

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.portofguam.com



PUBLIC NOTICE

Creation of Positions Tariff Technician I, Tariff Technician II & Tariff Technician III

Piti, Guam, May 12, 2025: In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the positions of Tariff Technician I, Tariff Technician II, and Tariff Technician III.

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 May 27, 2025. For more information, please contact the Human Resources Division at 671 – 477-5931/4, 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: 671-477-5931/35 Facsimile: 671- 477- 2689/4445
Website: www.portguam.com



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

May 12, 2025

INTER-OFFICE MEMORANDUM

TO: Division Heads

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

SUBJECT: Proposed Creation of Position – Tariff Technician Series

The Board of Directors at their regular meeting of April 30, 2025, authorized management to begin the process to create the ***Tariff Technician I, Tariff Technician II & Tariff Technician III*** positions 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, "News – Public Notices" <http://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 May 27, 2025.

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

cc: Personnel Services Administrator





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Website: www.portguam.com



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

April 28, 2025

MEMORANDUM

To: Board of Directors

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

Subject: Request for Creation of Position – Tariff Technician Series (I, II, & III)

At its regular meeting of February 26, 2025, the Board of Directors authorized management to proceed with the creation of the Tariff Technician series of positions (Tariff Technician I, Tariff Technician II and Tariff Technician III).

The justification to create the series of positions was based on the following:

In line with Board Resolution No. 2025-01 recognizing the implementation of various initiatives to enhance revenue and sustain operations, including but not limited to adjusting operational expenditures to ensure continued financial stability; continuing to pursue federal and local funding opportunities; ensuring tenant agreements and lease terms are updated pursuant to Public Law 30-19; and continuing to streamline operations and adopting cost-saving measures, Board approval was being requested to proceed in the creation of the Tariff Technician series of position.

It was further stated as part of the revenue enhancement efforts, prior initiatives have taken effect in accordance with the Port's terminal tariff, such as, with shift schedules on half shift/full-shift application and bare chassis billing management to include the labor charge-out rates that is currently underway. In ensuring the application of the tariff is applied accordingly, it was found that creation of the Tariff Technician series of position will advance the progress and development, as well as, provide the necessary support in tariff management, coding, analysis, tariff regulation enforcement, preparation of reports/invoices, billings, and ensuring compliance.

We are attaching classification report and analysis justifying the need to create the Tariff Technician series of positions 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 stipulate that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

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

If the Board agrees to establish the Tariff Technician series of positions, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

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

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

Subject: Request for Creation of Position – Tariff Technician Series (I, II, & III)
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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.	April 30, 2025
If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	May 1, 2025
Posting of the proposed creation of positions on the Port's website.	May 1, 2025 to May 15, 2025
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.	May 1, 2025
Request to be re-submitted to the Board for final approval and adoption by resolution.	May 22, 2025
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary.	May 23, 2025
Process job announcement for the position	July 8, 2025

In light of the above, we are transmitting our request to create the Tariff Technician series of positions (Tariff Technician I, Tariff Technician II, and Tariff Technician III) in the classified service for your initial review and ask your kind approval to begin the transparency and disclosure process of the creation.

I am available for any questions you may have.

Attachments

cc: Personnel Services Administrator

**PETITION FOR CREATION OF POSITION
TARIFF TECHNICIAN SERIES OF POSITIONS
(Tariff Technician I, Tariff Technician II, Tariff Technician III)**

REQUEST:

The General Manager requested the Board of Directors to begin the transparency and disclosure process to create Tariff Technician series of positions (Tariff Technician I, Tariff Technician II, and Tariff Technician III) in the classified service under the Port Compensation and Classification Plan.

On February 26, 2025, the Board of Directors passed a motion to authorize management to proceed in the creation of the Tariff Technician series of positions under the Finance Division.

