

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



PUBLIC NOTICE

Creation of Position Equipment Maintenance Manager

Piti, Guam, December 3, 2024: 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 of Equipment Maintenance Manager.

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 December 18, 2024. For more information, please contact the Human Resources Division at 671-477-5931/4, ext. 244 - 249.



PORT OF GUAM
ATURIDAT / PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96915
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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

December 3, 2024

INTER-OFFICE MEMORANDUM

To: Division Heads
From: Rory J. Respicio, General Manager *Rory Respicio*
Subject: Request for Creation of Position – Equipment Maintenance Manager

Hafa Adai! The Board of Directors at their regular meeting of November 27, 2024 authorized management to begin the process to create the Equipment Maintenance Manager 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 "News – Public Notices" <https://www.portofguam.com/news/public-notice> for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than December 18, 2024.

Should you have any questions, please feel free to contact the Human Resources Division at 671-477-5931/4, ext. 244-249.



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

November 20, 2024

MEMORANDUM

To: Board of Directors

From: Rory J. Respicio, General Manager *Rory Respicio*

Subject: Request for Creation of Position of an Equipment Maintenance Manager

Hafa Adai! On October 31, 2024, the Board of Directors approved Resolution 2024-15, relative to requesting for creation of position of an Equipment Maintenance Manager and approval to not merge the Operations and Equipment Maintenance Divisions based on the following:

On September 26, 2024, the Board of Directors passed Resolution 2024-14, relative to holding in abeyance the merger of Operations and Equipment Maintenance Divisions, the amendment of the Operations and Equipment Maintenance Manager and address the impact of the realignment on the Organizational Structure. Resolution No. 2024-14, approved the following:

1. To hold in abeyance only the merger of the Operations and Equipment Maintenance divisions, allowing the General Manager to further assess whether the merger would provide additional benefits to the Port Authority of Guam's operations or whether the succession plan should be amended to allow for the Maintenance Manager position to be amended to the Equipment Maintenance Manager position, reflecting the current organizational structure.
2. Maintaining the current salary structure for the Operations Manager and Maintenance Manager positions, with no salary increases, as the merger of the Operations and Equipment Maintenance Manager positions will be held in abeyance.
3. Authorized the General Manager to retain the Operations Manager and Maintenance Manager positions, without abolishing them, and to continue filling the Maintenance Manager position in an acting capacity pursuant to the Port's Personnel Rules and Regulations.
4. Supported the General Manager's continued assessment of the operational needs of the Port Authority, specifically regarding the potential merger of the Operations and Equipment Maintenance Manager positions. The General Manager will provide periodic updates to the Board on the assessment and make recommendations if any significant changes to the organizational structure are warranted.

In the 2018 Leon Guerrero Transition Report identified a lack of succession planning, which created leadership continuity challenges within key departments, including Operations and Equipment Maintenance. The merger of the Operations and Maintenance was originally proposed to balance the need for preventative maintenance of yard equipment with the continued operations of vessels, both critical to the Port's efficiency.

On September 28, 2023, the Board passed Resolution No. 2023-15, authorizing the realignment of the Port's organizational structure, including the merger of the Operations and Equipment Maintenance divisions, the establishment of Facility Maintenance as a standalone division, the merger of the Capital Improvement Projects and Engineering divisions, and the separation of Occupational Safety and Environmental Compliance into two divisions.

In late 2021, the retirement of two senior managers without a succession plan caused a leadership void in the Maintenance Department and to address this gap, the Operations Manager assumed the responsibilities of the Maintenance Manager without additional compensation, ensuring stability in maintenance operations during this period.

On April 25, 2024, the Board authorized the transparency and disclosure process related to the realignment and job specification amendments, followed by the approval of the realignment on May 31, 2024, and the filing of amended job standards with the 37th Guam Legislature on June 4, 2024.

Since the realignment was approved, the General Manager reported significant improvements in the efficiency and effectiveness of the Port's maintenance division. Despite the merger of operations and maintenance, the maintenance division developed systems to streamline processes and integrated work orders with the E1 Financial Management System (E1), demonstrating its capacity to operate as a standalone division.

