

**BOARD OF DIRECTORS***Dorothy P. Harris, Chairperson**Conchita S.N. Taitano, Vice Chairperson**Fe R. Valencia-Ovalles, Board Secretary***Resolution No. 2025-18****RELATIVE TO APPROVING THE CREATION OF TARIFF TECHNICIAN I, TARIFF TECHNICIAN II, AND TARIFF TECHNICIAN III POSITIONS IN THE CLASSIFIED SERVICE AS AUTHORIZED IN SECTION 6303(d) OF TITLE 4, GUAM CODE ANNOTATED AND RULE 5.015 OF THE PORT'S PERSONNEL RULES AND REGULATIONS.****BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF GUAM:**

**WHEREAS**, Title 4, Guam Code Annotated, Section 6303(d) authorizes the General Manager to petition to the Board of Directors to create positions in the classified service; and

**WHEREAS**, on February 26, 2025, the General Manager petitioned the Board of Directors to create the Tariff Technician Series positions comprised of a Tariff Technician I, Tariff Technician II, and Tariff Technician III in the classified service by providing its justification, essential details concerning the creation of the position, an analysis of similarities and differences between the position to be created and positions listed pursuant to Title 4, Guam Code Annotated, Section 4101.1(d), position description, and proposed pay grade and demonstration of compliance with Section 6301 of Title 4, and fiscal note as that term is described in Title 2, Guam Code Annotated, Section 9101 and any other pertinent information; and

**WHEREAS**, the Board of Directors at their regular meeting of April 30, 2025 authorized management to begin the transparency process of the Tariff Technician I, Tariff Technician II, and Tariff Technician III positions; and

**WHEREAS**, to ensure transparency and disclosure is conducted on the creation of said positions and to comply with Title 4, Guam Code Annotated, Chapter 6, Section 6303.1, the creation of position documents were posted on the Port's website, port employees were notified, and notification was also provided to electronic and written media outlets. The postings and notifications were provided on May 12, 2025 and deadline to submit comments was on May 27, 2025; and

**WHEREAS**, the Human Resources Division received one comment in a memorandum dated May 13, 2025, from the Port's Corporate Services Manager, addressing the proposed creation of the Tariff Technician I, II, and III positions. The memorandum referenced classification reviews conducted in 1985 and 2002, both of which concluded that duties within the Tariff Section at the time lacked the complexity needed to justify a series of positions. The 1985 review recommended the establishment of a Tariff Technician and Tariff Supervisor. The 2002 review, conducted in light of the Port's evolving Terminal Operating System and increasingly complex tariff structure, recommended creating positions titled Tariff Specialist and Tariff Administrator; and

**WHEREAS**, the May 13, 2025 memorandum further recommended that the Port consider establishing a Tariff Specialist position instead of a three-level technician series, and proposed the elimination of the Tariff Supervisor role to clarify the distinction between technical and administrative functions. The memorandum asserted that the proposed technician levels lacked meaningful complexity and suggested that duties related to billing validation, log analysis, and coordination with Operations and Maintenance could be better housed within a single specialist role; and

**WHEREAS**, the General Manager, in a memorandum dated May 14, 2025, acknowledged the historical context provided but clarified that the current initiative is not a continuation of past classification practices. Rather, it is a direct response to current operational challenges within the Finance Division, including underbilling, audit exposure, and the need to formalize succession planning and accountability. The General Manager further stated that while previous classification reviews reflected the conditions of their time, the Port's billing functions have since expanded in both scope and complexity. Establishing the Tariff Technician Series now creates a structured framework aligned with modern operational needs, supports career development within the unit, and distributes oversight responsibilities that were previously concentrated in a single specialist role; and

**WHEREAS**, throughout the current administration, the Port has ensured consistent applications in applying the Port's tariff, particularly in areas such as third and fourth gangs, supervisor overtime, mechanic/electrician night differentials, the use of a third gantry crane, shift variations, and bare chassis billing. The establishment of the Tariff Technician Series is intended to address these gaps by ensuring internal alignment between operations and billing, consistent application of rates, and proper documentation of all services rendered; and

**WHEREAS**, the Terminal Tariff Revenue Opportunities Analysis conducted by WSP further confirmed the need to align operational practices with billing, implement regular cost studies, define vessel service standards, and institutionalize proactive billing mechanisms to ensure the Port fully captures all revenue allowed under the existing tariff. These findings were supported by Port Board Resolutions Nos. 2025-01 and 2025-09; and



**WHEREAS**, the current structure of the Tariff Section includes three Tariff Technicians and one Tariff Administrator, and the creation of a formalized technician series will provide a clearer organizational path while reinforcing compliance with the Port's financial, audit, and operational controls; and

**WHEREAS**, at the regular meeting of June 5, 2025, management advised the Board of Directors that the Port complied with the transparency process as mandated by Title 4, Guam Code Annotated, Section 6303.1; now therefore, be it

**RESOLVED**, that the Board of Directors approves management's petition to establish the creation of the Tariff Technician series of positions in the classified service, as follows: Tariff Technician I at a Pay Grade I, Tariff Technician II at a Pay Grade J, and Tariff Technician III at a Pay Grade K; and be it further

**RESOLVED**, that the Board of Directors authorizes management to transmit copies of such petition to the Director of Department of Administration and the Legislative Secretary of the 38<sup>th</sup> Guam Legislature as required under Title 4, Guam Code Annotated, Section 6303(d)(2); and be it further

**RESOLVED**, that the Chairperson certify to, and the Secretary attest to, the adoption hereof and that copies of the same be thereafter transmitted to the Director of Department of Administration and Legislative Secretary of the 38<sup>th</sup> Guam Legislature.

**PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 5<sup>th</sup> DAY OF JUNE, 2025.**

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

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

