

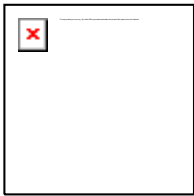
From: Committee on Rules 36GL <cor@guamlegislature.org>
Sent: Friday, May 14, 2021 11:14 AM
To: Clerks; Rennae Meno
Subject: Messages and Communications for Doc No. 36GL-21-0577*
Attachments: 36GL-21-0577.pdf

Håfa Adai Clerks,

Please see attached M&C Doc. No. 36GL-21-0577 for processing:

| | | |
|--------------|--|---------------------------|
| 36GL-21-0577 | GWA Community Outreach Program Director Filing to Legislature.* Filing of Guam Waterworks Authority's Creation of Position* | Guam Waterworks Authority |
|--------------|--|---------------------------|

Si Yu'os Ma'ase',



COMMITTEE ON RULES

Vice Speaker Tina Rose Muña Barnes
36th Guam Legislature
I Mina'trentai Sais Na Liheslaturan Guahan
163 Chalan Santo Papa Hagatña Guam 96910
Email: cor@guamlegislature.org

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----- Forwarded message -----

From: Speaker Therese M. Terlaje <speaker@guamlegislature.org>
Date: Thu, May 13, 2021 at 7:03 PM
Subject: Messages and Communications for 36GL-21-0577
To: Legislative Secretary Amanda Shelton <officeofsenatorshelton@guamlegislature.org>, Committee on Rules 36GL <cor@guamlegislature.org>

Please see attached M&C Doc. No. 36GL-21-0577.

| | | |
|--------------|---|---------------------------|
| 36GL-21-0577 | GWA Community Outreach Program Director Filing to Legislature.* | Guam Waterworks Authority |
|--------------|---|---------------------------|

Si Yu'os Ma'ase,

Maria Abante
Legislative Assistant

Office of Speaker Therese M. Terlaje
Committee on Health, Land, Justice and Culture

I Mina'trentai Sais na Liheslaturan Guahan
36th Guam Legislature

Office Location: Ada Plaza Center, Suite 207, 173 Aspinall Avenue, Hagatña, Guam 96910

Address: Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
T: (671) 472-3586 F: (671) 989-3590 Email: speaker@guamlegislature.org
website: www.senatorterlaje.com

----- Forwarded message -----

From: <zinac@guamwaterworks.org>
Date: Thu, May 13, 2021 at 10:08 AM
Subject: Creation of Position Filing re: Community Outreach Program Director
To: Speaker's Office <speaker@guamlegislature.org>
Cc: Julie <JAdams@guamwaterworks.org>

Hafa Adai Speaker Terlaje:

On behalf of the Consolidated Commission on Utilities and Miguel Bordallo, P.E., General Manager of the Guam Waterworks Authority, attached for filing purposes in accordance with 4 GCA, §6303.

Should you have any questions, please feel free to contact me.

Thank you!

zina pangelinan-charfauros

personnel services administrator

guam waterworks authority

human resources division

tel: 671.300.6073 * fax: 671.300.6896

email: zinac@guamwaterworks.org

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Speaker Therese M. Terlaje <speaker@guamlegislature.org>

Creation of Position Filing re: Community Outreach Program Director

zinac@guamwaterworks.org <zinac@guamwaterworks.org>
To: Speaker's Office <speaker@guamlegislature.org>
Cc: Julie <JAdams@guamwaterworks.org>

Thu, May 13, 2021 at 10:07 AM

Hafa Adai Speaker Terlaje:

On behalf of the Consolidated Commission on Utilities and Miguel Bordallo, P.E., General Manager of the Guam Waterworks Authority, attached for filing purposes in accordance with 4 GCA, §6303.

Should you have any questions, please feel free to contact me.

Thank you!

zina pangelinan-charfauros
personnel services administrator
guam waterworks authority
human resources division
tel: 671.300.6073 * fax: 671.300.6896
email: zinac@guamwaterworks.org

Doc Type: 36GL-21-0577
**OFFICE OF THE SPEAKER
THERESE M. TERLAJE**

-05- 13 2021
Time: 10:07am
Received: [Signature]

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Community Outreach Program Director Filing to Legislature - 05.09.2021-MCB 05.12.2021.pdf
2345K

**COMMITTEE ON RULES
RECEIVED:
May 14, 2021
8:00 A.M.**
Vicente P. Flores



"Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P.O. Box 3010, Hagatna, Guam 96932
Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

Electronic Filing

May 9, 2021

The Honorable Speaker Therese M. Terlaje
Speaker, 36th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

Re: Filing of Guam Waterworks Authority's Creation of Position

Håfa Adai,

Pursuant to Public Law No. 34-131, §6303(e)(2)(C) of Title 4 GCA, Chapter 6 and on behalf of the Consolidated Commission on Utilities and the Guam Waterworks Authority, we hereby submit and file the creation of positions for:

Community Outreach Program Director

Should you have any questions and/or concerns, please contact our Personnel Services Division at 300-6073.