AUTHORITY:

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

- A. Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.
- B. The petition shall include:
 - 1. the justification for the new position.
 - 2. the essential details concerning the creation of the position.
 - 3. the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d).
 - 4. the position description.
 - 5. the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and
 - 6. a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq., and any other pertinent information.
- C. The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 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.

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- D. No new position may be filled until after compliance of the provisions of this Section and (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 January 23, 2025, the Board of Directors passed Resolution No. 2025-01, relative to memorializing efforts to enhance revenue since 2019 and implementing a methodology in order to secure continued revenue sustainability for the Jose D. Leon Guerrero Commercial Port.

The resolution directed the General Manager to:

1. Develop a comprehensive revenue enhancement methodology that identifies sustainable revenue streams by fully utilizing mechanisms within the tariff to ensure compliance with the existing tariff structure;

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2. Pursue federal, local and other funding sources for infrastructure projects such as gantry crane replacement, fuel pier upgrades, facility improvements, and necessary terminal yard equipment acquisitions;
3. Document and reporting the financial impacts of the initiatives taken since January 8, 2019 to serve as a baseline for future strategies;
4. Maintain transparent communication with stakeholders to foster collaboration and shared responsibility in revenue generation efforts.

The General Manager was also directed to provide:

1. Monthly updates to the Board on the progress of revenue enhancement initiatives, funding pursuits, and stakeholder engagement efforts;
2. All initiatives shall align with the Port's sustainability goals, including zero emission and zero-waste objectives to ensure long-term environmental stewardship and operational resilience;
3. Maintain transparent communication with tenants, customers and other stakeholders to foster collaboration and shared responsibility in achieving the Port's objectives.

In line with Board Resolution No. 2025-01 recognizing the implementation of various initiatives to enhance revenue and sustain operations, including but not limited to adjusting operational expenditures to ensure continued financial stability; continuing to pursue federal and local funding opportunities; ensuring tenant agreements and lease terms are updated pursuant to Public Law 30-19; and continuing to streamline operations and adopting cost-saving measures, Board approval was being requested to proceed in the creation of the Tariff Technician series of position.

It was further stated as part of the revenue enhancement efforts, prior initiatives have taken effect in accordance with the Port's terminal tariff, such as, with shift schedules on half shift/full-shift application and bare chassis billing management to include the labor charge-out rates that is currently underway. In ensuring the application of the tariff is applied accordingly, it was found that creation of the Tariff Technician series of position will advance the progress and development, as well as, provide the necessary support in tariff management, coding, analysis, tariff regulation enforcement, preparation of reports/invoices, billings, and ensuring compliance.

The organizational structure of the division falls under the Chief Financial Officer. To ensure that these initiatives take effect and are monitored, there is a need to establish the Tariff Technician series of positions (Tariff Technician I, Tariff Technician II and Tariff Technician III) within the Port's Classification and Compensation Plan.

METHODOLOGY

Human Resources staff reviewed the duties and responsibilities of the proposed amended job standards 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 nature of work for the proposed positions are:

1. Tariff Technician I: Involves technical work in basic tariff and related agreements for the billing purposes at the Port.
2. Tariff Technician II: Semi-complex work involved in the basic tariff and related agreements for the billing purposes at the Port.
3. Tariff Technician III: Complex work involved in the basic tariff and related agreements for the billing purposes at the Port.

The Tariff Technician I positions requires:

- Knowledge of office practices and procedures
- Ability to:
 - Interpret, explain and apply the tariff, contract and other guidelines
 - Make arithmetic computation

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The Tariff Technician II and III positions require:

- Knowledge of:
 - office practices and procedures
 - Port's terminal operating system (TOS) software
- Ability to:
 - Interpret, explain and apply the tariff, contract and other guidelines
 - Make arithmetic computation

All of the positions require the ability to:

- Work effectively with the public and employees;
- Communicate effectively, orally and in writing;
- Maintain records and prepare reports; and
- Operate calculating machines.