The realignment plan strengthened the Port's ability to manage cargo-handling equipment and maintain operational integrity, with the maintenance division building a robust structure, including the creation of Facility Maintenance as a separate division, further proving its capacity to function independently within the overall organizational restructuring.

The development of the EQMR Maintenance Dashboard, which began in 2021 and was officially implemented on August 28, 2024, reinforced the maintenance division's capabilities. By integrating data from the E1 system and tracking key metrics such as equipment downtime, parts availability, and estimated completion times, the dashboard streamlined operations and improved transparency across divisions, enabling the maintenance division to balance ongoing maintenance needs with the Port's operational requirements.

On July 8, 2024, the General Manager appointed an employee as Acting Maintenance Manager, which he introduced a policy to address the balance between vessel operations and yard equipment maintenance. The separation of the roles of Operations Manager and Maintenance Manager was supported by the EQMR Maintenance Dashboard, which provides real-time data to enable more precise scheduling and prioritization of preventative maintenance. The policy grants the Maintenance Division authority over yard equipment downtime, ensuring alignment between maintenance and operations for the overall efficiency of the Port's equipment.

The goal has always been to strike a harmonious balance between operations and maintenance, improving operational efficiency by reducing equipment failures and downtime. The EQMR Maintenance Dashboard supports this balance by ensuring that maintenance is prioritized based on operational needs, preventing delays from external factors.

These policies, combined with the data-driven approach of the EQMR Maintenance Dashboard, have resulted in significant operational improvements, ensuring that yard equipment remains in optimal condition while balancing the needs of vessel operations and administrative functions.

The EQMR Maintenance Dashboard integrates data from E1 system to offer transparency and accountability, providing insights to the EQMR Parts Team, Maintenance Control and Shop Leaders, allowing for efficient prioritization of work orders, monitoring delays and streamline repairs, while ensuring all stakeholders are kept informed.

These improvements are led by the Equipment Maintenance team, headed by the Equipment Maintenance Superintendent, with support from all sections in the division, this approach, reinforced by policies approved by the General Manager, prioritizes critical maintenance tasks, including preventive maintenance and corrosion control, focusing on operational needs and improving efficiency while preventing maintenance delays.

Based on the assessment conducted by the General Manager, it would be beneficial to the Port to not merge the Operations Division and Equipment Maintenance Division into one division and maintain the divisions as separate as indicated in the current organizational structure.

To ensure a succession plan is in place for the Equipment Maintenance Division, it is recommended that an Equipment Maintenance Manager position be created in the classified service.

The Board of Directors supports the General Manager's capability to lead the Authority through the strategic transitions to create the capacity needed for sustained strong performance, so that the end results forge the organization's long-term success. The General Manager is authorized:

1. To proceed with the creation of the Equipment Maintenance Manager position in the classified service and comply with the transparency and disclosure processes as outlined in Section 6303(d) of Title 4 of the Guam Code Annotated and Rule 5.015 of the Personnel Rules and Regulations.
2. To not merge the Operations and Equipment Maintenance divisions into one division and continue to operate it as separate divisions under the Authority's current organizational structure.

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). In accordance with Rule 5.015 of the Personnel Rules and Regulations, the General Manager shall present the petition to the Board to begin the transparency and disclosure process to create the Equipment Maintenance Manager position 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 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.

In addition, 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, the General Manager 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 position 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.	November 27, 2024
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	November 27, 2024
Posting of proposed creation of position on Port's website.	November 29, 2024 to December 13, 2024
Notification to be provided to the electronic and written media outlets of the Port's request, and its availability on the website.	November 29, 2024
Request to be re-submitted to the Board for final approval and adoption by resolution	December 26, 2024
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	December 27, 2024
Process job announcement for positions and/or effective date of reallocation of positions.	February 10, 2025

Subject: Request for Creation of Position - Equipment Maintenance Manager
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In light of the above, we are transmitting our request to create the Equipment Maintenance Manager position in the classified service for your initial review and ask your kind approval to begin the transparency and disclosure process of the creation.

Your kind approval of the above is appreciated. I am available for any questions you may have.

Si Yu'os Ma'ase.

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

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

PETITION FOR
CREATION OF POSITION - EQUIPMENT MAINTENANCE MANAGER

REQUEST:

The General Manager requested the Board of Directors to begin the transparency and disclosure process to create an Equipment Maintenance Manager position in the classified service under the Port Compensation and Classification Plan.

