



GOVERNMENT OF GUAM



CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT

7TH Floor International Trade Center (ITC), Suite 709
Marine Corp Drive, Tamuning 96913
P.O. Box 3156 Hagatna, Guam 96932
Tel: 647-1855/57 Fax: 647-1867

CSC NO. 2009-001

January 08, 2009

COPY

MEMORANDUM

TO: Director,
Department of Corrections

FROM: Executive Director

SUBJECT: CIVIL SERVICE COMMISSION MEETING
RE: Creation of Position for Property and Supply
Management Officer (DOC)

2009 JAN 23 PM 4:12

Hafa Adai! The Civil Service Commission is scheduled to meet on Tuesday, January 20, 2009 at 5:30 p.m. (at its Conference Room on the 7th Floor of the International Trade Center (ITC) Building, Marine Corp. Drive, Tamuning) to discuss among other issues the Creation of Position for the Property and Supply Management Officer (DOC) position. A copy of the staff report is provided for your review.

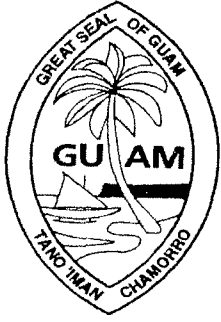
Your presence is requested at this meeting in order to assist the Commission in addressing the subject matter for action. Should you have any questions concerning the meeting, please contact Mr. Ray Lizama, Personnel Management Analyst III at 647-1859, or myself at 647-1855/57. *Si Yu'os Ma'ase!*

Naomi E. Lujan-Gonzales
NAOMI E. LUJAN-GONZALES

Attachment
- Staff Report

cc: Speaker, 30th Guam Legislature
Director, Department of Administration

30-09-0072
Office of the Speaker
Judith T. Won Pat, Ed. D.
Date 01/15/09
Time 12:30
Received by *[Signature]*



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MEMORANDUM

December 31, 2008

To: Mr. Luis Baza, Board Chairman
Civil Service Commission

From: Naomi E. Lujan-Gonzales
Director, Civil Service Commission

SUBJECT: CREATION OF POSITION IN THE CLASSIFIED SERVICE

Hafa adai Mr. Chairman:

Public Law 29-113, Chapter VI, Section 41 authorizes the Civil Service Commission to establish the Department of Corrections' Property Management Officer in the classified service.¹ In addition, the authority to create positions is authorized by Public Law 28-112 or Title 4 of the Guam Code Annotated, Chapter 6, § 6303(d).

Public Law 29-113 was signed into law on September 30, 2008 and specifically mandated the Commission to act on the above subject matter within 90 days of enactment. Accordingly, I am transmitting the attached report on the creation of the Property Management Officer position in the classified service for DOC for yours and the boards' review and approval at the next board meeting. Please also take note that as of today, the attached report is posted on the Commission's website.

Please do not hesitate to speak to me about this matter should you have any questions or concerns. Thank you for your time and attention. Happy new year!

Sincerely,

A handwritten signature in black ink, appearing to read "Naomi E. Lujan-Gonzales".

¹ PL 29-113, Chapter VI, Section 41 states:

Section 41. Property Management Officer for Department of Corrections. Notwithstanding any other provision of law, the Department of Corrections is authorized to hire a Property Management Officer in the unclassified service, pursuant to the Department of Administration's rules and regulations pertaining to unclassified employees, until the Civil Service Commission approves and implements the Department of Corrections request that the position of Property Management Officer be included in the classified service. The Civil Service Commission *shall* establish this position in the classified service within 90 days of enactment of this Act and shall submit a report to *Liheslatura* within 90 days. [Emphasis in original text.]

**CIVIL SERVICE COMMISSION
CREATION OF POSITION
Property and Supply Management Officer (DOC)
December 31, 2008**

Prepared by: Ramon Lizama, PMA III

I. INTRODUCTION:

The Director of Corrections, Mr. Jose B. Palacios, is requesting the Civil Service Commission to include the unclassified position of Property Management Officer (4 GCA §4102) in the classified service pursuant to Public Law 29-113, Chapter VI, Section 41.

