

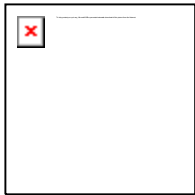
From: Committee on Rules 36GL <cor@guamlegislature.org>
Sent: Monday, November 15, 2021 11:21 AM
To: Clerks; Rennae Meno
Cc: Speaker Therese M. Terlaje
Subject: Messages and Communications for Doc. No. 36GL-21-1333*
Attachments: 36GL-21-1333.pdf

Håfa Adai Clerks,

Please see attached M&C Doc. No. 36GL-21-1333 for processing:

36GL-21-1333	Filing of Guam Waterworks Authority's Creation of Position*	Guam Waterworks Authority
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Si Yu'os Ma'åse',



COMMITTEE ON RULES

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

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

From: Speaker Therese M. Terlaje <speaker@guamlegislature.org>
Date: Fri, Nov 12, 2021 at 6:29 PM
Subject: Messages and Communications for 36GL-21-1333
To: Legislative Secretary Amanda Shelton <officeofsenatorshelton@guamlegislature.org>, Committee on Rules 36GL <cor@guamlegislature.org>

Håfa Adai,

Please see attached M&C Doc. No. 36GL-21-1333.

36GL-21-1333	Filing of Guam Waterworks Authority's Creation of Position*	Guam Waterworks Authority
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Si Yu'os Ma'åse',

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, Hagåtña, 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: Fri, Nov 12, 2021 at 5:13 PM

Subject: Creation of Position Electronic Filing re: Plant Instrument Technician Supervisor

To: <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 Electronic Filing re: Plant Instrument Technician Supervisor

zinac@guamwaterworks.org <zinac@guamwaterworks.org>
To: speaker@guamlegislature.org
Cc: Julie <JAdams@guamwaterworks.org>

Fri, Nov 12, 2021 at 5:13 PM

Hafa Adai Speaker Terlaje:

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

36GL-21-1333
**OFFICE OF THE SPEAKER
THERESE M. TERLAJE**

Thank you!

-11-12 2021

Time: 5:13 pm
Received: [Signature]

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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Plant Instrument Technician Supervisor Filing to Legislature 11122021 - MCB.pdf
2833K

**COMMITTEE ON RULES
RECEIVED:**

November 15, 2021
8:00 A.M.

[Signature]

12 November 2021

Electronic Filing

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

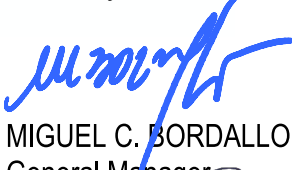

Håfa Adai,

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 position for:

Plant Instrument Technician Supervisor

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

Sincerely,


MIGUEL C. BORDALLO
General Manager 

MCB/zpc/jca

Attachments

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



GWA RESOLUTION NO. 01-FY2022

**APPROVAL OF THE CREATION OF THE PLANT INSTRUMENT TECHNICIAN
SUPERVISOR – 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 Plant Instrument Technician Supervisor position in the classified status (Attachment A); and

WHEREAS, the GWA General Manager requests the CCU to approve the job classification standards of the Plant Instrument Technician Supervisor 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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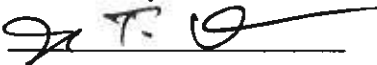
1 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities,
2 as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize
3 the following:

- 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 Plant Instrument
6 Technician Supervisor position in the classified status is hereby approved
7 and attached herein as Attachment A.
8 3. The Plant Instrument Technician Supervisor position is hereby added to the
9 certified, technical and professional (CTP) list of positions and Drug and
10 Alcohol-Free Workplace Policy testing designated positions (TDP) list at
11 GWA, subject to random drug testing.

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

15
16 **DULY AND REGULARLY ADOPTED**, this 26th day of October 2021.

17 Certified by:

18 

19 **JOSEPH T. DUENAS**
20 Chairperson

17 Attested by:

18 

19 **MICHAEL T. LIMTIACO**
20 Secretary

21
22 **SECRETARY'S CERTIFICATE**

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

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

29 AYES: 3

30 NAYS: ϕ

31 ABSENT: 2

32 ABSTAIN: ϕ



Plant Instrument Technician Supervisor

NATURE OF WORK IN THIS CLASS

Supervises and participates in the installation, maintenance and repair of the electrical and control systems, electrical equipment, instruments and components of an industrial utility plant, including System Control and Data Acquisition (SCADA) systems and components.

Supervises the programs and activities in the repair and maintenance of the Guam Waterworks Authority's plant facilities, electronic industrial control equipment and other related electrical systems.

Supervises the daily activities performing repairs and preventive maintenance in accordance with utility standards.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises and performs work in the test operation of instruments; analyzes defects and makes recommendation of necessary repairs on mechanical, electrical and pneumatic instruments.

Supervises and participates in the maintenance and repair of mechanical, electrical, and pneumatic instrumentation and control systems, electrical equipment, instruments and SCADA system components.

Coordinates, monitors and evaluates SCADA work performed by contracted vendors

Performs repair tasks requiring a high degree of skill in the electrical trade.