On October 31, 2024, the Board of Directors approved Resolution 2024-15, relative to requesting for creation of position of an Equipment Maintenance Manager and approval to not merge the Operations and Equipment Maintenance Divisions.

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.
 - 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) is 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.

- (1) “Employee compensation shall be based on internal equity and external competitiveness.
- (2) 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.
- (3) Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.
- (4) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.
- (5) 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.
- (6) 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:

On September 26, 2024, the Board of Directors passed Resolution 2024-14, relative to holding in abeyance the merger of Operations and Equipment Maintenance Divisions, the amendment of the Operations and Equipment Maintenance Manager and address the impact of the realignment on the organizational structure. Resolution No. 2024-14, approved the following:

1. To hold in abeyance only the merger of the Operations and Equipment Maintenance divisions, allowing the General Manager to further assess whether the merger would provide additional benefits to the Port Authority of Guam's operations or whether the succession plan should be amended to allow for the Maintenance Manager position to be amended to the Equipment Maintenance Manager position, reflecting the current organizational structure.
2. Maintaining the current salary structure for the Operations Manager and Maintenance Manager positions, with no salary increases, as the merger of the Operations and Equipment Maintenance Manager positions will be held in abeyance.
3. Authorized the General Manager to retain the Operations Manager and Maintenance Manager positions, without abolishing them, and to continue filling the Maintenance Manager position in an acting capacity pursuant to the Port's Personnel Rules and Regulations.
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These improvements are led by the Equipment Maintenance team, headed by the Equipment Maintenance Superintendent, with support from all sections in the division, this approach, reinforced by policies approved by the General Manager, prioritizes critical maintenance tasks, including preventive maintenance and corrosion control, focusing on operational needs and improving efficiency while preventing maintenance delays.

Based on the assessment conducted by the General Manager, it would be beneficial to the Port to not merge the Operations Division and Equipment Maintenance Division into one division and maintain the divisions as separate as indicated in the current organizational structure.

To ensure a succession plan is in place for the Equipment Maintenance Division, it is recommended that an Equipment Maintenance Manager position be created in the classified service.

The Board of Directors supports the General Manager's capability to lead the Authority through the strategic transitions to create the capacity needed for sustained strong performance, so that the end results forge the organization's long-term success. The General Manager is authorized:

1. To proceed with the creation of the Equipment Maintenance Manager position in the classified service and comply with the transparency and disclosure processes as outlined in Section 6303(d) of Title 4 of the Guam Code Annotated and Rule 5.015 of the Personnel Rules and Regulations.
2. To not merge the Operations and Equipment Maintenance divisions into one division and continue to operate it as separate divisions under the Authority's current organizational structure.

The organizational structure of the division falls under the Deputy General Manager for Operations & Maintenance. Because of the complexity of the projects the division will be administering, there is a need to establish an Equipment Maintenance Manager position within the Port's Classification and Compensation Plan.

The position will be responsible for managing the Equipment Maintenance Division consisting of four (4) sections—Maintenance Control, Corrosion Control, Crane Maintenance and Fleet Maintenance sections.

METHODOLOGY

Human Resources staff reviewed the duties and responsibilities of the proposed Equipment Maintenance 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 12 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 Equipment Maintenance Manager will be responsible for the management and administration of the Equipment Maintenance Division, comprised of five (5) sections—Maintenance Control, Crane Maintenance, Fleet Maintenance, Corrosion Control and Welding—who is responsible for the maintenance and repair activities of all cargo handling equipment. The position formulates and administers administrative and operational policies and procedures for the division relating to the maintenance and repair of cargo handling equipment for the Port. The position participates in the planning, construction and modification of cargo handling equipment and reviews designs for safety and operational efficiency.

The position requires the knowledge of:

- Operational, characteristics, services and activities of seaport cargo handling equipment maintenance and repair system.
- Principles, methods and practices used in the maintenance and repair of seaport cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

The position requires ability to effectively use and possess the skills in:

- Administer the programs and activities of the seaport cargo handling maintenance and repair system.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Evaluate operational effectiveness and recommend changes in organization, policies and procedures to improve effectiveness.
- Monitor the operational efficiency of the cargo handling equipment and schedule needed maintenance.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Prepare clear and concise administrative reports.