II. AUTHORITY:

Public Law 29-113, Chapter VI, Section 41 authorizes the Commission to establish the Department of Corrections' (DOC) Property Management Officer in the classified service. In addition, the authority to create positions is authorized by Public Law (PL) 28-112 or Title 4 Guam Code Annotated (GCA), Chapter 6, § 6303(d), which states:

§ 6303(d). Creation of Positions in the Autonomous Agencies and Public Corporations.

- (1) The petition of the head of an agency, department or public corporation listed in § 4105(a) of this Title to create a position shall include:
 - (A) the justification for the new position;
 - (B) the essential details concerning the creation of the position;
 - (C) an analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA § 4101.1(d);
 - (D) the position description;
 - (E) the proposed pay range and demonstration of compliance with § 6301 of this Title;
 - (F) a fiscal note as that term is described in 2 GCA § 9101 *et seq.*; and any other pertinent information.
- (2) The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition, along with evidence of his compliance with 5 GCA § 6303.1(a), to the governing board or commission 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.
- (3) No new position may be filled until after compliance with the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

III. METHODOLOGY:

The DOC Property Management Officer is being established in the classified service in accordance with all requirements stated in Title 4 GCA, Chapter 6, § 6303(d), as referenced above. Staff also received input from Mr. Jessie Q. Tupaz, Capt., Ms. Melva Limo, Administrative Assistant, and Mr. John Concepcion, Acting Personnel Officer. The

following is an itemized account for Sections (1) and (2) of 4 GCA § 6303(d) - the statements in **bold** lettering are in response to each requirement:

(1) The petition of the head of an agency, department or public corporation listed in § 4105(a) of this Title to create a position shall include:

(A) Justification:

According to Capt. Jesse Tupaz, the Property Management Officer position has remained vacant over the past three years and the functions of the position has since been absorbed by the incumbent of the Supply Supervisor position who is a classified employee. The property management functions continue to be an important responsibility for the department which accounts for over \$1 million worth of property and equipment. Establishing the position in the classified service is consistent with the intent of the Guam Organic Act and the Ninth District Court's Decision on Haeuser vs. Department of Law, 97 F.3d 1152 (9th Cir. 1996), that all positions in the government of Guam shall be placed in the classified service unless it is found to impracticable. In addition, by placing the position in the classified service, management has the flexibility of including the position under its merit career plan which allows permanent employees of the department the opportunity to be considered for upward career mobility.

(B) Essential Details:

The proposed position is Property and Supply Management Officer (DOC). This is responsible supervisory and management services work in the acquisition and disposition of equipment and property, and in the requisition and warehousing of supplies, materials and commodities of a correctional facility. This position receives direction or guidance about general objectives in most tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; and operates within policy guidelines.

The position reports to the person in charge of the Administrative Support Office and will execute the duties and responsibilities indicated on the attached proposed class specification (See Attachment A).

(C) Analysis of the Similarities and Differences Between the Position to be Created and Positions Listed Pursuant to 4 GCA § 4101.1(d):

4 GCA § 4101.1(d):

The Director of Administration shall perform the following functions:...(d) Maintain, post and keep current on 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 description and pay range assigned to each position;

According to the Department of Administration's Classification and Compensation Plan which is listed under its website

(<http://www.hr.doa.guam.gov/Default.aspx?tabid=2402>), the staff identified two positions from which to benchmark the creation of the Property and Supply Management Officer (DOC) position. The positions are the Supply Management Administrator (Autonomous Agencies) and the Supply Supervisor. A third position was identified manually from positions unique to autonomous agencies - the Hospital Property Management Officer (GMHA). None of these positions exactly fit the specific needs of the Department of Corrections as described in their attached Position Description (Attachment B).

