


PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam 96925

February 27, 2023

INTER-OFFICE MEMORANDUM

TO: Division Heads

FROM: Rory J. Respicio, General Manager 

SUBJECT: Proposed Creation of Position – Chief Financial Officer

The Board of Directors at their regular meeting of February 23, 2023 authorized management to begin the process to create the *Chief Financial Officer* position in the classified service.

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

Please submit your comments, if any, to the Human Resources Division no later than March 14, 2023

Should you have any questions regarding the request, please feel free to contact the Human Resources Division.

cc: Acting Personnel Services Administrator

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

FOR IMMEDIATE RELEASE

February 27, 2023

Creation of Position Chief Financial Officer

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 position **Chief Financial Officer**. Request to the Board of Directors and supporting documents are available on the Port's website under "News Releases" for public review and comment.

Please submit your comment to the Human Resources Division no later than March 14, 2023. For more information, please contact the Human Resources Division at 477-5931, ext. 307.

- End -

Contact: SHAWN B. CEPEDA, Acting Personnel Services Administrator

Phone: (671) 477-5931/5 Email: sbcepeda@portguam.com



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96915
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

February 17, 2023

MEMORANDUM

To: Board of Directors

From: Rory J. Respicio, General Manager 

Subject: Request for Creation of Position – Chief Financial Officer

Hafa Adai! In 1983, the Port Authority of Guam, with the approval of the Civil Service Commission, created the Financial Affairs Controller position. The nature of work for the Financial Affairs Controller position was to administer the financial affairs and administrative programs and operations relative to revenue generation.

Since the establishment of this position, the main emphasis of the position's role was typically as a guardian of the financial health of the Port—overseeing and implementing adequate financial control infrastructure. Since then, the range of responsibilities have expanded, driven by complexity as a result of globalized capital and markets, regulatory and business drivers, growth in information and communication and changing expectations of the role of the Financial Affairs Controller. In addition to being the financial gatekeeper of the Port, the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus.

The Port is embarking on major capital improvement projects to harden the Port infrastructure to ensure resiliency and reliability for all Port users and community and prepare for the increase of military cargoes as a result of the transfer of military forces from Okinawa to Guam. The priorities of the projects are included in the Port's Readiness Plan which will be reflected in the 2022 Master Plan. In addition to the Ports' Readiness Plan, the Agency will also be undertaking over 175 capital improvement construction projects over the next 5 years, to include the marinas and harbor of refuge.

The Chief Financial Officer will be responsible for directing the financial activities of the Port including functions, such as, budget, accounting, grants administration and risk management. This position will be responsible for managing a division of professional accountants and prepare and implement financial strategy, policies and procedures and financial controls framework in order to ensure the achievement of the Authority-wise financial objectives, controls and financial stability. The position will also work in collaboration with our Owner's Agent Engineer consultants, Planning and Engineering division heads to ensure such projects are properly funded.

Currently, the programs and day-to-day activities of the Finance Division are supervised by a Financial Affairs Controller. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus, there is a need to establish a Chief Financial Officer within the Port's Classification and Compensation Plan.

We are attaching classification report and analysis justifying the need to create a Chief Financial Officer 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.
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 Chief Financial Officer 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.	February 23, 2023
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	February 24, 2023
Posting of proposed creation of position on Port's website.	February 24, 2023 to March 10, 2023
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.	February 24, 2023
Request to be re-submitted to the Board for final approval and adoption by resolution.	March 23, 2023
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	March 24, 2023
Process job announcement for positions and/or effective date of reallocation of positions.	April 25, 2023

In light of the above, we are transmitting our request to create the Chief Financial Officer 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, 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 – CHIEF FINANCIAL OFFICER POSITION

REQUEST:

On December 29, 2022, the General Manager requested the Board of Directors to begin the transparency process to create the Chief Financial Officer position. Approval was granted by the Board of Directors and Human Resources Division was asked to review the Port's current organizational structure and establish a Chief Financial Officer 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: In 1983, the Port Authority of Guam, with the approval of the Civil Service Commission, created the Financial Affairs Controller position. The nature of work for the Financial Affairs Controller position was to administer the financial affairs and administrative programs and operations relative to revenue generation.

Since the establishment of this position, the main emphasis of the position's role was typically as a guardian of the financial health of the Port—overseeing and implementing adequate financial control infrastructure. Since then, the range of responsibilities have expanded, driven by complexity as a result of globalized capital and markets, regulatory and business drivers, growth in information and communication and changing expectations of the role of the Financial Affairs Controller. In addition to being the financial gatekeeper of the Port, the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus.