The positions report to the Tariff Administrator.

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 two (2), three (3) and five (5) years of experience involving arithmetic computation work.

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 Tariff Technician series of positions, 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.

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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 positions as follows:

Tariff Technician I

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
606	II-8A	\$47,475	II-9A	\$49,403

Tariff Technician II

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
670	JJ-5D	\$52,090	JJ-6D	\$54,205

Tariff Technician III

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
796	KK-5B	\$64,341	KK-6B	\$66,953

Based on the above and attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Tariff Technician series of positions (Tariff Technician I, Tariff Technician II, and Tariff Technician III) 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
Personnel Services Administrator

Date: 04-23-25

Attachments

TARIFF TECHNICIAN I

NATURE OF WORK:

The position is technical work involved in basic tariff and related agreements for the billing purposes at the Port Authority of Guam.

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

Compiles and verifies varied documents for all billable services rendered; codifies equipment and labor performance on each vessel operation according to established guidelines.

Computes and summarizes the operational reports for billable services, such as labor and equipment utilized, night differential, detention time, overtime and related charges.

Computes charges and prepares invoices in accordance with established guidelines.

Reviews disputed bills and recommends/makes adjustments as appropriate; prepares credit memos.

Explains billing procedures, applications of rates and other pertinent billing matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: office practices and procedures.

Ability to interpret, explain and apply the tariff, contracts and other guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to operate calculating machines.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience involving arithmetic computation work and graduation from a high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

PAY GRADE:

EVALUATION: 606

DOROTHY P. HARRIS, Chairperson, Board of Directors

TARIFF TECHNICIAN II

NATURE OF WORK:

This position performs semi-complex work involved in basic tariff and related agreements for the billing purposes at the Port Authority of Guam.

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

Certifies that all billing services are in compliance to the Terminal Tariff guidelines.

Reviews and approves the container storage reports.

Responsible for maintaining the Port's tariff records in accordance to the Port's record management's policy.

Compiles and verifies varied documents for all billable services rendered; codifies equipment and labor performance on each vessel operation according to established guidelines.

Computes and summarizes the operational reports for billable services, such as labor and equipment utilized, night differential, detention time, overtime and related charges.

Computes charges and prepares invoices in accordance with established guidelines.

Reviews disputed bills and recommends/makes adjustments as appropriate; prepares credit memos.

Explains billing procedures, applications of rates and other pertinent billing matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Knowledge of the Port's Terminal Operating System software.

Ability to interpret, explain and apply the tariff, contracts and other guidelines.

Tariff Technician II

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Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to operate calculating machines.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience involving arithmetic computation work, including one year as a Tariff Technician I and graduation from a high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

PAY GRADE:

EVALUATION: 670

DOROTHY P. HARRIS, Chairperson, Board of Directors

TARIFF TECHNICIAN III

NATURE OF WORK:

This position leads and performs complex work involved in basic tariff and related agreements for the billing purposes at the Port Authority of Guam.

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

Leads the billing section engaged in the computation of charges and preparation of invoices to commercial shipping agencies and users of the facilities and services in accordance with the tariff, contracts and agreements.

Reviews credit requests on disputed bills and makes/recommends appropriate adjustments.

Responds to inquiries concerning the billing matters.

Prepares status and other administrative reports.

Certifies that all billing services are in compliance to the Terminal Tariff guidelines.

Reviews and approves the container storage reports.

Compiles and verifies varied documents for all billable services rendered; codifies equipment and labor performance on each vessel operation according to established guidelines.

Computes and summarizes the operational reports for billable services, such as labor and equipment utilized, night differential, detention time, overtime and related charges.

Computes charges and prepares invoices in accordance with established guidelines.

Reviews disputed bills and recommends/makes adjustments as appropriate; prepares credit memos.

Explains billing procedures, applications of rates and other pertinent billing matters.

Participates in the internal/external audit of the tariff records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Knowledge of the Port's Terminal Operating System software.