Implements agency policies for personnel, training, and safety.

Trains and instructs subordinates in work methods and procedures, proper use of tools and equipment, safety practices and regulations, work policies and electrical codes and standards.

Schedules, assigns, plan and monitor the work of the electrical shop personnel performing a variety of electrical and instrument projects.

Prioritizes tasks, schedules and distributes work assignments and ensures that personnel are completing work on schedule. Monitors and maintains the CMMS or other related software for information.

Reviews plans for future systems upgrade and installation to insure compatibility with existing electrical codes and maintenance standards.

Prepares material, labor estimates and monitors the acquisition and use of materials; ensures budgeting guidelines are met; prioritizes shop expenditures to stay within budget and assists in preparation of capital and operating budgets.

Maintains records and prepares reports.

Performs other related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the standard principles, methods, practices, techniques, tools, and test equipment used in the installation, maintenance, and repair of mechanical, electrical, and pneumatic instruments, and data monitoring, acquisition and control systems of an industrial utility plant.

Knowledge in the interpretation of electrical diagrams, wiring diagrams, electrical and electronic schematics. Knowledge of system functions of an industrial utility plant.

Knowledge of supervisory and personnel principles, practices and techniques an supervise the work of others.

Ability to make work decisions in accordance with laws, rules and regulations and to apply agency's policies.

Ability to apply and enforce safe work practices on the job.

Ability to read, interpret and work from blueprints, sketches and wiring diagrams.

Ability to prepare time and material cost estimates of work projects.

Ability to effectively work and communicate both verbally and in writing with the public and employees.

Ability to creates work orders and generates reports using the utility's work generating and reporting software or other related software used.

Ability to perform arduous physical tasks, including climbing, stooping, lifting of tools and equipment and working in strained and awkward positions.

Ability to maintain records and prepare reports.

Skill in the use and care of tools and equipment of the trade.

MINIMUM EDUCATION AND TRAINING

- A). Successful completion of a vocational technical training apprenticeship program in applied electrical, electronics and instrumentation technology **AND** four (4) years of experience in electrical-electronic repair, installation and maintenance of electrical plant control system, electrical equipment, instruments and components of an industrial utility plant; **AND** twenty-four (24) months of experience at the journeyman level or higher in the related field; **OR**
- B). Associates Degree of Science, in applied electrical, electronics or instrumentation technology **AND** three (3) years of experience in electrical-electronic repair, installation and maintenance of electrical plant control system, electrical equipment, instruments and components of an industrial utility plant **AND** eighteen (18) months of experience at the journeyman level or higher in the related field; **OR**

- C). Six (6) years of experience at the skilled level or higher in electrical-electronic repair, installation or maintenance of electrical plant control system, electrical equipment, instruments and components of an industrial utility plant or related field.

NECESSARY SPECIAL QUALIFICATIONS:

Possess a valid Guam Driver's License.

PREFERRED CERTIFICATION

Certification in SCADA, PLCs, Automation or System Integration

Established: September 2021

JDE Points: 911

Implementation Range: Minimum: L6-D \$73,395/annum; \$35.29/hour

Maximum: L7-D \$76,375/annum; \$36.72/hour



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities



GUAM WATERWORKS AUTHORITY

“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) 300-6073-6 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 of the job classification standard of position pursuant to Public Law 34-131, §(e) as added and 4GCA §6303 (d) and (2C) authorized the creation of position in Autonomous Agencies and Public Corporation; and, 5GCA, Chapter 10, Article 1 (Sunshine Law) and P. L. 28-159 to add the position to the Certified, Technical, and Professional (CTP) List in the classified service.

PLANT INSTRUMENT TECHNICIAN SUPERVISOR

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 Plant Instrument Technician Supervisor position is for the efficient and effective performance of duties and functions of the Guam Waterworks Authority's Plant Instrument Technician Section. The creation of this position is necessary to explicitly identify Utility based job specifications for the existing Plant Instrument Technician series of positions. This position is necessary to supervise Plant Instrument Technicians and to participate in the installation, maintenance and repair of the electrical and control system, electrical equipment, instruments and components of an industrial utility plant, including System Control and Data Acquisition (SCADA) systems and components.

The Authority does not currently employ a Plant Instrument Technician Supervisor, thus limiting the GWA's ability to establish a clear and concise path and structure for the Plant Instrument Technician levels within the agency. The creation of the Plant Instrument Technician Supervisor position will allow for the proper staffing and workforce planning to increase competence, productivity and efficiency. Currently there is no Supervisor position in the Organizational Chart, and the ranking goes from a Leader position to a Superintendent, resulting in gaps in responsibility and leadership from one level to the other.

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

Although there is a position in existence within the Government of Guam, this position is being created specifically for the GWA Water and Wastewater industrial utility plant.

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								
		JE Points	Structural Adjustment – MIN				Structural Adjustment - MAX			
			Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Plant Instrument Technician Supervisor	2021	911	\$73,395	L	6	D	\$76,375	L	7	D

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

Plant Instrument Technician Supervisor (PROPOSED)

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Consolidated Commission on Utilities