The creation of the Property and Supply Management Officer position specifically for the Department of Corrections is prompted by the fact that this unique position is not only responsible for the inventory of equipment and supplies for employees, but also for the replenishment of materials and commodities which serve approximately 500 inmates. The proposed position performs the combined functions of the Supply Supervisor (Pay Grade I) and the Hospital Property Management Officer (Pay Grade I) positions, but under a correctional facility environment. The position does not necessarily parallel that of a Supply Management Administrator (SMA - Pay Grade N) position at an autonomous agency since the SMA is delegated full procurement authority and usually reports directly to the appointing authority. Furthermore, the proposed position makes recommendations on awards and contracts for supplies, equipment, and services whereas the SMA makes final decisions and determinations on awards and contracts. Also, all procurement functions and authority for DOC is handled by the General Services Agency, typical for all line departments and agencies.

(D) Position Description:

Please see Attachment B.

(E) Proposed Pay Range and Demonstration of Compliance with § 6301:

§ 6301. Compensation Policy...(1) Employee compensation shall be based on internal equity and external competitiveness. [cited in part]

The proposed “pay grade” is “M”. This is in compliance with the Hay Guide Chart Job Profile Evaluation Methodology as indicated in the following:

KNOW-HOW:	E	1	2	200
PROBLEM SOLVING:	D	3	33%	66
ACCOUNTABILITY:	D	1	P	87
	TOTAL POINTS			353

The above evaluation was obtained by analyzing the job content of the position, which entails the nature of work, example duties and responsibilities, the minimum knowledge, abilities, and skills, and

the minimum experience and training requirements. In addition, the attached position description, organizational and functional charts were reviewed, including benchmarked positions. The Property and Supply Management Officer (DOC) is a supervisory position that requires basic specialized knowledge and experience in recordkeeping and property inventory control as well as supply management operations to include warehousing and contracting. The position is primarily responsible for the replenishment of supplies, materials, and commodities for the department and participates in long-range planning sessions regarding the department's supply requirements and capital improvement projects as well as in meetings to resolve critical or complex problems involving the requisition, warehousing, and distribution of equipment and supplies. The position reports to the head of the Administrative Support Unit under the Director's Office.

- (F) Fiscal Note as that Term is Described In 2 GCA § 9101 et seq.; And Any Other Pertinent Information:

§ 9101. Restrictions Against Unfunded Appropriations. All bills that have an effect upon 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...[cited in part]

This position will be funded using local FY2009 DOC appropriated funds.

- (2) The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition, along with evidence of his compliance with 5 GCA § 6303.1(a), to the governing board or commission 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.

"5 GCA § 6303.1(a)" is nonexistent and the text of 5 GCA §6303 does not reflect any reference to the creation of positions. However, within Section 10 of PL 28-112, the section does make reference to a Title 4 GCA, § 6303.1(a). It appears this is the proper reference of law instead of Title 5 GCA § 6303.1(a). Section 10 states as follows:

Section 10. Transparency and Disclosure. A new 4 GCA, Chapter 6, § 6303.1 is hereby *added* to read: "6303.1 Transparency and Disclosure.

(a) Prompt notice of the postings required by 4 GCA §§ 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 4 GCA §§ 6205 and 6303 are public documents for the purposes of 5 GCA, Ch.10, Art 1. (The Sunshine Law.)

(c) Any attempted creation of a position or above-step recruitment not in compliance with the provisions of 4 GCA §§ 6205, 6303, and 6303.1(a) is void."

Therefore, in compliance with 4 GCA § 6303.1(a), the staff has attached all media notices and receipt of such notice to this report (Attachments C, D, E & F).

IV. RECOMMENDATION:


The Executive Director recommends that the Civil Service Commission create the Property and Supply Management Officer (DOC) position with the pay grade "M" and with the attached job specification in the classified service.

V. IMPACT:

The current DOC staffing pattern indicates that DOC is budgeted for a Supply Supervisor position. Since the Property and Supply Management Officer proposes to perform the supervisory functions of both property management and supply management, it is recommended that the department no longer utilize the Supply Supervisor position and instead recruit for a Property Control Officer (Pay Grade H) and a Supply Technician II (Pay Grade F) to be supervised by the new position.