- Analyze problems, identify administrative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

The position will be managing the programs and activities of the Equipment Maintenance Division with a total of approximately 52 employees. The position supervises the Assistant Equipment Maintenance Manager, Administrative Officer, Maintenance Planner, and Planner-Work Coordinator. The position has oversight supervisory authority over the Manager of Equipment Support Services, Crane Maintenance Mechanic Supervisor, Welder Supervisor, Heavy Equipment Mechanic Supervisor and Preventive Maintenance Mechanic Supervisor.

The position reports to the Deputy General Manager for Operations & Maintenance. The dimensions of the position are:

No. of Personnel:	52
Operating Equipment Maintenance Budget:	\$3,899,978
Crane Maintenance & Expense Budget:	\$7,364,374

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices and techniques involved in local and federal procurement.

The experience and training of the position requires possession of a high school diploma and seven (7) years of progressively responsible experience overseeing or performing functions in an effective program administration, operations or planning of a seaport cargo handling maintenance and repair program, to include three (3) years as a direct supervisor responsible for the direction and evaluation of staff.

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 responsibilities. Additionally, a comprehensive analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade and allocation are attached.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal that there are positions that are closely associated with the proposed Equipment Maintenance Manager position, however, those positions are subjected to the sole use of the line department or autonomous agencies and cannot be used by the Port Authority of Guam. Additionally, there is a Maintenance Manager position under the Port's Classification & Compensation Plan, however, one of the primary functional responsibility was removed through an amendment of the Facilities Maintenance Manager position. As such, the Port is unable to utilize the current Maintenance Manager position since nature of work has been changed.

FISCAL NOTE:

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

RECOMMENDATION:

Our review has determined that the following pay grade allocation for the Equipment Maintenance Manager:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
PP-6A \$123,980	PP-7A \$129,014

Based on the above and attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Equipment Maintenance Manager position and the resultant pay grade allocation at the pay grade indicated above in the classified service under the Port Classification & Compensation Plan.


SHAWN B. CEPEDA
Acting Personnel Services Administrator

Classification Code Number: _____

EQUIPMENT MAINTENANCE MANAGER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Equipment Maintenance Division of the Port Authority of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all of the duties which may be assigned; any one position may not include all the duties listed.)

Administers the programs and activities of the Equipment Maintenance Division comprised of Maintenance Control, Crane Maintenance, Fleet Maintenance, Welding, and Corrosion Control Sections.

Formulates and administers administrative and operational policies and procedures of the Equipment Maintenance Division relating to the maintenance and repair programs and activities of the Port's cargo handling equipment.

Maintains inspections of Port cargo handling equipment to determine and develop means of improving existing methods of operations, submits plans and recommendations for expansion of the cargo handling equipment fleet and evaluates and formulates standard operating procedures and policies. Provides management with advice on efficiency and effectiveness of methods and procedures.

Prepares the Port's annual and five-year acquisition of cargo handling equipment needs for management's approval. Participates in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.

Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine cargo handling equipment programs. Recommends and administers policies and procedures and staffing levels.

Plans, directs, coordinates, evaluates and reviews the work plan for assigned staff. Assigns work activities, projects and programs. Reviews and evaluates products, methods and procedures. Meets with subordinate staff to identify and evaluate problems.

Works closely with consultants and Port Operations, CIP/Engineering, Strategic Planning and Procurement & Supply staff on the design, manufacturing and acquisition of new cargo handling equipment. Reviews, design and inspects job sites for safety and operational efficiency. Develops and implements quality control procedures to ensure all work meets or exceeds industry standards.

Reviews specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors. Provides management with technical advice on maintenance and repair on cargo handling equipment methods and procedures.

Performs other duties as required or assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Operational, characteristics, services and activities of seaport cargo handling equipment maintenance and repair system.
- Principles, methods and practices used in the maintenance and repair of seaport cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

Ability to effectively:

- Administer the programs and activities of the seaport cargo handling maintenance and repair system.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Evaluate operational effectiveness and recommend changes in organization, policies and procedures to improve effectiveness.
- Monitor the operational efficiency of the cargo handling equipment and schedule needed maintenance.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify administrative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

MINIMUM EXPERIENCE AND TRAINING:

- A. Seven (7) years of progressively responsible experience overseeing or performing functions in an effective program administration, operations or planning of a seaport cargo handling maintenance and repair program, to include three (3) years as a direct supervisor responsible for the direction and evaluation of staff; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program from a recognized, accredited or certified vocational technical institution in specialized field required for the job.