Kon Sinsoru,

MIGUEL C. BORDALLO, P.E.
General Manager



MCB/ zpc/jca

attachments

cc: DOA HR - Shane Ngata, Personnel Services Administrator
GWAHR - Personnel Services Division



CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

RESOLUTION NO. 20-FY2021

**APPROVAL OF THE CREATION OF THE COMMUNITY OUTREACH PROGRAM
DIRECTOR – GUAM WATERWORKS AUTHORITY
JOB CLASSIFICATION STANDARD**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority (“GWA”); and

WHEREAS, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, the GWA General Manager requests the CCU to approve the creation of the Community Outreach Program Director position in the classified status (Exhibit A); and

WHEREAS, the GWA General Manager requests the CCU to approve the job classification standards of the Community Outreach Program Director position in the classified status; and

WHEREAS, Public Law 34-131, Section 2, §6303(e) as added and 4 GCA §6303 (d) & (2C) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and

WHEREAS, GWA Personnel Rules and Regulations as amended by Public Law 28-159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of certified, technical and professional positions;

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1 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities,
2 as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize
3 the following:

- 4 1. The recitals set forth above hereby constitute the findings of the CCU.
5 2. The creation of the job classification standard for the Community Outreach
6 Program Director position in the classified status is hereby approved and
7 attached herein as Exhibit A.
8 3. The Community Outreach Program Director position is hereby added to the
9 certified, technical and professional (CTP) list of positions and testing
10 designated positions (TDP) list at GWA, subject to random drug testing.

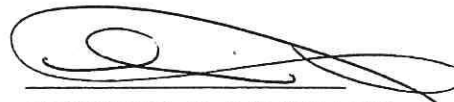
11
12 **RESOLVED**, that the Chairman certified and the Board Secretary attests to the
13 adoption of this Resolution.

14
15 **DULY AND REGULARLY ADOPTED**, this 27th day of April 2021.

16
17 Certified by:

18 
19 _____
20 **JOSEPH T. DUENAS**
21 Chairperson

17 Attested by:

18 
19 _____
20 **MICHAEL T. LIMTIACO**
21 Secretary

22 //

23 //

24 //

25 //

26 //

SECRETARY'S CERTIFICATE

I, Michael T. Limtiaco, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES: 5

NAYS: Ø

ABSENT: Ø

ABSTAIN: Ø

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COMMUNITY OUTREACH PROGRAM DIRECTOR – GUAM WATERWORKS AUTHORITY

NATURE OF WORK IN THIS CLASS:

Handles the day-to-day operations of various Water, Wastewater, and Customer Service outreach programs and activities not limited to: recruitment and selection of program volunteers, orientation and organizational familiarization, federal grant administration and project management, planning, developing, organizing and implementing programs that are focused on solving community problems through education and public outreach.

ILLUSTRATIVE EXAMPLES OF WORK:

- Develops, implements, maintains and improves Water, Wastewater and Customer Service education and outreach programs.
- Lead recruitment and selection efforts, ensuring that all program volunteer positions are filled.
- Oversee administrative tasks such as maintaining volunteer files, approving volunteer timesheets and reimbursements, and coordinating logistics for trainings and events.
- Manage accurate and timely data collection across all programs and assure timely report submissions.
- Coordinate evaluation and continuous efforts to improve volunteer service delivery and community experience.
- Create and maintain calendars of events not limited to: workshops, appearances, community events and communication opportunities to promote GWA and its partnership with the community.
- Serves as the Authority's liaison: advocating for the organization while promoting positive relationships between all stakeholders, incorporating GWA's values and vision into daily activities.
- Develops, administers and implements effective communications and outreach plans and strategies for GWA's Outreach Program to broaden community awareness.
- Evaluates impact of community outreach program outcomes.
- Establish budget and funding source(s) for education and outreach programs through grants, available technical assistance and other outside sources.
- Develops updates and implements Water conservation and demand management programs, guidelines and policies consistent with management's plans and directions.
- Formulates, develops and implements comprehensive public notices regarding GWA programs via brochures, press releases, social media, emails, campaigns and attendance in community events.
- Supervise, coach and evaluate the performance of subordinates.
- Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the principles and practices of public relations and modern mass communications.
- Knowledge of the methods and techniques of various media such as photography, printing processes, media buying, newspaper, radio and television advertising.
- Knowledge of budget preparation and presentation.
- Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals.
- Ability to communicate and work effectively, both orally and in writing with the public and employees.
- Ability to learn the Authority's programs, policies, services and operations to effectively conduct outreach programs and initiatives.
- Strong organizational and administrative skills and attention to detail.
- Ability to prepare, analyze, edit and revise information material.