The Port is embarking on major capital improvement projects to harden the Port infrastructure to ensure resiliency and reliability for all Port users and community and prepare for the increase of military cargoes as a result of the transfer of military forces from Okinawa to Guam. The priorities of the projects are included in the Port's Readiness Plan which will be reflected in the 2022 Master Plan. In addition to the Ports' Readiness Plan, the Agency will also be undertaking over 175 capital improvement construction projects over the next 5 years, to include the marinas and harbor of refuge.

The Chief Financial Officer will be responsible for directing the financial activities of the Port including functions, such as, budget, accounting, grants administration and risk management. This position will be responsible for managing a division of professional accountants and prepare and implement financial strategy, policies and procedures and financial controls framework in order to ensure the achievement of the Authority-wise financial objectives, controls and financial stability. The position will also work in collaboration with our Owner's Agent Engineer consultants, Planning and Engineering division heads to ensure such projects are properly funded.

Currently, the programs and day-to-day activities of the Finance Division are supervised by a Financial Affairs Controller. The organizational structure of this division falls under the Deputy General Manager for Administration & Finance. Because of the position has evolved from a transactional and cost efficiency focus to an increasingly value-added strategic focus, there is a need to establish a Chief Financial Officer within the Port's Classification and Compensation Plan.

METHODOLOGY:

Human Resources staff reviewed the duties and responsibilities of the proposed Chief Financial Officer 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 Chief Financial Officer position, under the policy direction of management, is responsible for the administrative and management work in accounting and budgeting for the Authority. The incumbent shall advise management on all matters pertaining to the management and performance of, in accordance with Government Accounting Standards pronouncements, financial operations, control and reporting, including accounts receivables, accounts payable, fixed assets, budget management and control, division allocations and disbursements, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing and payroll. The position helps promote a customer-management service attitude and oversees the Finance Division of the Authority.

The position requires:

Knowledge of:

- Federal, state and local laws, rules and regulations related to fiscal operations, such as, financial management, control and budgeting.
- Accepted U.S. accounting principles, Government Accounting Standards Board (GASB) pronouncements, theories, concepts and terms.
- Economic principles and practices, global financial markets and banking.
- Fiscal management, administrative procedures and relevant laws and regulatory Authority requirements.
- Financial accounting presentation and related software.
- Principles and practices of effective management and supervision.
- Local government’s personnel policies and local and federal labor contract provisions.

Ability to:

- Analyze complex fiscal problems and to make sound and procedural solution recommendations.
- Implement recommendations independently and through direction of subordinate staff.
- Communicate effectively, both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

Skill in:

- performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.

The position reports to the Deputy General Manager for Administration & Finance.

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in public administration and financial management.

The experience and training of the position requires:

- A. Ten (10) years of progressive experience in senior level finance or accounting in a large public or private entity, five (5) years of supervisory experience in two of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Master's degree in accounting, finance, economics, business or public administration, or a recognized professional qualification; or
- B. Seven (7) years of progressive experience in senior level finance or accounting position in a large public or private entity, nine (9) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics, business or public administration or a recognized professional qualification.

Preferred qualification but not required: Possession of a valid and current Certified Public Accountant (CPA) certificate.

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 positions that are closely associated with the proposed Chief Financial Officer position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that Chief Financial Officer 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 Chief Financial Officer:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1377	PP-9B	\$141,101	PP-10B	\$146,830

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


SHAWN B. CEPEDA
Acting Personnel Services Administrator

CHIEF FINANCIAL OFFICER

NATURE OF WORK:

Under the policy direction of management, the Chief Financial Officer is responsible for the administrative and management work in accounting and budgeting for the Authority. The incumbent shall advise management on all matters pertaining to the management and performance of, in accordance with Government Accounting Standards pronouncements, financial operations, control and reporting, including accounts receivables, accounts payable, fixed assets, budget management and control, division allocations and disbursements, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing and payroll. The position helps promote a customer-management service attitude and oversees the Finance Division of the Authority.

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.)

Creates, coordinates and evaluates the financial programs and supporting information systems of the Port to include budgeting and safeguarding of assets for the Authority funds.