ESTABLISHED:

AMENDED:

PAY GRADE:

Structural Adjustment – Minimum:	PP-6A \$123,980
Structural Adjustment – Maximum	PP-7A \$129,014

EVALUATION POINTS: 1229

DOROTHY P. HARRIS
Chairperson, Board of Directors

JOB EVALUATION
For
EQUIPMENT MAINTENANCE MANAGER

Factors	Points	Comments
Education	I 132	<p>Tertiary/Journeyman: Requires, e.g., 4-5 years high schooling plus highly technical training or advanced practical courses of study at a more advanced level to that indicated in Tertiary/Certification. Training relates to and emphasizes specific ethical training toward a specific trade or profession rather than generalized management training. In some instances, it may require the formal registration and annual re-registration (based on the demonstrated competence of the individual) to enable them to practice the trade or profession.</p> <p>Application – may apply to certification in technological or para-professional occupations or qualification for the subsequent completion of undergraduate or higher professional certifications.</p> <p>Indicative Qualification Level: Qualified/Certified Journeyman/Trade Certificate/Associates Degree (various disciplines).</p>
Experience	J 152	<p>Diverse: Experience in managing/administering a major function/department or division of a small to medium size organization or a major department/branch of a large organization (e.g., 8-10 years + experience only)</p> <p>Benchmarks: Second tier Managers (direct reports to Chief Executive Officer/Executive Director/General Manager) – small to medium size organization. Third tier managers – large organization.</p>
Complexity	E 65 284 184.6	<p>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 responding to the demands of the business both locally and perhaps internationally.</p>
Scope of Work	E 25 284 71.0	<p>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.</p>

Factors	Points	Comments
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	B1 16	Work is performed indoors with favorable working conditions but with occasional exposure to unpleasant environmental influences, e.g., noise, heat, dirt, cold, dampness, etc.
Physical Demands	A 1 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	E3 76	Sensitive/Responsive: Extensive contact with a large part of the organization and/or a need to lead, motivate and/or a need to lead, motivate and direct staff in sensitive employee relations conditions.
Authority Exercised	G3 175	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2m - \$20m
Supervisory & Managerial Responsibility	D2 66	Has full supervisory/managerial responsibility for 30 – 99 staff.
TOTAL POINTS	1229	

PAY GRADE ALLOCATION

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1229	PP-6A	\$123,980	PP-7A	129,014

**Fiscal Year 2025
FUNCTIONAL STATEMENT FOR
EQUIPMENT MAINTENANCE 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 AND MAINTENANCE

The Deputy General Manager for Operations and Maintenance is responsible for the overall operations and administration of Operations, Maintenance and Control Compliance departments of the Authority.

