

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 Environmental Compliance Administrator

Piti, Guam, June 4, 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 Environmental Compliance Administrator.

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 June 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
Telephone: 671-477-5931/5 | Facsimile: 671-477-2689
Website: www.portofguam.com



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

June 4, 2024

INTER-OFFICE MEMORANDUM

To: Division Heads

From: Rory J. Respicio, General Manager 

Subject: Request for Creation of Position – Environmental Compliance Administrator

Hafa Adai! The Board of Directors at their regular meeting of May 31, 2024 authorized management to begin the process to create the Environmental Compliance Administrator 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 June 18, 2024.

Should you have any questions, please feel free to contact the Human Resources Division at 477-5931/5, ext. 244 - 249.



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96915
Telephone: 671-477-5931/5 | Facsimile: 671-477-2689
Website: www.portofguam.com



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

May 29, 2024

MEMORANDUM

To: Board of Directors

From: Rory J. Respicio, General Manager 

Subject: Request for Creation of Position – Environmental Compliance Administrator

Hafa Adai! On April 25, 2024, the Board of Directors authorized management to begin the creation of position for the Environmental Compliance Administrator and present the creation package to the Board so the transparency process can begin. The justification to create the position was based on the following:

The Port serves as the only commercial port on the island of Guam and serves as the primary transshipment hub for other islands in the Southwest Pacific region, such as, Commonwealth of the Northern Marianas Islands, Federated States of Micronesia, Republic of Marshall Islands and Palau. Citizens of Guam and neighboring islands depend on the Port to provide essential goods, most notably food products, medical supplies, building materials and fuel. Currently, more than 90 percent of the total volume of goods and supplies needed to support activities flow through the Port. In addition, the U.S. military relies on the Port to handle nearly all of the military cargo and equipment moving in and out of Guam to support Defense community's needs.

With over 90% of containerized and breakbulk commodities passing through its wharves and the lifeline between Guam, the region and the rest of the world, it is critically important that the Port invests in initiatives to upgrade its infrastructure, facilities, equipment to achieve resiliency, ensure supply chain sustainability and enhance operational capacity and services.

Over the past decade, the Port has grown and evolved into a world-class commercial port and has had significant success, evidenced with the recent successful completion of the \$50 million Port Modernization Program, the recent ground-breaking for Hotel Wharf Rehabilitation Projects, and federal funding to repair Golf Pier and F-1 and F-6 wharves. As the Port moves forward with the development of its maintenance and capital improvement projects with partnership with U.S. Department of Defense's Indo-Pacific Strategy and Pacific Initiatives, there is a need to ensure compliance with federal and local statutes on environmental issues.

In 2018, the Port's Owner Agent Engineer, WSP, was tasked to evaluate compliance with applicable environmental, health, and safety (EHS) laws and regulations at the facilities owned by the Port Authority of Guam. For the last 4 years, WSP worked closely with the Environmental Compliance Specialist assigned under the Occupational Health and Safety Division to mitigate the specific regulatory deficiency and implement an abatement and mitigation strategy for each finding. The audit findings and mitigation efforts are being used to develop a comprehensive EHS program that will be compliant with all applicable EHS laws and regulations under Title 22 of the

Guam Administrative Rules and Regulations; Title 40 Code of Federal Regulations (CFR); Title 20 CFR Sections 1910, 1917, 1917 and 1926 and U.S. Coast Guard Regulations.

Typhoon Mawar hit Guam on May 24, 2023 and left behind a massive trail of destruction. Port employees worked tirelessly to get the Port back up and in three days the Agency was fully operational. Based on the assessment conducted by Engineering staff, it was determined that the estimated cost of \$9 million plus would be needed to repair or replace the Port facilities due to damages sustained.

To ensure the Port addresses and mitigates all environmental concerns as it embarks on the repair and maintenance of its facilities and be ready to receive cargoes related to the military build-up, there is a need to establish an Environmental Compliance Administrator position within the Port's Classification and Compensation Plan. The proposed position will administer the day-to-day activities of the Environmental Compliance Division and collaborate extensively with the local and federal government entities in promoting maritime industry sustainability and increasing maritime energy efficiency, thereby reducing both operating costs and the environmental footprint.

