license, professional registration/certification needed to perform essential functions :

7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS

7.2.1 PHYSICAL REQUIREMENTS

Mark with an [X] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to ____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :

7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [X] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%

- 90 Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 10 Outdoors but in an enclosed vehicle protected from extreme weather conditions.

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [X] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:
Position Description - Chief Engineer
Page 10

%

Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).

Vibration (i.e., operating jackhammer, impact wrench).

Noise (Exposure at a level enough to cause hearing loss or fatigue).

An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)

Lifting or carrying items or objects. Describe item/object and weight:

Heat. Describe source and degree of high temperature.

Cold. Describe source and degree of cold temperature:

Other hazards. Describe:

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [X] in the box if not applicable

Condition	Frequency of Exposure

7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [X] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:

- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

CAPITAL IMPROVEMENT PROJECTS DIVISION



FISCAL NOTE

1. A. Fiscal effect: Identify the fiscal effect on the agency appropriations compared to funding levels and appropriations anticipated under current Budget.

	FY 2022				FY 2023			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$172,690				\$262,565			
Budget								

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact*

The Port is in the process of petitioning the creation of a Capital Improvement Projects Manager & Chief Engineer under the Port's Classification and Compensation Plan. The salaries and benefits for the positions has also been identified. The following are different levels recommended for the Capital Improvement Projects Manager & Chief Engineer positions and their corresponding salary ranges.

Capital Improvement Projects Manager

Job Points	Evaluation	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1217		N-10D	\$114,267	N-11D	\$118,907

Chief Engineer

Job Points	Evaluation	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1385		P-10C	\$148,298	P-11C	\$154,320

B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

The General Manager will be presenting to the Board on March 24, 2022, (2) two creation of positions – Capital Improvement Projects Manager & Chief Engineer. The funding for the two positions will come from the Vacancy Pool.

3. Fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*

A. Revenues:

B. Expenditures:

If the Port decides to hire based on the minimum salary for both positions starting April 17, 2022 the total pro-rated amount for FY 2022 is \$172,690. The hiring of the two new positions will increase the salary for FY 2023 to \$262,565.

C. Budget: Explain the appropriations amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.

The appropriations for the two new position creations will come from the Vacancy Pool budget based on the YTD for FY 2022. The expenditures for FY 2022 and FY 2023 are indicated in section 1A.

Name: Jose B. Guevara III, Financial Affairs Controller
Division: Finance Division
Telephone: (671) 477-5931 ext. 323
Date Prepared: 3/22/2022