

PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT

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PUBLIC NOTICE

Abolish Classified Positions Under the Port Authority of Guam's Classification and Compensation Plan

Piti, Guam, January 7, 2025: In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the abolishment of classified positions under the Port Authority of Guam's classification and compensation plan.

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 Wednesday, January 22, 2025. For more information, please contact the Human Resources Division at 671-477-5931/4, ext. 244 - 249.



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

January 7, 2025

MEMORANDUM

To: Division Heads

From: Rory J. Respicio, General Manager 

Subject: Notice to Abolish Classified Positions Under the Port Authority of Guam's Classification and Compensation Plan

Hafa Adai! Public Law 30-43 adopted the Port's Personnel Rules and Regulations Rule 4.200, *Amendment of Maritime Positions Unique to Port Operations and Certified Technical and Professional Positions*, authorizes the General Manager to request the Board of Directors to amend, including but not limited to deleting, adding or modifying positions on the approved list of the Authority's Maritime Positions Unique to Port Operations, and Certified, Technical and Professional Positions.

The request shall include the justification for the deletion and the need to comply with the transparency and disclosure process by posting the request on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After posting, the General Manager shall forward the request, along with the evidence that prompt notice of the positing was provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam, to the Board. The Board shall approve, disapprove or amend the request at any regularly scheduled meeting or at a special meeting called for this purpose.

Since 2007, the Board of Directors created new positions and amended several job specifications to ensure that its current organizational structure aligns with the Authority's operational goals and objectives.

A review of the Port Classification and Compensation Occupational Listing of Maritime Positions Unique to Port Operations, and Certified, Technical or Professional Positions revealed the following positions' duties and responsibilities are either duplicated, obsolete or no longer expected to be utilized by the Port Authority of Guam. Such positions include: Port Chief Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II and Safety Technician III.

Rule 4.200, *Amendment of Maritime Positions Unique to Port Operations and Certified Technical and Professional Positions*, of the 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 abolishment of position 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.

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After the transparency process has been completed, the General Manager shall forward the petition, along with evidence of compliance to the Board of Directors. If the Board is satisfied that all requirements have been met, the petition for abolishment of positions is approved by resolution, which copies is transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the abolished positions from the Port's Classification and Compensation Plan Occupational Listing will take effect. However, if the Port does not comply with the requirements, the petition to abolish the classified positions shall be voided. To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

PROCESS	ESTIMATED TIMELINE
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process to abolish the positions, i.e., posting such request on the Port's website.	December 20, 2024
If Board agrees to proceed with the abolishment, the request will be submitted to the division heads for review and comments.	January 7, 2025
Posting of proposed abolishment of positions on Port's website.	January 8 to 22, 2025
Notification to be provided to the electronic and written media outlets of the Port's request and its availability on the website	January 8, 2025
Request to be submitted to the Board of Directors for final approval and adoption by resolution	February 27, 2025

To provide you with an opportunity to submit your inputs on the proposed action, we have attached the petition to abolish the positions and posted the request to abolish the positions on the Port's website under the "News – Public Notices" <https://www.portofguam.com/news/public-notice> for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than Wednesday, January 22, 2025.

Should you have any questions, please contact the Human Resources Division at 671-477-5931/4, extensions 244 to 249. *Si Yu'os Ma'ase.*

Attachments

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

PETITION TO ABOLISH CLASSIFIED POSITIONS UNDER THE PORT CLASSIFICATION & COMPENSATION LISTING OF MARITIME POSITIONS UNIQUE TO PORT OPERATIONS, CERTIFIED, TECHNICAL OR PROFESSIONAL POSITIONS

REQUEST:

The General Manager requested the Board of Directors to begin the transparency and disclosure process to abolish the following positions in the classified service under the Port Compensation and Classification Plan:

1. Port Chief Engineer
2. Financial Affairs Controller
3. Supply Management Administrator
4. Inventory Management Administrator
5. Safety Technician I
6. Safety Technician II
7. Safety Technician III