We are attaching classification report and analysis justifying the need to create an Environmental Compliance Administrator 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 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 Port Attorney 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); and
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 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.	May 31, 2024
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	June 3, 2024
Posting of proposed creation of position on Port's website.	June 3 to 14, 2024
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	June 3, 2024
Request to be re-submitted to the Board for final approval and adoption by resolution.	June 28, 2024
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	June 28, 2024
Process job announcement for positions and/or effective date of reallocation of positions.	July 30, 2024

In light of the above, we are transmitting our request to create the Environmental Compliance Administrator 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 greatly appreciated. I am available for any questions that you may have. *Si Yu'os Ma'ase.*

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

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

**PETITION FOR
CREATION OF POSITION - ENVIRONMENTAL COMPLIANCE ADMINISTRATOR**

REQUEST:

On April 25, 2024, the Board of Directors authorized the General Manager to begin the creation of an Environmental Compliance Administrator. As a result of this authorization, the General Manager requested the Human Resources Division to review the Port's current organizational structure and prepare the creation for the Environmental Compliance Administrator.

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 4, 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:

The Port serves as the only commercial port on the island of Guam and serves as the primary transshipment hub for other islands in the Southwest Pacific region, such as, Commonwealth of the Northern Marianas Islands, Federated States of Micronesia, Republic of Marshall Islands and Palau. Citizens of Guam and neighboring islands depend on the Port to provide essential goods, most notably food products, medical supplies, building materials and fuel. Currently, more than 90 percent of the total volume of goods and supplies needed to support activities flow through the Port. In addition, the U.S. military relies on the Port to handle nearly all of the military cargo and equipment moving in and out of Guam to support Defense community's needs.

With over 90% of containerized and breakbulk commodities passing through its wharves and the lifeline between Guam, the region and the rest of the world, it is critically important that the Port invests in initiatives to upgrade its infrastructure, facilities, equipment to achieve resiliency, ensure supply chain sustainability and enhance operational capacity and services.

Over the past decade, the Port has grown and evolved into a world-class commercial port and has had significant success, evidenced with the recent successful completion of the \$50 million Port Modernization Program, the recent ground-breaking for Hotel Wharf Rehabilitation Projects, and federal funding to repair Golf Pier and F-1 and F-6 wharves. As the Port moves forward with the development of its maintenance and capital improvement projects with partnership with U.S. Department of Defense's Indo-Pacific Strategy and Pacific Initiatives, there is need to ensure compliance with federal and local statutes on environmental issues.

In 2018, the Port's Owner Agent Engineer, WSP, was tasked to evaluate compliance with applicable environmental, health, and safety (EHS) laws and regulations at the facilities owned by the Port Authority of Guam. For the last 4 years, WSP worked closely with the Environmental Compliance Specialist assigned under the Occupational Health and Safety Division to mitigate the specific regulatory deficiency and implement an abatement and mitigation strategy for each finding. The audit findings and mitigation efforts are being used to develop a comprehensive EHS program that will be compliant with all applicable EHS laws and regulations under Title 22 of the Guam Administrative Rules and Regulations; Title 40 Code of Federal Regulations (CFR); Title 20 CFR Sections 1910, 1917, 1917 and 1926 and U.S. Coast Guard Regulations.

Typhoon Mawar hit Guam on May 24, 2023 and left behind a massive trail of destruction. Port employees worked tirelessly to get the Port back up and in three days the Agency was fully operational. Based on the assessment conducted by Engineering staff, it was determined that the estimated cost of \$9 million plus would be needed to repair or replace the Port facilities due to damages sustained.

To ensure the Port addresses and mitigates all environmental concerns as it embarks on the repair and maintenance of its facilities and be ready to receive cargoes related to the military build-up, there is a need to establish an Environmental Compliance Administrator position within the Port's Classification and Compensation Plan. The proposed position will administer the day-to-day activities of the Environmental Compliance Division and collaborate extensively with the local and federal government entities in promoting maritime industry sustainability and increasing maritime energy efficiency, thereby reducing both operating costs and the environmental footprint.

METHODOLOGY:

Human Resources staff reviewed the duties and responsibilities of the proposed Environmental Compliance Administrator 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 Environmental Compliance Administrator position will administer the environmental program for the Port.

The position requires knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced methods, techniques and procedures used in environmental site investigation, facility inspections and enforcement.

- Applicable environmental federal and local rules, regulations and policies.
- Procedures in handling hazardous materials.
- Safety principles, practices, regulations and procedures related to the work, including OSHA regulations.
- Principles and practices related to recordkeeping.