Ability to interpret, explain and apply the tariff, contracts and other guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to operate calculating machines.

MINIMUM EXPERIENCE AND TRAINING:

- a) Five years of experience involving arithmetic computation work, including two years as a Tariff Technician II and graduation from a high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

PAY GRADE:

EVALUATION: 796

DOROTHY P. HARRIS, Chairperson, Board of Directors

**Job Evaluation Points
For
TARIFF TECHNICIAN I**

FACTORS	POINTS	COMMENTS
Education	I 115	Tertiary/Journeyman: Requires, e.g. 4 -5 years high schooling together with a further course of study at a more advanced level to that indicated in "H" above. Training relates to and emphasizes specific technical training towards 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 competency of the individual) to enable them to practice the trade or profession. Application – may also apply to certification in technological or para-professional occupations or qualifications for the subsequent completion of undergraduate or higher professional certification. Indicative Qualification Level: Qualified/Certified Journeyman/Trade Certificate/Associate Degree (various disciplines)
Experience	H 100	Skilled: The job requires experience in the technical, scientific or professional field (or experience of a more general nature) indicative of a skilled operator, technician or professional e.g. 4 -5 years related experience (guide only).
Complexity	C 40 215 86.0	Defined: The end results are defined and general policies and procedures specified however some independent thought is required in order to co-ordinate conflicting demands and optimize efficiency. The term "conflicting demands" means (at this level) that an awareness of the cause and effect of each decision exists. With "D" below this begins to change due to an increasing level of unpredictability in the resolution of workplace problems etc.
Scope of Work	C 15 215 32.3	Influencing/Supervisory: Supervision of others is required and/or coordination of resources and processes (human / physical / financial) in order to achieve significant outcomes for the organization. Note: positions which have responsibility for supervising or directly controlling subordinate staff but are not considered "Managers" fall into this category. Supervision must be of a recognized and formal nature hence the need to differentiate between allocating tasks and issuing instructions and true supervisory responsibility i.e. disciplinary actions, performance review etc. Also included in this category are positions which are non-supervisory but have a high degree of influence across the organization.

Problem Solving	D 66	Varied: Problems are varied and the solution requires some research. Initiative and judgment is required in interpretation and this is often against diverse and perhaps contradictory cases. In some instances problems encountered may extend beyond the need for short term solutions. Note: at this level a problem must be researched by analyzing, investigating or searching for information. In many instances the solution will not be clear and a judgment will need to be made on the appropriateness of alternative solutions. Initiative will also need to be taken in determining how the problem should be tackled. Solutions may also require input from outside the organization. In the main most operational problems fall into this level.
Freedom to Act/Supervision	D 57	General Instructions: Work is subject to general instructions only and specific completion targets are normally specified. Progress reviews are usually undertaken but in most instances assistance by a superior is given only when requested. Note: overall broad instructions/orders are given but these may not be supported by detailed instructions which specify actual procedures and detailed steps to be followed. Typical are the quarterly or bi-annual objectives set for middle management.
Work Environment	A112	Work performed indoors in office conditions with almost no unpleasant environmental influences.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	B1 25	Direct impact of a single decision causes some impact which can be expressed in dollar terms of hundreds of dollars.
Human Relations Skills/Contacts	C2 38	Liaise: Discusses and seeks cooperation from other areas of the organization and/or has some supervisory involvement.
Authority Exercised	E0 43	Approves routine expenditure within budgetary limits is accountable for an O & M budget \$20,000 - \$200,000.
Supervisory & Managerial Responsibility	A1 10	Controls no staff. At the middle and upper levels there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility and perhaps on a rotational team leader basis or with some involvement in training / guiding staff within the organization or project management
TOTAL POINTS	606	

PAY GRADE ALLOCATION:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
606	II-8A	\$47,475	II-9A	\$49,403