Oversees the approval and processing of revenue, expenditure and fund balance documents, Authority's budget, salary updates, general ledger, account maintenance and data entry for the Authority's fund and all aspects of accounting, including cash flow planning reporting organizational and Port budgeting and forecasting.

Ensures the timely and accurate preparation of financial statements, financial reports, special analysis and information reports.

Approve and coordinate changes and improvements in automated financial and management information systems used by the Port.

Analyze cash flow, cost control and expenses and analyze financial statements to identify and correct weak areas and provide recommendations and solutions.

Develop and implement finance, accounting, billing and auditing procedures and ensure compliance with local, state and federal reporting requirements.

Ensures compliance with federal financial standard as required by Single Audit (OMB Circular A-133) and record systems are maintained in accordance with generally accepted accounting principles.

Interact with senior accounting staff to provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations.

Ensure financial alignment with the Authority's mission, goals and objectives.

Establish and monitor the Authority's investment strategies and policies in accordance with objectives set by the General Manager and Board of Directors.

Develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems.

Establish and implement short and long range Authority's finance goals, objectives, policies and operating procedures.

Manage a complex financial system consisting of multiple/varied funds (general fund, special accounts mandated by Public Utilities Commission, federal and local grants, capital projects, etc.)

Establish standard financial policies, procedures and processes for use by fiscal staff and division heads; supervise and direct data collection for the preparation and maintenance of financial reports.

Oversee the preparation of the annual budget, grant budgets and related accounting and budget work; monitor expenditures in accordance with budget allocations; review and present to the General Manager for approval budget transfer requests.

Manage the establishment of fiscal goals, audits of financial documents and the preparation and maintenance of fiscal reports.

Meet with auditors to respond to questions and determine any adjustments as a result of findings.

Responsible for the development and distribution of applicable budget and payroll information to division heads.

Appear before the Board of Directors to present information related to the development and execution of the annual budget.

Ensure consistent interpretations of laws, rules, policies and procedures.

Evaluates budget and fiscal system performance and make ongoing adjustments as approved by the General Manager.

Establish and supervise comprehensive fiscal processes, procedures and controls in accordance with federal, state and local regulatory requirements and Generally Accepted Accounting Practices (GAAP).

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Federal, state and local laws, rules and regulations related to fiscal operations, such as, financial management, control and budgeting.
- Accepted U.S. accounting principles, Government Accounting Standards Board (GASB) pronouncements, theories, concepts and terms.
- Economic principles and practices, global financial markets and banking.
- Fiscal management, administrative procedures and relevant laws and regulatory Authority requirements.
- Financial accounting presentation and related software.
- Principles and practices of effective management and supervision.
- Local government's personnel policies and local and federal labor contract provisions.

Ability to:

- Analyze complex fiscal problems and to make sound and procedural solution recommendations.
- Implement recommendations independently and through direction of subordinate staff.
- Communicate effectively, both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

Skill in:

- performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.

MINIMUM EXPERIENCE AND TRAINING:

- A. Ten (10) years of progressive experience in senior level finance or accounting in a large public or private entity, five (5) years of supervisory experience in two of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Master's degree in accounting, finance, economics, business or public administration, or a recognized professional qualification; or
- B. Seven (7) years of progressive experience in senior level finance or accounting position in a large public or private entity, nine (9) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics, business or public administration or a recognized professional qualification.

Preferred qualification but not required: Possession of a valid and current Certified Public Accountant (CPA) certificate.

**Fiscal Year 2023
FUNCTIONAL STATEMENT FOR
FINANCE 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, ADMINISTRATION AND FINANCE

The Deputy General Manager, Administration & Finance 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 Administration & Finance is responsible for the overall operations and administration of Marketing/Public Relations Division and Corporate Services Department which includes General Administration, Commercial, Human Resources, Information Technology, Procurement & Supply and Finance divisions.

FINANCE DIVISION

The Finance Division is responsible for the development and maintenance of the Authority's payroll, accounting, and billing functions. Also responsible for the continual review of accounting controls to safeguard all assets and to ensure fulfillment of commitments to management; and for coordinating the annual audit of the authority with an independent public accounting firm retained by the Board of Directors.

Expense Accounting Section: Responsible for accuracy and timeliness of all accounts payables, establishing and maintaining fixed asset property inventory records and validating, auditing and payment of approximately 400 daily/weekly time cards and the issuance of bi-weekly paychecks to include payroll deductions and fringe benefit allotments.