The position requires ability to:

- Provide technical and functional supervision over assigned staff and effectively train staff.
- Perform the most complex duties related to enforcement of applicable rules and regulations.
- Analyze information and take appropriate actions.
- Understand, interpret and apply environmental federal and local rules, regulations and guidelines.
- Interpret and enforce environmental policies and procedures.
- Recognize critical issues pertaining to environmental health and take appropriate action.
- Prepare and review technical reports and recommendations.
- Make work decision in accordance with appropriate program guidelines.
- Apply and enforce safe work practices on the job.
- Communicate effectively, orally and in writing.
- Work effectively with the public and employees.
- Maintain records and prepare reports.

The position will be overseeing the daily activities of the division and work products produced by the following staff:

2	Environmental Compliance Specialist
1	Administrative Assistant

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

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

The experience and training of the position requires possession of three (3) years of progressively responsible experience in environmental protection and health compliance work and one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in environmental health or closely related field.

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 and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed Environmental Compliance Administrator 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 Environmental Compliance Administrator 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 of Directors.

RECOMMENDATION:

Our review has determined the following pay grade allocation for the Environmental Compliance Administrator Manager:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
L-6D \$81,276	L-7D \$84,576

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


SHAWN B. CEPEDA
Acting Personnel Services Administrator

ENVIRONMENTAL COMPLIANCE ADMINISTRATOR

NATURE OF WORK:

Administers the environmental health and protection programs of the Environmental Health and Protection Division of the Port Authority of Guam.

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.)

Administers the environmental health and protection program for the Agency to include planning, prioritizing and reviewing the work of staff assigned to performing on-site and facility inspections for compliance with applicable laws and ordinances.

Formulates and implements environmental health and protection policies, rules and regulations and other program guidelines.

Evaluates operational effectiveness and initiates and recommends appropriate changes to enhance environmental health and protection measures and practices.

Conducts inspections of work areas for the detection and elimination of environmental concerns and conditions; ensures compliance; investigates incidents and prepares findings and recommendations.

Prepares and administers division's budget and administrative policies for personnel, training and safety.

Conducts environmental health and protection training to employees.

Maintains records and prepare reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced methods, techniques and procedures used in environmental site investigation, facility inspections and enforcement.
- Applicable environmental federal and local rules, regulations and policies.
- Procedures in handling hazardous materials.
- Safety principles, practices, regulations and procedures related to the work, including OSHA regulations.
- Principles and practices related to recordkeeping.

Ability to:

- Provide technical and functional supervision over assigned staff and effectively train staff.
- Perform the most complex duties related to enforcement of applicable rules and regulations.
- Analyze information and take appropriate actions.
- Understand, interpret and apply environmental federal and local rules, regulations and guidelines.
- Interpret and enforce environmental policies and procedures.
- Recognize critical issues pertaining to environmental health and take appropriate action.
- Prepare and review technical reports and recommendations.
- Make work decision in accordance with appropriate program guidelines.
- Apply and enforce safe work practices on the job.
- Communicate effectively, orally and in writing.
- Work effectively with the public and employees.
- Maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of progressively responsible experience in environmental protection and health compliance work and one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in environmental health or closely related field.
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

JOB EVALUATION
For
ENVIRONMENTAL COMPLIANCE ADMINISTRATOR

Factors	Points	Comments
Education	J 132	Tertiary/Professional. Requires a post high school tertiary qualification at a university, polytechnic or equivalent educational body.
Experience	J 152	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.
Complexity	D 50 284 142.0	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 284 56.8	Managerial: Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 100	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 19	Work is performed indoors in office conditions in favorable working conditions but with occasional exposure to unpleasant environmental influences, e.g., noise, heat, dirt, cold, dampness, etc.