**Job Evaluation Points
For
TARIFF TECHNICIAN II**

FACTORS	POINTS	COMMENTS
Education	I 132	Tertiary/Journeyman: Requires, e.g. 4 -5 years high schooling together with a further course of study at a more advanced level to that indicated in "H" above. Training relates to and emphasizes specific technical training towards 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 competency of the individual) to enable them to practice the trade or profession. Application – may also apply to certification in technological or para-professional occupations or qualifications for the subsequent completion of undergraduate or higher professional certification. Indicative Qualification Level: Qualified/Certified Journeyman/Trade Certificate/Associate Degree (various disciplines)
Experience	H 100	Skilled: The job requires experience in the technical, scientific or professional field (or experience of a more general nature) indicative of a skilled operator, technician or professional e.g. 4 -5 years related experience (guide only).
Complexity	C 40 232 92.8	Defined: The end results are defined and general policies and procedures specified however some independent thought is required in order to co-ordinate conflicting demands and optimize efficiency. The term "conflicting demands" means (at this level) that an awareness of the cause and effect of each decision exists. With "D" below this begins to change due to an increasing level of unpredictability in the resolution of workplace problems etc.
Scope of Work	C 15 232 34.8	Influencing/Supervisory: Supervision of others is required and/or coordination of resources and processes (human / physical / financial) in order to achieve significant outcomes for the organization. Note: positions which have responsibility for supervising or directly controlling subordinate staff but are not considered "Managers" fall into this category. Supervision must be of a recognized and formal nature hence the need to differentiate between allocating tasks and issuing instructions and true supervisory responsibility i.e. disciplinary actions, performance review etc. Also included in this category are positions which are non-supervisory but have a high degree of influence across the organization.

Problem Solving	D 76	<p>Varied: Problems are varied and the solution requires some research. Initiative and judgment is required in interpretation and this is often against diverse and perhaps contradictory cases. In some instances problems encountered may extend beyond the need for short term solutions. Note: at this level a problem must be researched by analyzing, investigating or searching for information. In many instances the solution will not be clear and a judgment will need to be made on the appropriateness of alternative solutions. Initiative will also need to be taken in determining how the problem should be tackled. Solutions may also require input from outside the organization. In the main most operational problems fall into this level.</p> <p>Varied: Problems are varied and the solution requires some research. Initiative and judgment is required in interpretation and this is often against diverse and perhaps contradictory cases. In some instances problems encountered may extend beyond the need for short term solutions. Note: at this level a problem must be researched by analyzing, investigating or searching for information. In many instances the solution will not be clear and a judgment will need to be made on the appropriateness of alternative solutions. Initiative will also need to be taken in determining how the problem should be tackled. Solutions may also require input from outside the organization. In the main most operational problems fall into this level.</p>
Freedom to Act/Supervision	D 66	<p>General Instructions: Work is subject to general instructions only and specific completion targets are normally specified. Progress reviews are usually undertaken but in most instances assistance by a superior is given only when requested.</p> <p>Note: overall broad instructions/orders are given but these may not be supported by detailed instructions which specify actual procedures and detailed steps to be followed. Typical are the quarterly or bi-annual objectives set for middle management.</p>
Work Environment	A1 12	Work performed indoors in office conditions with almost no unpleasant environmental influences.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	B1 29	Direct impact of a single decision causes some impact which can be expressed in dollar terms of hundreds of dollars.
Human Relations Skills/Contacts	C2 38	Liaise: Discusses and seeks cooperation from other areas of the organization and/or has some supervisory involvement.
Authority Exercised	F0 57	Approves routine expenditure within budgetary limits is accountable for an O & M budget \$20,000 - \$200,000.