Revenue Accounting Section: Responsible for the invoicing of billable services and use of facilities with the Port tariff provisions, maintenance the general ledger and collection of revenues.

JOB EVALUATION
For
CHIEF FINANCIAL OFFICER

Factors	Points	Comments
Education	J 152	Tertiary/Professional: Requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body. J152: Master/honor degree including post graduate courses of study, e.g., MBA or advanced professional certification, e.g., PE (Professional Engineer), CPA (Certified Public Accountant), PS (Professional Surveyor) etc.
Experience	K 200	Executive Direction: Extensive experience in managing, leading and directing a major function/department or division of a large organization.
Complexity	E 60 352 211.2	Complex: A high level of innovation and adaptability is required to react to rapidly changing circumstances. Significant demands made to control, harmonize and motivate all or major sections of the organization. A high level of unpredictability is encountered and this necessitates innovative and conceptual thinking in in responding to the demands of the business both locally and perhaps internationally.
Scope of Work	E 25 352 88.0	Corporate: Functional responsibility at a corporate level involving the central coordination of a specialist or staff unction in a large organization or a number of specialist or staff functions in a small or medium size organization. The position requires the integration and coordination of all associated activities and has influence over all relevant policy and procedures.
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 132	General Guidance: Minimal guidance is provided. Expected to plan activities of own work program within the overall objectives of the operations—division. Expected to raise only contentious or major problem issues for the Board or General Manager's consideration.
Work Environment	A1 12	Work is performed indoors in office conditions with almost no unpleasant environmental influences.

Factors	Points	Comments
Physical Demands	A 1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 100	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	F4 115	Top Level: Coordination and direction of senior management from all areas of the organization.
Authority Exercised	G3 175	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	1377	

PAY GRADE ALLOCATION

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1377	PP-9B	\$141,101	PP-10B	\$146,830

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Chief Financial Officer
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	
TITLE OF DIRECT SUPERVISOR	
JOB LOCATION (Department / Agency)	
DIVISION	
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	
POSITION DESCRIPTION (Reviewed)	

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:
Operations Manager, Transportation & Stevedore Superintendent, Shipping Agencies, Trucking Companies.

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	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
X	15 - 50% of total working hours
	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	General Accounting Supervisor - Revenues	Manage the Accounts Receivable and Tariff/Billing sections
1	Accountant III	Manage the Accounts Payable and Payroll sections
1	Accountant II	Manage and maintain Fixed Assets accounts, reviews General Journal entries, assists in AP and Payroll tasks.
1	Accountant II	Responsible for monthly journal entries, analytical reports, allocations, month-end and year-end tasks.
1	Accountant II	Responsible for monthly journal entries, capital improvement projects and other analytical reports
1	Accountant II	Responsible for managing the recording of monthly Accounts payable transactions, disbursements of vendors and employees' payroll deductions.

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
95%	Computer
2%	Calculator
3%	Copier Machine

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
Experience in rate presentation to PUC or equal body for approval	5	
Experience in professional accounting in wide field or business activity similar or greater, in scope and size to the Authority.	10	
Experience in managing tax exempt bond	3	

c) Specialized	Years	Months

d) Supervisor / Management	Years	Months
Progressive experience in senior level finance or accounting in a large public or private entity	10	
Supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field	10	

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:	Accounting
Masters:	Business, Finance, Economics, Accounting or Public Administration
Beyond Masters:	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions:

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

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

Certified Public Accountant (CPA) – Preferred but not required
Masters of Business Administration (MBA) – Preferred but not required
Certified Government Financial Manager (CGFM) – Preferred but not required
Other similar national financial designation – Preferred but not required

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)

Analytical skills, presentation skills, facilitation skills, leadership skills, management skills and other interpersonal skills

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

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

%

- 100 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.)
- 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:

%

- 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:

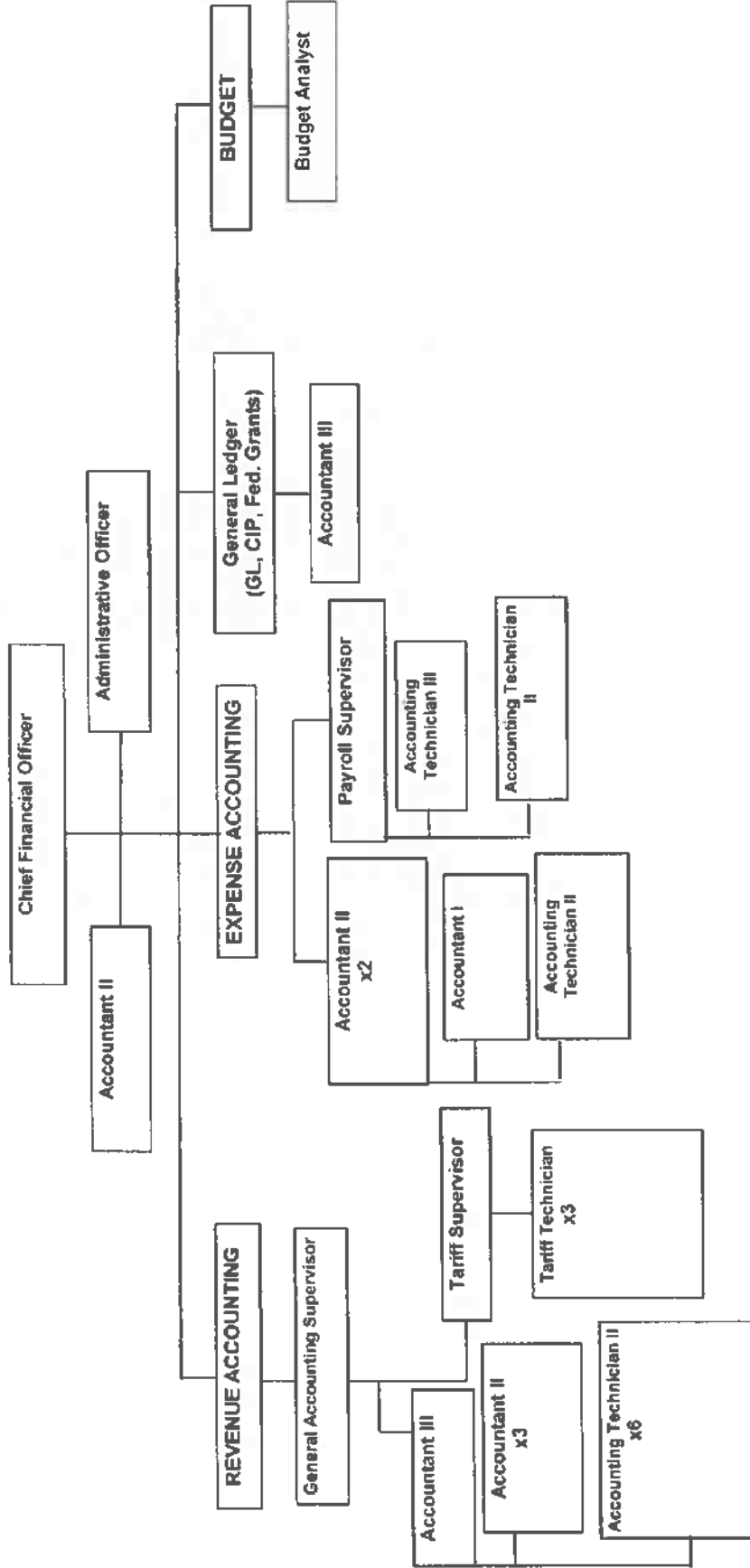
The information given on this position is complete and correct.

Signature of Employee

Date

PORT AUTHORITY OF GUAM
 Jose D. Leon Guerrero Commemal Port
 FISCAL YEAR 2023 ORGANIZATIONAL CHART

FINANCE 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 2023				FY 2024			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$90,880				\$218,108			
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 Chief Financial Officer & General Administration Manager 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 Chief Financial Officer & General Administration Manager positions and their corresponding salary ranges.

Chief Financial Officer

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1377	PP-9B	\$141,101	PP-10B	\$146,830

General Administration Manager

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
913	MM-3A	\$77,007	MM-4A	\$80,134

- 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 February 23, 2023, (2) two creation of positions – Chief Financial Officer & General Administration Manager. 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 May 7, 2023 the total pro-rated amount for FY 2023 is \$90,880. The hiring of the two new positions will increase the salary for FY 2024 to \$218,108.

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 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 2023. The expenditures for FY 2023 and FY 2024 are indicated in section 1A.

Name: Jose B. Guevara III, Financial Affairs Controller
Division: Finance Division
Telephone: (671) 477-5931 ext. 323
Date Prepared: 2/16/2023