EQUIPMENT MAINTENANCE DIVISION

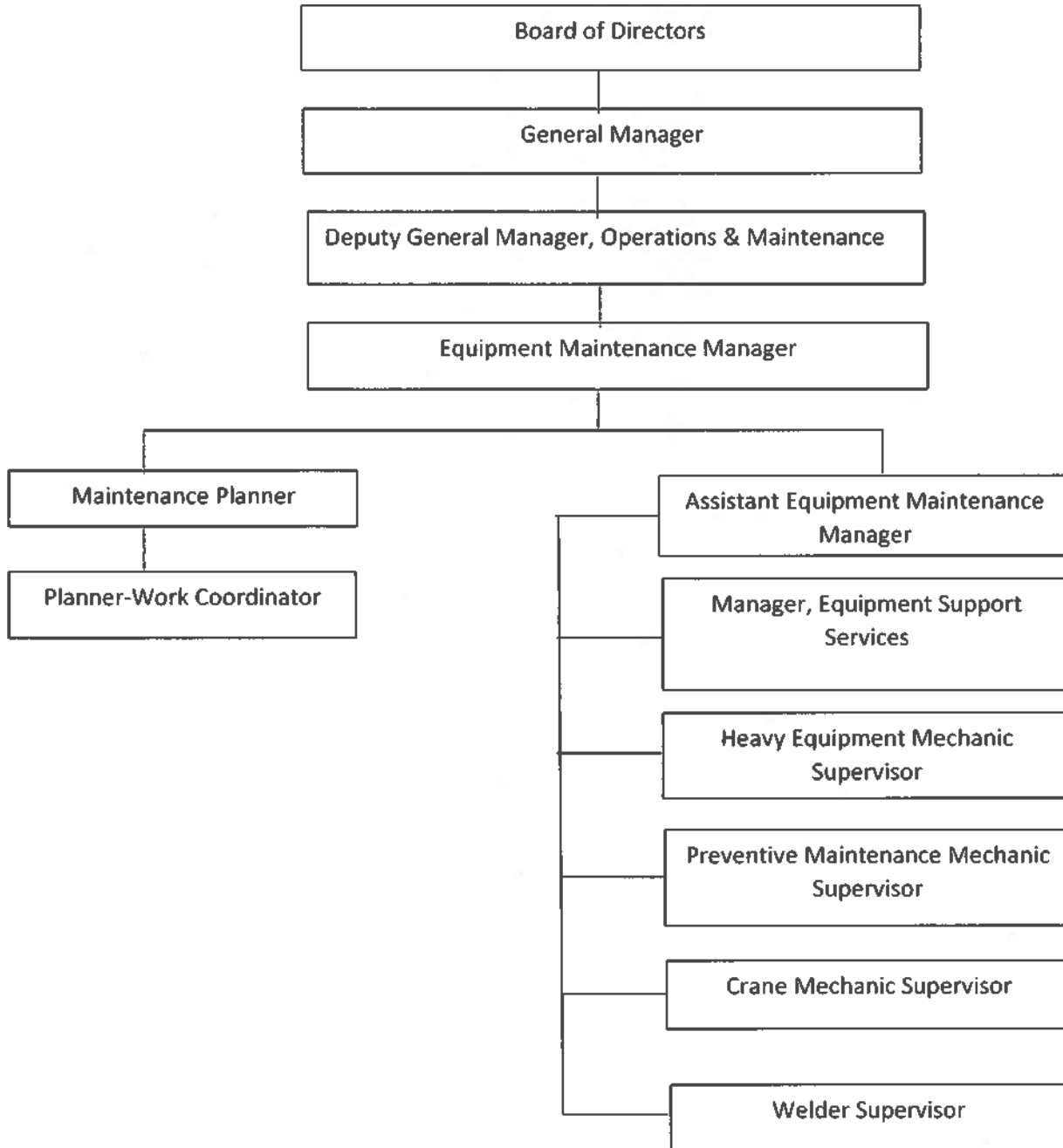
The Equipment Maintenance Manager is under the supervision of the Deputy General Manager for Operations & Maintenance. The position is responsible for the day-to-day operations and administration of the Equipment Maintenance Division consisting of Maintenance Control, Crane Maintenance, Fleet Maintenance, Welding and Corrosion Control Sections.

This division is functionally responsible for the maintenance and repair of all cargo handling equipment, such as, gantry cranes, tractors, top loaders, side lifters, forklifts, generators, diesel and gasoline-powered light and heavy equipment. The division provides preventive maintenance work to prevent corrosion on the Port cargo handling equipment and facilities. The division is comprised of five (5) sections:

- Maintenance Control Section: Coordinates work projects for the maintenance, alteration, repair and upkeep of maintenance and repair work projects of equipment and vehicles and Port facilities.

- Crane Maintenance Section: This section is responsible for the maintenance and repair of mechanical, electrical and hydraulic systems of the gantry cranes and related cargo handling equipment.
- Fleet Maintenance Section: Responsible for the overhaul, maintenance and repair of diesel and gasoline powered equipment.
- Corrosion Control Section: Responsible for the preventive maintenance work to effectively prevent or stop the corrosion on the structural frameworks of the gantry cranes and cargo handling equipment.
- Welding Section: Responsible for the welding work on structural framework of cargo handling equipment and Port facilities.