Supervisory & Managerial Responsibility	A1 10	Controls no staff. At the middle and upper levels there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility and perhaps on a rotational team leader basis or with some involvement in training / guiding staff within the organization or project management
TOTAL POINTS	670	

PAY GRADE ALLOCATION:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
670	JJ-5D	\$52,090	JJ-6D	\$54,205

**Job Evaluation Points
For
TARIFF TECHNICIAN III**

FACTORS	POINTS	COMMENTS
Education	I 132	Tertiary/Journeyman: Requires, e.g. 4 -5 years high schooling together with a further course of study at a more advanced level to that indicated in "H" above. Training relates to and emphasizes specific technical training towards 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 competency of the individual) to enable them to practice the trade or profession. Application – may also apply to certification in technological or para-professional occupations or qualifications for the subsequent completion of undergraduate or higher professional certification. Indicative Qualification Level: Qualified/Certified Journeyman/Trade Certificate/Associate Degree (various disciplines)
Experience	I 115	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex to that outlined in "C" above. The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Complexity	D 45 247 111.2	Defined: The end results are defined and general policies and procedures specified however some independent thought is required in order to co-ordinate conflicting demands and optimize efficiency. The term "conflicting demands" means (at this level) that an awareness of the cause and effect of each decision exists. With "D" below this begins to change due to an increasing level of unpredictability in the resolution of workplace problems etc.
Scope of Work	C 15 247 37.1	Influencing/Supervisory: Supervision of others is required and/or coordination of resources and processes (human / physical / financial) in order to achieve significant outcomes for the organization. Note: positions which have responsibility for supervising or directly controlling subordinate staff but are not considered "Managers" fall into this category. Supervision must be of a recognized and formal nature hence the need to differentiate between allocating tasks and issuing instructions and true supervisory responsibility i.e. disciplinary actions, performance review etc. Also included in this category are positions which are non-supervisory but have a high degree of influence across the organization.

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. Note : In some instances the process of identifying the problem may take considerable time let alone the process of finding a solution. Whilst it would be rare for a subordinate to be rated at this level (and his/her manager rated "D") this can happen within a technical / scientific and/or research organization. This level is common for senior management / direct reports to Chief Executive Officer / Executive Director / General Manager.
Freedom to Act/Supervision	E 87	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. Note : this reflects a significant level of freedom to organize and control activities, without being subjected to procedures and instructions imposed by e.g. Head Office etc. The jobholder can e.g. set price levels, seek new products / services, establish staffing levels etc. Benchmark - senior managers
Work Environment	A1 12	Work performed indoors in office conditions with almost no unpleasant environmental influences.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	B1 33	Direct impact of a single decision causes some impact which can be expressed in dollar terms of hundreds of dollars.
Human Relations Skills/Contacts	D3 57	CO-ORDINATE: Considerable contact with staff either in a supervisory / middle management role requiring good human relations skills or as an advisor in sensitive areas.
Authority Exercised	F0 76	Approves routine expenditure within budgetary limits is accountable for an O & M budget \$20,000 - \$200,000.
Supervisory & Managerial Responsibility	A1 14	Controls no staff. At the middle and upper levels there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility and perhaps on a rotational team leader basis or with some involvement in training / guiding staff within the organization or project management
TOTAL POINTS	796	

PAY GRADE ALLOCATION:

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
796	KK-5B	\$64,341	KK-6B	\$66,953

**Fiscal Year 2025
FUNCTIONAL STATEMENT FOR
FINANCE DIVISION**

INTRODUCTION

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

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

BOARD OF DIRECTORS

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

GENERAL MANAGER

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

DEPUTY GENERAL MANAGER, ADMINISTRATION AND FINANCE

The Deputy General Manager, Administration & Finance is under the general supervision of the General Manager. In the absence of the General Manager, may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors.