RAMON T. LIZAMA
Personnel Management Analyst III

Concurred:


NAOMI E. LUJAN-GONZALES
Executive Director

PROPOSED
Property and Supply Management Officer (DOC)

NATURE OF WORK IN THIS CLASS:

This is responsible supervisory and management services work in the acquisition and disposition of equipment and property, and in the requisition and warehousing of supplies, materials, and commodities of a correctional facility.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the Department of Corrections' property and supply management programs for the acquisition, inventory, and distribution of new and surplus property, and for the requisition, warehousing, and distribution of supplies, materials, and commodities.

Develops and implements property and supply management policies and procedures consistent with federal and local laws, and the department's regulations.

Establishes internal and external controls to facilitate the proper inventory control and/or transfer/disposal of the department's assets, and for the maintenance of critical/demand item supplies, materials, and commodities; authorizes the requisition of supplies, materials, and commodities for replenishment; inspects storage facilities and conducts periodic inventories to ensure compliance with standard operating procedures; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data.

Provides technical departmental assistance in determining the kinds and quantities of new and surplus property to be acquired, distributed, and/or utilized; makes recommendations on awards and contracts for supplies, equipment, and services; participates in the long range planning of the department's supply requirements and/or capital improvement projects; participates in meetings to resolve critical or complex problems involving the requisition, warehousing, and distribution of equipment and supplies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the laws, rules, and regulations governing the acquisition, distribution, and utilization of new and surplus property.

Knowledge of supply management program operations and techniques, principles and practices.

Knowledge of storekeeping/warehousing, recordkeeping and inventory control methods and procedures.

Knowledge of current office practices and procedures.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to supervise the work of others and to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of experience in the various phases of supply work such as supply cataloging, warehousing, contracting, issuing and receiving of supplies to include inventory control and property recordkeeping; two years of lead or supervisory experience; and graduation from high school; OR
- B) Any equivalent combination of experience and training beyond high school which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JANUARY 2009 (Pursuant to P.L. 29-113, Chapter 6, Section 41)

PAY GRADE: M Step 1: \$28,678.00
 Step 10: \$43,018.00

HAY EVALUATION

KNOW-HOW:	E	1	2	200
PROBLEM SOLVING:	D	3	33%	66
ACCOUNTABILITY:	D	1	P	<u>87</u>
TOTAL POINTS				353



NAOMI E. LUJAN-GONZALES, Executive Director
Civil Service Commission



DEPARTMENT OF CORRECTIONS

Depattamenton Mangngurihi

P.O. Box 3236
Hagatna, Guam 96932



Felix P. Camacho
Governor

Jose B. Palacios
Director

Michael W. Cruz, M.D.
Lt. Governor

December 23, 2008



MEMORANDUM

To: Director of Civil Service Commission

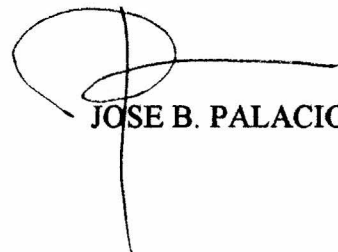
From: Director of Corrections

Subject: Position Description Questionnaire

Re: Property Management Officer Position

The attached Position Description questionnaire for the Property Management Officer's Position to reclassify from an unclassified position to a classified position is being submitted for your review.

Furthermore, the attached document supercedes all other documents previously submitted to your office.


JOSE B. PALACIOS

Attachments:

JBP/jdc



DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>PROPERTY MANAGEMENT OFFICER</u>	Official Position No.: _____	
Job Location: <u>DEPARTMENT OF CORRECTION</u> <u>DIRECTOR'S OFFICE</u> <u>ADMINISTRATION</u> (Department/Agency) (Division) (Section/Unit)		
Name: _____		
Last	First	Middle Initial
Pay Grade: <u>N-01</u> <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Position Vacant
Supervisor: <u>CAPTAIN JESS TUPAZ</u>	<u>ASSISTANT FACILITY SUPERINTENDANT</u>	
(Name of Direct Supervisor)	Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input checked="" type="checkbox"/> (3)</p>
	Establishes and implements property management policies and programs to: ensure maximum use of agency assets; operate adequate inventory control and accountability systems and properly report and dispose of excess property IAW GSA policies and procedures and GCA.
	Supervises the operation of a storeroom in the receiving, storing and issuing of a variety of supplies and materials.
	Authorize and direct the requisition of materials and supplies for replenishment; determines stock replenishment for supplies and other centrally controlled items.
	Administers procurement, supply and equipment inventory programs.
	Prepares the Equipment/Capital and Space Requirement report as part of the department's budget expenditure document.
	Inspects storage facilities to insure adequate care and to avoid spoilage of food commodities; reviews report of damaged items and other discrepancies; participates in conducting periodic inventories; assures supplies and funds are not wasted through excess accumulation.
	Determines and validates critical item demands that affects mission readiness.
	Responsible for procurement, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems; makes recommendations on awards and contracts for supplies, equipment and services.
	Makes technical and administrative decisions, determinations and conclusions in connection with the direction and coordination of procurement, warehousing, and distribution of supplies and equipment.
	Establishes, manages and maintains property files that show a clear audit trail of acquisition to disposal, including documenting physical inventories, accountable acquisitions, transfers, and reports of excess or unserviceable property.
	Serves as the Federal Emergency Management Agency (FEMA) Project Coordinator
	Prepares mandatory reports relating to capital improvement and disaster projects.
	Conducts and attends meeting relating to capital improvement and disaster projects.
	Manages and oversees the department's capital improvement and disaster projects
	Performs continuous study, analysis and planning for formulating long-range supply, requirements, plans, programs and policies.
	Develops and implement procedures and methods governing procurement, warehousing, and distribution.
	Analyzes supply requirement forecasts, stock issue reports and other controlling data.
	Closely monitors and evaluates material usage and customer demand patterns.
	Developed and operates the department Property Management System.

Authorizes and directs the requisition of materials and supplies for replenishment.
Conducts physical inventories including monitoring of inventory dates and results.
Reconciling property records with DOA's Fixed Asset System annually.
Manages fixed assets.
Screening surplus property from GSA.
Develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems.
Serves as the point of contact for Contractors, Government of Guam Agencies, Immigration Naturalization Services Agency and United States Marshall Services Agency on matters pertaining to property transfers and construction projects.
Works with General Services Agency staff and Chief Procurement Officer, on issues pertaining to requisitions and/or procurement procedures.
Serves as the agency's primary point of contact for all external and internal supply requirements and issues.
Performs continuous study, analysis and planning for formulating long-range supply, requirements, plans, programs and policies.
Requests and receives supplies, equipment and services through General Services Agency (GSA) and various vendors.
Operates the Government of Guam AS400 system.
Develop supply management tools and operating procedures.
Supervise and rate personnel.
NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
Prepare letters and memorandums.
Prepare Direct Payment and Journal Vouchers.
Process billing invoices for payment.
Manage vendor files.
Research and resolve billing disparities.
Monitor and manage Blanket Purchase Orders.
Managing the department's fleet card program.
Prepare reports as required by the Director or Chief Procurement Officer.
Review, edit and process requisitions and purchase orders.
Monitor the departments Food Service Contracts.
Participate in management meetings.
Make recommendations to the management staff as it pertains to supply.
Contacts vendors to obtain price quotations, item availability etc.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (X or √) one correct response.

<input type="checkbox"/> Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/> General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

- Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
- General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
1	MESSENGER	Receives, pick up and deliver supplies.
		Logs receipts and issues of supplies.
		Files receipts and issues of supplies.
		Perform simple inventory of supplies and Equipment.
		Operates office machines and computers.
		Operates a motor vehicle.

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
COMPUTER	75%
CALCULATOR	.5%
VEHICLE	10%
COPIER	.5%
DIGITAL CAMERA	.5%

VII. JOB REQUIREMENTS

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."	
<input type="checkbox"/> No work experience is required.	
General: Three years of experience in various phases of supply work, including procurement, supply cataloging, storeroom, warehousing, stock controlling, and in issuing and receiving of supplies.	
Graduation from high school.	
Specialized:	
Supervisor / Management: Four years of supervisory and management experience.	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	