**PORT AUTHORITY OF GUAM
EQUIPMENT MAINTENANCE DIVISION**



PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Equipment Maintenance Manager
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	
TITLE OF DIRECT SUPERVISOR	Deputy General Manager, Operations & Maintenance
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Equipment Maintenance
DEPARTMENT	Equipment Maintenance
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	1229
PAY GRADE	PP-6A
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	Administers the programs and activities of the Equipment Maintenance Division comprised of Maintenance Control, Crane Maintenance, Fleet Maintenance, Welding, and Corrosion Control Sections.
2	Formulates and administers administrative and operational policies and procedures of the Equipment Maintenance Division relating to the maintenance and repair programs and activities of the Port's cargo handling equipment.
3	Maintains inspections of Port cargo handling equipment to determine and develop means of improving existing methods of operations, submits plans and recommendations for expansion of the cargo handling equipment fleet and evaluates and formulates standard operating procedures and policies. Provides management with advice on efficiency and effectiveness of methods and procedures.
4	Prepares the Port's annual and five-year acquisition of cargo handling equipment needs for management's approval. Participates in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.
5	Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine cargo handling equipment programs. Recommends and administers policies and procedures and staffing levels
6	Works closely with consultants and Port Operations, CIP/Engineering, Strategic Planning and Procurement & Supply staff on the design, manufacturing and acquisition of new cargo handling equipment. Reviews, design and inspects job sites for safety and operational efficiency. Develops and implements quality control procedures to ensure all work meets or exceeds industry standards. Reviews specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors. Provides management with technical advice on maintenance and repair on cargo handling equipment methods and procedures.
7	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
	None

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	Assistant Equipment Maintenance Manager	Administers the programs and activities involved in the maintenance and repair of seaport cargo handling equipment, heavy equipment and gasoline fleet for the Port.
1	Administrative Officer	Provides administrative support services to the Equipment Maintenance Division
1	Maintenance Planner	supervises the maintenance repair work orders section and coordinates with supervisors on the repair of the cargo handling equipment for the division
2	Planner-Work Coordinator	Orders parts and schedules repair work with supervisors for cargo handling equipment

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
100%	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

Overseeing or performing functions in an effective program administration, operations or planning of a seaport cargo handling maintenance and repair program..	7	0

d) Supervisor / Management Years Months

Direct supervisory experience responsible for direction and evaluation of staff.	3	0

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 :

4 year apprenticeship program in mechanical, electrical, hydraulic and electronics of equipment.

- 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 :	
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions:

Operational, characteristics, services and activities of seaport cargo handling equipment maintenance and repair system.
Supervise, train and evaluate staff.

7.1.4 LICENSE / 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.
X	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.
X	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.)
- 10 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:

%

- 10 Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- 10 Vibration (i.e., operating jackhammer, impact wrench).

- 10 Noise (Exposure at a level enough to cause hearing loss or fatigue).
- 10 An improperly illuminated or awkward and confining work space.
- 10 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:

Only upon emergency of breakdown of cargo handling equipment and presence is required to coordinate the repair activities.

The information given on this position is complete and correct.

Signature of Employee

Date

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 2025				FY 2026			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$93,462				\$123,980			
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 position for an **Equipment Maintenance Manager** under the Port’s Classification and Compensation Plan.

The salaries and benefits for the position has also been identified. The following are different levels recommended for the listed position and their corresponding salary ranges.

PAY GRADE ALLOCATION – Equipment Maintenance Manager

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
1229	PP-6A	\$123,980	PP-7A	\$129,014

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 November 27, 2024 one (1) creation of position for the Equipment Maintenance Manager. The funding for this position 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 the Equipment Maintenance Manager starting January 1, 2025 the total pro-rated amount for FY 2025 is \$93,462. The hiring of one new position will increase the salary for FY 2026 to \$123,980

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 one new position creation will come from the Vacancy Pool budget based on the YTD for FY 2025. The expenditures for FY 2025 and FY 2026 are indicated in section 1A.

A handwritten signature in blue ink that reads "Jose B. Guevara III". The signature is written in a cursive style with a horizontal line under the name.

Name: Jose B. Guevara III, Chief Financial Officer
Division: Finance Division
Telephone: (671) 477-5931 ext. 211
Date Prepared: 11/21/2024