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

Functional Statement for Finance Division for Creation of Tariff Technician Series of Positions (Tariff Technician I, Tariff Technician II, & Tariff Technician III)

Page 2

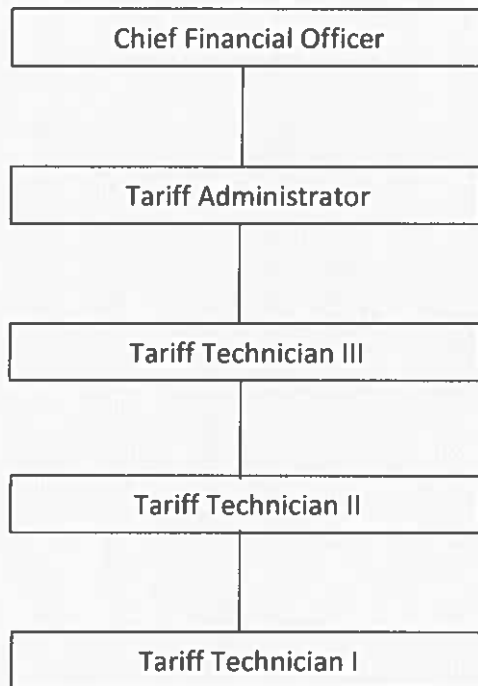
FINANCE DIVISION

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

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

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

**JOSE D. LEON GUERRERO COMMERCIAL PORT
ORGANIZATIONAL CHART – FISCAL YEAR 2025**



PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Tariff Technician I
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	Jennifer Ann N Leon Guerrero
TITLE OF DIRECT SUPERVISOR	Tariff Administrator
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Finance
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	
POSITION DESCRIPTION (Reviewed)	

2.1 ESSENTIAL FUNCTIONS

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

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

[illegible]

2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

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

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

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

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [X]

x	Detailed and specific instructions / procedures received or followed for each assignment
x	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.
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

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
80	Computer
10	Adding Machine / Calculator
5	Xerox Machine
5	Telephone

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

Arithmetic computation work	2	
Combination equivalent of experience and training which provided the minimum knowledge	2	
Abilities and skills		

c) Specialized Years Months

d) Supervisor / Management Years Months

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

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

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

☐ Below High School. Show number of years :

☐ High School Graduation / GED *(X)

☐ 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 :	
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

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

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.

<input checked="" type="checkbox"/>	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input checked="" type="checkbox"/>	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
<input checked="" type="checkbox"/>	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input checked="" type="checkbox"/>	Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input checked="" type="checkbox"/>	Pulling and/or Pushing	The job requires exerting force up to 50 pounds on a regular basis to move the object to or away from the employee.
<input checked="" type="checkbox"/>	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/>	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input checked="" type="checkbox"/>	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input checked="" type="checkbox"/>	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/>	Speaking	The job requires expressing ideas by the spoken word.
<input checked="" type="checkbox"/>	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 :

%

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

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

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

Show what percent of a typical workday this position is exposed to:

%

- ☐ Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- ☐ Vibration (i.e., operating jackhammer, impact wrench).
- ☐ Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ☐ An improperly illuminated or awkward and confining work space.
- ☐ Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- ☒ Lifting or carrying items or objects. Describe item/object and weight:

Filing Boxes & Documents less than 50 lbs

☐ 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:

Activated by Civil Defense for man made or natural disaster

☐ Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Tariff Technician II
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	Jennifer Ann N Leon Guerrero
TITLE OF DIRECT SUPERVISOR	Tariff Administrator
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Finance
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	
POSITION DESCRIPTION (Reviewed)	

2.1 ESSENTIAL FUNCTIONS

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

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

[illegible]

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2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

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

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

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

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

4.0 SUPERVISION RECEIVED

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

x	Detailed and specific instructions / procedures received or followed for each assignment
x	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.
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

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
80	Computer
10	Adding Machine / Calculator
5	Xerox Machine
5	Telephone

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

TECHNICIAN I	2	

c) Specialized Years Months

d) Supervisor / Management Years Months

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

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

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

☐ Below High School. Show number of years :

☐ High School Graduation / GED *(X)

☐ 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 :	
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

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

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.