Factors	Points	Comments
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	C1 38	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 need to lead, motivate and direct staff in sensitive employee relations conditions.
Authority Exercised	F2 100	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$200,000 to \$2 million
Supervisory & Managerial Responsibility	B1 22	Has full supervisory/managerial responsibility for up to 10 staff to include allocation of work, accountability for the outputs, quality, etc. and appraisal of their performance.
TOTAL POINTS	975	

PAY GRADE ALLOCATION

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
975	L-6D	\$81,276	L-7D	\$84,576

Fiscal Year 2024
FUNCTIONAL STATEMENT FOR
ENVIRONMENTAL COMPLIANCE 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

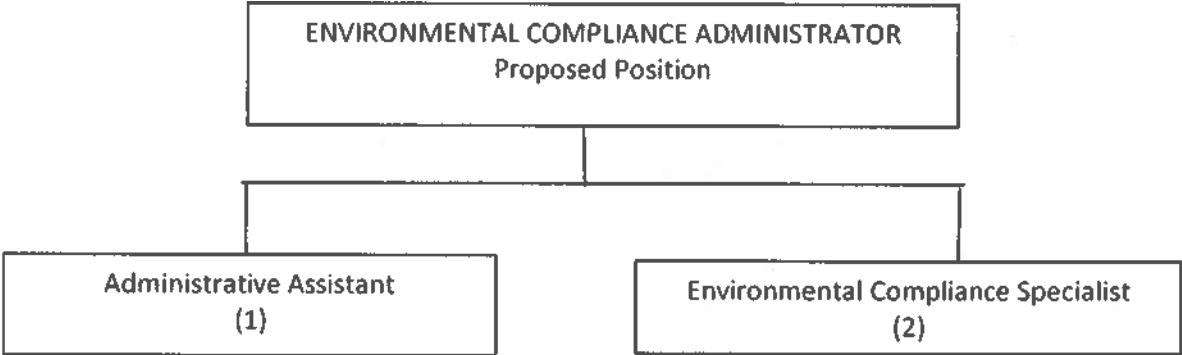
The Deputy General Manager for Operations and Maintenance is responsible for the overall operations and administration of Operations, Maintenance and Control Compliance departments of the Authority.

ENVIRONMENTAL COMPLIANCE DIVISION

This division is responsible for the compliance and enforcement of federal and local environmental programs at the Port, such as, hazardous waste, solid waste, air pollution, water quality, spill, prevention control and countermeasures, polychlorinated biphenyls (PCBs) and the Superfund Amendment Reauthorization Act (SARA) Title III related to Port properties.

**JOSE D. LEON GUERRERO COMMERCIAL PORT
ORGANIZATIONAL CHART – FISCAL YEAR 2024**

ENVIRONMENTAL COMPLIANCE DIVISION



PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Environmental Compliance Administrator
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	Environmental Compliance
DEPARTMENT	Compliance Control
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	975
PAY GRADE	L-6D
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 environmental health and protection program for the Authority
2	Formulates and implements environmental health and protection policies, rules and regulations and other program guidelines
3	Evaluates operational effectiveness and initiates and recommends appropriate changes to enhance environmental health and protection measures and practices.
4	Conducts inspection of work areas and Port properties for the detection and elimination of environmental concerns and conditions; insures compliance; investigates incidents and prepares findings and recommendations
5	Prepares and administers division's budget and administrative policies for personnel, training and safety
6	Conducts environmental health and protection training to employees.
7	Maintains records and prepares reports.
8	Performs related duties as required

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.
X	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.
	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
2	Environmental Compliance Specialist	Conducts field inspections of properties to ensure compliance with laws and regulations regarding water and air pollution controls, pesticide use, solid/hazardous waste disposal and other matters affecting the environment.
1	Administrative Assistant	Staff administrative work

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
Progressively responsible experience in environmental protection and health compliance work	3	0

d) Supervisor / Management	Years	Months
Direct supervisory experience responsible for direction and evaluation of staff.	1	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 :

- 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 :	Environmental health or closely related field
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions:

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:

- %
- 60 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.)
 - 40 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 2024				FY 2025			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$20,632				\$118,062			
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 **Environmental Compliance Administrator** 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.

Environmental Compliance Administrator

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
L-6D	\$ 81,276	L-7D	\$ 84,576

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 May 31, 2024 (1) one creation of position for the Environmental Compliance Administrator. 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 Environmental Compliance Administrator starting July 13, 2024 the total pro-rated amount for FY 2024 is \$20,632. The hiring of one new position will increase the salary for FY 2025 to \$118,062.

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 2024. The expenditures for FY 2024 and FY 2025 are indicated in section 1A.



Name: Jose B. Guevara III, Chief Financial Officer
Division: Finance Division
Telephone: (671) 477-5931 ext. 211
Date Prepared: 5/30/2024