On December 20, 2024, the Board of Directors approved Resolution 2024-21, *Relative to Requesting for Abolishment of Port Chief Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II and Safety Technician III Positions under Port Authority of Guam's Classification and Compensation Plan.*

AUTHORITY:

Public Law 30-43 adopted the Port's Personnel Rules and Regulations Rule 4.200, *Amendment of Maritime Positions Unique to Port Operations and Certified Technical and Professional Positions*, authorizes the General Manager to request the Board of Directors to amend, including but not limited to deleting, adding or modifying positions on the approved list of the Authority's Maritime Positions Unique to Port Operations, and Certified, Technical and Professional Positions. The petition shall include justification to abolish the position, the essential details concerning the abolishment of the position, fiscal note and any other pertinent information.

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.

The transparency and disclosure process shall include:

- A. Prompt notice of the postings required by Title 4, GCA, Section 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 purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).
- C. Any attempted abolishment of positions not in compliance with the provisions of Title 4, GCA, Section 6205, 6303 and 6303.1(a) is void.

References of Compliance:

2 GCA §9101, Restrictions Against Unfunded Appropriations, *"All bills that have an effect against 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 states *"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, states *"The Director of Administration shall perform the following functions...(d) Maintain, post and keep current 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 descriptions 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 shall be recognized and reward individual employees commensurate with performance.
- (5) All aspects of compensation (base salaries, benefits, pay differentials, and other factor(s)) 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 communication and training shall be a critical component of compensation administration."

AGENCY BACKGROUND, CLASSIFICATION REVIEW & ANALYSIS OF SIMILARITIES & DIFFERENCES:

On December 2, 2024, the Board of Directors approved Resolution 2024-21, *Relative to Requesting to Abolish the Port Chief Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II and Safety Technician III under the Port Authority of Guam's Classification and Compensation Plan*

Since 2007, the Board of Directors created new positions and amended several job specifications to ensure that its current organizational structure aligns with the Authority's operational goals and objectives.

The following creation of positions and amendment of job specifications under the Maritime Positions Unique to Port Operations, and Certified, Technical and Professional Positions under the Port’s Classification and Occupational Listing impacted the job specifications for the Port Chief Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II and Safety Technician III:

1. On May 31, 2024, the Board of Directors approved the amendment of the Capital Improvement Projects & Engineering Manager via Resolution 2024-06. The nature of work for this position administers the activities of the Engineering and Capital Improvement Project divisions.
2. On April 6, 2023, the Board of Directors approve the creation of the Chief Financial Officer via Resolution 2023-01. The nature of work for this position administers the activities of the Financial Affairs Division.
3. On September 28, 2023, the Board of Directors authorized management to proceed with the transparency and disclosure process to create the position of Assistant Procurement & Supply Manager. The nature of work for this position assists the Procurement & Supply Manager administer the daily work activities of the Procurement, Supply and Contract Management sections under the Procurement & Supply Division.
4. The Port’s Occupational Listing when approved by Public Law 30-43 on July 2, 2009 included the series of position for the Safety Technician and Safety Inspector. The nature of work for these positions are identical.

Such positions are duplicated, obsolete and no longer expected to be utilized by the Port Authority of Guam. As such, it is recommended that the positions of Port Chief Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II and Safety Technician III be abolished and removed from the Port’s Classification and Compensation Occupational Listing.

FISCAL NOTE:

The structural minimum adjustment for recommended positions to be abolished would result in a savings to the Port Authority of Guam as noted below:

Position Title	Pay Grade/Step	Structural Minimum Adjustment
Port Chief Engineer	P-10C	\$148,298.00
Financial Affairs Controller	N-9C	\$108,721.00
Supply Management Administrator	L-8A	\$85,421.00
Inventory Management Administrator	L-6B	\$79,674.00
Safety Technician I	E-10A	\$34,192.00
Safety Technician II	G-10B	\$41,786.00
Safety Technician III	I-10B	\$51,923.00
TOTAL		\$550,015.00

RECOMMENDATION:

Our review has determined that the following positions be abolished under the Maritime Positions Unique to Port Operations and Certified, Technical and Professional Positions under the Port's Classification & Compensation Plan:

1. Port Chief Engineer
2. Financial Affairs Controller
3. Supply Management Administrator
4. Inventory Management Administrator
5. Safety Technician I
6. Safety Technician II
7. Safety Technician III

It is further recommended that the Board of Directors abolish the above positions in the classified service under the Port Classification and Compensation Plan.