x	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
---	---------	---

x	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
	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.
x	Lifting	Employee is required to raise or lower objects from one level to another regularly.
x	Pulling and/or Pushing	The job requires exerting force up to 50 pounds on a regular basis to move the object to or away from the employee.
x	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
x	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.
x	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 :

%

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

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

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

Show what percent of a typical workday this position is exposed to:

%

- ☐ Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- ☐ Vibration (i.e., operating jackhammer, impact wrench).
- ☐ Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ☐ An improperly illuminated or awkward and confining work space.
- ☐ Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- ☒ Lifting or carrying items or objects. Describe item/object and weight:

Filing Boxes & Documents less than 50 lbs

☐ 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:

Activated by Civil Defense for man made or natural disaster

- ☐ Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	Tariff Technician III
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	Jennifer Ann N Leon Guerrero
TITLE OF DIRECT SUPERVISOR	Tariff Administrator
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Finance
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	
POSITION DESCRIPTION (Reviewed)	

2.1 ESSENTIAL FUNCTIONS

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

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

[illegible]

2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

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

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

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

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [X]

x	Detailed and specific instructions / procedures received or followed for each assignment
---	--

x	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.
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
	Technician I	train technician I on billing procedures such as Operational vessels, Special Service Request, Port Entry & Dockage, etc.
	Technician II	Train Technician II to have the ability to take on leadership roles.

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
80	Computer
10	Adding Machine / Calculator
5	Xerox Machine
5	Telephone

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

Combination of Tariff Tech I & Tariff Tech II	5	

c) Specialized

Years Months

d) Supervisor / Management

Years Months

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

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

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

☐ Below High School. Show number of years :

☐ High School Graduation / GED *(X)

☐ 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 :	
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

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

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.

<input checked="" type="checkbox"/>	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input checked="" type="checkbox"/>	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
<input checked="" type="checkbox"/>	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input checked="" type="checkbox"/>	Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input checked="" type="checkbox"/>	Pulling and/or Pushing	The job requires exerting force up to <u>50</u> pounds on a regular basis to move the object to or away from the employee.
<input checked="" type="checkbox"/>	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/>	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input checked="" type="checkbox"/>	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input checked="" type="checkbox"/>	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/>	Speaking	The job requires expressing ideas by the spoken word.
<input checked="" type="checkbox"/>	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 :

%

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

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

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

Show what percent of a typical workday this position is exposed to:

%

- ☐ Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- ☐ Vibration (i.e., operating jackhammer, impact wrench).
- ☐ Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ☐ An improperly illuminated or awkward and confining work space.
- ☐ Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- ☒ Lifting or carrying items or objects. Describe item/object and weight:

Filing Boxes & Documents less than 50 lbs

☐ 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:

Activated by Civil Defense for man made or natural disaster

☐ Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

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	\$26,869				\$116,431			
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 positions for a **Tariff Technician II & Tariff Technician III** 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:

Tariff Technician I

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
606	II-8A	\$47,475	II-9A	\$49,403

Tariff Technician II

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
67	JJ-5D	\$52,090	JJ-6D	\$54,205

Tariff Technician III

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
796	KK-5B	\$64,341	KK-6B	\$66,953

- 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 April 30, 2025 (2) two creation of positions for the Tariff Technician II & III. The funding for these positions will come from the Vacancy Pool.

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

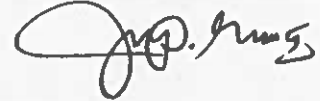
A. Revenues:

B. Expenditures:

If the Port decides to hire based on the minimum salaries for the Tariff Technician II & III starting July 11, 2025 the total pro-rated amount for FY 2025 is \$26,869. The hiring of 2 new positions will increase the salary for FY 2026 to \$116,431.

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.



Name: Jose B. Guevara III, Chief Financial Officer _____
Division: Finance Division
Telephone: (671) 477-5931 ext. 211
Date Prepared: April 28, 2025