- Ability to maintain program records and prepare reports.
- Ability to effectively supervise, coach and evaluate performance of subordinates.
- Skills in identifying strategies to develop effective outreach programs, guidelines, policies consistent with management's recommendations and directions.
- Strong computer and internet skills.
- Flexibility, resourcefulness, positive attitude, and proven ability to problem solve.
- Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with a Bachelor's Degree in Communications, Marketing, Media, Business or Public Administration; **AND**
- B. Five (5) years of experience in public relations field; **OR**
- C. Any equivalent combination of experience, training, and certification requirements, which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam Driver's License.

ESTABLISHED: APRIL 2021

JE POINTS: 1014

IMPLEMENTATION RANGE: MINIMUM: N4-A; \$83,126 MAXIMUM: N5-A \$86,502



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities



GUAM WATERWORKS AUTHORITY

“Better Water. Better Lives.”

Suite 200; Gloria B. Nelson Public Service Building
688 Route 15 * Mangilao, Guam 96913
P.O. Box 3010 * Hagatna, Guam 96932
Tel. No. (671) 300-6073-6 * Fax No. (671) 300-6896

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the creation and amendment of the job classification standard of positions pursuant Public Law 34-131, §(e) as added and 4 GCA §6303 (d) & (2C) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and, 5GCA, Chapter 10, Article 1 (Sunshine Law) and P.L. 28-159 to add the positions to the Certified, Technical, and Professional (CTP) List in the unclassified service:

Community Outreach Program Director Guam Waterworks Authority

For more information, please visit GWA’s website at www.guamwaterworks.org/careers/petition or you may contact the Human Resources Division at 300-3076-6.



MIGUEL C. BORDALLO, P.E.
General Manager

Justification for the new position:

The creation of the Community Outreach Program Director position – GWA job standards and salary range based on the 20th market percentile, 2017 market data. This position is necessary to oversee and direct a voluntary workforce dedicated to public outreach and education to assist in advancing GWA program goals and objectives. The position will be organizationally located with the Administrative Division.

The Authority does not currently employ a Community Outreach Program Director, thus limiting GWA's ability to implement Program goals and objectives according to desired timelines. Creating a new position responsible for providing supplemental support to Water, Wastewater, Customer and Community Programs will improve levels of service and compliance with regulatory mandates and stipulations.

Analysis of similarities and differences between the positions to be created and the positions listed pursuant to 4GCA §4101.1:

Upon conducting an analysis of similarities and differences of like positions within the utilities, management has determined the need for the Community Outreach Program Director, consistent with its goals and objectives and the needs of our community

Proposed Job Standard: See attached

Compensation:

The minimum and maximum salary range follows the Strategic Pay Methodology based on the 20th market percentile; 2017 market data for this unclassified, certified, technical and professional position and comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys as follows:

| Benchmark Position | Year | Implementation Ranges @ 20th Market Percentile (2017 Market data) - 5 Spread | | | | | | | | |
|---|------|--|-----------------------------|-------|------|----------|-----------------------------|-------|------|----------|
| | | J/E Points | Structural Adjustment - MIN | | | | Structural Adjustment - MAX | | | |
| | | 0 | Base Salary | Grade | Step | Sub Step | Base Salary | Grade | Step | Sub Step |
| Community Outreach Program Director – Guam Waterworks Authority | 2017 | 1014 | \$83,126 | N | 4 | C | \$86,502 | N | 5 | C |

Fiscal note as required by 2GCA §9101 et seq.:

GWA certifies that this position is budgeted, and that funding is available for the recruitment and retention of the amended certified, technical and professional position. The funding of this position does not have an impact on the government of Guam General Fund.



 MIGUEL C. BORDALLO, P.E.
 General Manager