



PORT OF GUAM
 ATURIDAT I PUETTON GUAHAN
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Lourdes A. Leon Guerrero
 Governor of Guam
Joshua F. Tenorio
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**AUTHORITY-WIDE COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

<p>Position Title:</p> <p style="text-align: center;">TARIFF ADMINISTRATOR</p> <p>Grade: MM <u>MINIMUM</u> <u>MAXIMUM</u> Step 6/Sub-Step A Step 7/Sub-Step A \$86,774.00 \$90,297.00</p> <p>Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.</p>	<p>Job Announcement No:</p> <p style="text-align: center;">03-25</p> <hr/> <p>Opening Date:</p> <p style="text-align: center;">December 20, 2024</p> <p>Closing Date:</p> <p style="text-align: center;">December 27, 2024</p>
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JOB LOCATION: The position is located in the Finance Department of the Port Authority of Guam.

AREA OF CONSIDERATION: Open to all interested and qualified employees within the Port Authority of Guam.

All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age and religion or disability factors. Port Authority of Guam complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Qualified individuals with disabilities or particular religious beliefs will be reasonably accommodated upon request unless such actions would impose an undue

hardship on the Company's operations. The Port Authority of Guam expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of the Company's employees to perform their expected job duties is absolutely not tolerated.

NATURE OF WORK: Administers the programs and activities involving the application of the Authority's terminal tariff and related agreements for billing purposes.

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

Administers the programs and activities of the Tariff Section under the Finance Division engaged in the computation of charges and preparation of invoices to commercial shipping agencies and users of the Port facilities and services in accordance with the tariff, contracts and agreements. Reviews, posts, prints and distributes invoices for Port services and leases agreements to customers and tenants in order to collect revenue due to the Port. Ensures compliance with Port terminal tariff and permit and lease agreement rates. Updates the Port Terminal Tariff rates in the accounting software billing system to accurately charge customers. Trains as necessary employees involved in the Tariff and billing. Prepares an audit, under the direction of the Chief Financial Officer, of Port customers who import and/or export cargo over the Port's public docks by comparing a manifest of cargo submitted to the Port to verify data accuracy. Collects revenues data as well as tonnage and container reports per customer/tenant and calculated revenue per ton for management analysis. Periodically reconciles billing system revenue data report to posted invoices to verify the accuracy of data used for general ledger. Provides a report on research projects assigned by management. Periodically reviews accounting practices and procedures and recommends changes if necessary. Assists in annual audit, including year-end schedules. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of principles and practices of accounting. Knowledge of the processes in collecting, classifying, coordinating and analyzing data or information and may implement and report on operations and activities. Ability to supervise the work of others; assist others by recommending work procedures, maintaining harmonious relations and promoting efficiency; and instruct/trains others through explanation, demonstration and supervised practices or makes recommendations based on technical expertise. Ability to acquire responsibility and opportunity for achieving major economies and/or preventing major losses through the management of an assigned areas of responsibilities and billing of large volumes of revenue transactions. Ability to read journals, manuals, charts and professional publications; speaks informally to groups of co-workers, staff of other divisions, the general public and people in other organizations and presents trainings; composes reports for approval, training and other materials, using proper language, grammar and style. Ability to make decisions which may affect a large segment of the Port and general public; works in dynamic environment, responsibilities include providing assistance in developing policies and practices. Ability to use computers or work aids involving moderate latitude for judgement regarding attainment of a standard or in selecting appropriate items. Ability to recognize safety and health of others and/or for

occasional enforcement of the standards of public safety or health. Skill of basic algebra involving variables and formulas and/or computes discounts and interest rates.

QUALIFICATION REQUIREMENTS: (a) Four (4) years of experience of financial or accounting experience or closely related field and graduation with a Bachelor's degree in business, accounting, finance or closely related field; or (b) any equivalent combination of training and experience, which provides the minimum knowledge, abilities and skills.

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, all new employment in the service of the Government of Guam, shall have as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program *or* successful completion of certification program, from a recognized, accredited *or* certified vocational technical institution in specialized field required for the job.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability, which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to Public Law 28-98, *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."*

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT: Applicants selected for the **TARIFF ADMINISTRATOR** position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

DRUG SCREENING: Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

POLICE & COURT CLEARANCE REQUIREMENTS: Pursuant to P.L. 34-22 - FAIR CHANCES HIRING PROCESS ACT (FCHPA): This act prohibits employers from asking for criminal history information until a conditional job offer is given. If selected for this position, your selection will be ***conditional*** pending submission of a police and court clearance. The Port will either mail a letter to you or contact you explaining these requirements. You will have five (5) business days from the postmarked date of your letter or from the time of contact with you to submit your clearances. These clearances must not be older than (1) month from the date you were contacted. If you do not have any conviction or conditions that would warrant rescinding this job offer, and pass the drug test, you will be notified of your start date.

EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent based on their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: A personal interview will be held by a panel of interviewers designated by the General Manager or his designee. A practical test will be administered to assess the applicant's skill in this trade.

PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931-4, extensions 244-249 should you need additional information.


SHAWN B. CEPEDA
Acting Personnel Services Administrator

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