BOARD OF DIRECTORS

*Dorothy P. Harris, Chairperson
Conchita S.N. Taitano, Vice Chairperson
Fe R. Valencia-Ovalles, Board Secretary*



Resolution No. 2024-21

RELATIVE TO REQUESTING FOR ABOLISHMENT OF PORT CIVIL ENGINEER, FINANCIAL AFFAIRS CONTROLLER, SUPPLY MANAGEMENT ADMINISTRATOR, INVENTORY MANAGEMENT ADMINISTRATOR, SAFETY TECHNICIAN I, SAFETY TECHNICIAN II AND SAFETY TECHNICIAN III POSITIONS UNDER PORT AUTHORITY OF GUAM'S CLASSIFICATION AND COMPENSATION PLAN.

BE IT RESOLVED BY BOARD OF DIRECTORS OF THE JOSE D. LEON GUERRERO COMMERCIAL PORT:

WHEREAS, Public Law 30-43 adopted the Port Authority of Guam's Personnel Rules and Regulations and Port Classification and Compensation Plan for its Maritime Positions Unique to Port Operations, and Certified, Technical and Professional Positions; and

WHEREAS, Section 4.200, *Amendment of Maritime Positions Unique to Port Operations and Certified Technical and Professional Positions*, of the Personnel Rules and Regulations authorizes the General Manager to request the Board of Directors to amend, including but not limited to deleting, adding or modifying positions on the approved list of the Authority's Maritime Positions Unique to Port Operations, and Certified, Technical or Professional Positions; and

WHEREAS, the process shall include the justification to delete and need to comply with the transparency and disclosure process by posting the request on the Port Authority's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted); and

WHEREAS, after posting, the General Manager shall forward the request along with evidence that prompt notice of the posting was provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam, to the Board of Directors; and

WHEREAS, the Board shall approve, disapprove or amend the request at any regularly scheduled meeting or at a special meeting called for this purpose; and

WHEREAS, since 2007, the Board of Directors have created new positions and amended several job specifications under the Port's Classification and Compensation Plan to ensure that its current organizational structure aligns with the Authority's operational goals and objectives; and

WHEREAS, a review of the Port Classification and Compensation Occupational Listing of Maritime Positions Unique to Port Operations, and Certified, Technical or Professional Positions revealed the following positions' duties and responsibilities are either duplicated, obsolete or no longer expected to be utilized by the Port Authority of Guam. Such positions include: Port Civil Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II, and Safety Technician III; and

WHEREAS, it would be beneficial for the Port to proceed with the transparency and disclosure process to abolish these positions listed above; now therefore, be it

RESOLVED, that the General Manager is authorized to proceed with transparency and disclosure process to abolish the job specifications of Port Civil Engineer, Financial Affairs Controller, Supply Management Administrator, Inventory Management Administrator, Safety Technician I, Safety Technician II and Safety Technician III positions in the classified service under the Port's Classification and Compensation Plan for Maritime Positions Unique to Port Operations, and Certified, Technical or Professional Positions pursuant to applicable statutory law and the Personnel Rules and Regulations; and be it further

RESOLVED, that the Chairperson certify to, and the Secretary attest to, the adoption hereof.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 20th DAY OF DECEMBER, 2024.

DOROTHY P. HARRIS
Chairperson, Board of Directors
Port Authority of Guam

FE R. VALENCIA-OVALLES
Secretary, Board of Directors
Port Authority of Guam