<p>2. FORMAL EDUCATION OR TRAINING: Mark (✓ or X) the most applicable education level required.</p>	
<p>a. <input type="checkbox"/> Below High School – Show Number of Years</p>	
<p>b. <input checked="" type="checkbox"/> High School Graduation / GED</p>	
<p>c. <input type="checkbox"/> Vocational / Technical School</p> <p>Show specific training that is required by this position.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>d. <input type="checkbox"/> Some College</p> <p>Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.</p> <p>Show specific courses required by the essential functions of this job.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>e. College Degree (Show major area of study required.)</p> <p><input type="checkbox"/> Associate's : _____</p> <p><input type="checkbox"/> Bachelor's: _____</p> <p><input type="checkbox"/> Master's: _____</p> <p><input type="checkbox"/> Beyond Masters: _____</p>	
<p>3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.</p> <p>_____</p> <p>_____</p> <p>_____</p>	

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

<p>1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.</p>	
<p><input type="checkbox"/> Sitting</p>	<p>The job requires the employee to sit in a comfortable position most of the time. The employee can move about.</p>
<p><input type="checkbox"/> Sitting</p>	<p>Employee is required to sit for extended periods or time without being able to leave the work area.</p>

<input checked="" type="checkbox"/>	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
<input checked="" type="checkbox"/>	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input checked="" type="checkbox"/>	Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input checked="" type="checkbox"/>	Pulling and/or Pushing	The job requires exerting force up to <u>50</u> pounds on a regular basis to move the object to or away from the employee.
<input checked="" type="checkbox"/>	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/>	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input checked="" type="checkbox"/>	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input type="checkbox"/>	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/>	Speaking	The job requires expressing ideas by the spoken word.
<input type="checkbox"/>	Listening	The job requires the perception of speech or the nature of sounds in the air.
<input type="checkbox"/>	Other	Describe the requirement. _____ _____ _____

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other:

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

75% Indoors in a comfortable temperature-controlled environment (for instance, in an office).

15% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

10% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

Mark (X or ✓) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- ____% Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- ____% Vibration (i.e., operating jackhammer, impact wrench).
- ____% Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ____% An improperly illuminated or awkward and confining work space.
- ____% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- ____% Lifting or carrying items or objects. Describe item/object and weight:

- ____% Heat. Describe source and degree of high temperature.

- ____% Cold. Describe source and degree of cold temperature:

- ____% Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Correctional Staff hazardous Pay	100% exposure to convicted inmates and pretrial detainees. Office is located inside the fence line. His work outside includes inspections of inmate housing units or assignments

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

- Regular – Standard Eight (8) hours daily, Monday – Friday
- Irregular – Shift work – A 24-hour work operation.
- Regular / Irregular – Overtime hours with overtime pay entitlement
 State Purpose and Total Hours required per pay period:

- Regular / Irregular – Overtime hours without overtime pay entitlement
 State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.


JOSEPH M. MESA

Signature of Employee

12/22/08

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? [x] Yes [] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [x] Yes [] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [x] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [x] Formulation, [x] Interpretation, and/or [x] Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [] Performs routine, well-defined tasks, [] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [x] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Jessie Q. Tupaz
Signature of Immediate Supervisor

12/22/08
Date

JOSE F. PASACIOS, Director
Signature of Department/Agency Head

12/22/08
Date

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title

Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager

Date



GOVERNMENT OF GUAM

CIVIL SERVICE COMMISSION KUMISION I SETBISION SIBIT

7TH Floor International Trade Center (ITC), Suite 709
Marine Corp Drive, Tamuning 96913
P.O. Box 3156 Hagatna, Guam 96932
Tel: 647-1855/57 Fax: 647-1867



MEDIA PRESS RELEASE

Please be informed that the Civil Service Commission has posted on its website (www.csc.guam.gov) the proposed creation of position for Property Management Officer at the Department of Corrections. This action is pursuant to P.L. 29-113, Chapter VI, Section 41.

For further information, please call me @ 647-1855/7.

NAOMI E. LUJAN-GONZALES
Executive Director

TO: PACIFIC DAILY NEWS: 477-3079
MARIANAS VARIETY: 648-2007

**DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE ORGANIZATIONAL CHART**

