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Policy Memorandum 02-86

To: Division Heads	Subject: GUIDANCE FOR RECRUITMENT AND PROMOTION OF PERSONNEL
Effective Date: APR 14 1986	Revision Date:
Approved By: FRANK R. PEREZ, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	
<p>I. <u>PURPOSE:</u> To establish guidance for the recruitment of new personnel and/or promotion of employees.</p> <p>II. <u>DISCUSSION:</u> Good management requires continuous attention to the need to improve and/or maximize manpower utilization and total operational efficiency. The success or failure of such action is dependent upon the degree of scrutiny given by management as well as supervisory personnel on the structure, assignments and staffing of the organization and on the personal interest they demonstrate in accomplishing the goals of the Authority.</p> <p>III. <u>OBJECTIVES:</u> The following are the objectives which these policies attempts to accomplish:</p> <ul style="list-style-type: none"><li>a) to see that actions are avoided that will unnecessarily increase payroll costs;</li><li>b) to ensure that the organization is structured in the most economical way to accomplish its mission efficiently; and</li><li>c) to cause all positions which becomes vacant to be reviewed by each affected division head to determine whether or not the duties can be reassigned or the position abolished without severely affecting the execution of essential functions.</li></ul> <p>IV. <u>PROCEDURAL REQUIREMENTS</u></p> <ul style="list-style-type: none"><li>1. <u>Review of Position Vacancies</u>  All positions upon becoming vacant shall be reviewed by the affected division head to determine whether the duties can be reassigned to other employees or whether the position can be abolished without seriously affecting the execution of essential functions.</li><li>2. <u>Filling of Position Vacancies</u>  It shall be the responsibility of the Division Head to advise the General Manager, in writing, one of the following relative to the vacant position:</li></ul>	

GUIDANCE FOR RECRUITMENT AND PROMOTION OF PERSONNEL  
PAGE 2

- a) that the duties of the position cannot be reassigned to other employees and that the position cannot be abolished without seriously affecting the execution of essential functions;
- b) that the duties of the position can be reassigned and performed by other employees; or
- c) that the duties of the position are no longer necessary and that the position should therefore be abolished.

3. Promotion of Employees

Whenever a promotion action is to be effectuated, the division head shall provide the General Manager with a written analysis justifying the proposed changes and showing the advantages to be attained in terms of manpower utilization, management efficiency and cost reduction.

4. Review by Personnel Office

The Personnel Office shall review all personnel action requests to ensure that the requested position accurately reflects the work to be performed.

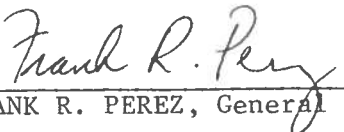
5. Review by Financial Affairs Office

The Financial Affairs Office shall review all personnel action requests to certify availability of funds.

6. Final Approval

The General Manager shall approve all personnel action requests prior to its submittal to the Personnel Office for the necessary recruitment and/or promotion procedures.

APPROVED:

  
FRANK R. PEREZ, General Manager

Date: 4/14/86