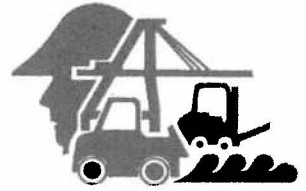




PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
GOVERNMENT OF GUAM

1026 Cabras Highway, Suite 201
Piti, Guam 96925



Telephone: (671) 477-5931/35

(671) 477-2683/85

Facsimile: (671) 477-2689/4445

Webpage: www.portofguam.com

FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ
Lieutenant Governor

May 29, 2009

The Honorable Tina R. Muna-Barnes
Legislative Secretary
I Mina' Trenta Na Liheslaturan Guåhan
155 Hessler Place
Hagåtña, Guam 96910

30-09-0687
Office of the Speaker
Judith T. Won Pat, Ed. D.

Date _____
Time _____
Received by _____

Subject: Procurement & Supply Manager Position

Dear Senator Muna-Barnes:

Pursuant to Title 4, Guam Code Annotated, Sections 6303(d), *Creation of Positions in the Autonomous Agencies and Public Corporations*, and 6303.1, *Transparency and Disclosure*, enclosed are copies of the creation documents for the Procurement & Supply Manager established in the classified service by the Board of Directors in their meeting of May 29, 2009.

Should you have any questions, please feel free to contact my office at 477-5931-4, extensions 302 or 303.

Sincerely,


GLENN A. LEON GUERRERO
General Manager

Enclosures

Cc: Corporate Services Manager
Personnel Services Administrator

0675

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

May 22, 2009

MEMORANDUM

TO: Board of Directors
FROM: General Manager
SUBJECT: Creation of Procurement & Supply Manager Position

On May 4, 2009, the Board of Directors authorized management to proceed with the creation process to establish a Procurement & Supply Manager position in the classified service. To comply with the transparency process as mandated by 4 GCA Section 6303.1, the following were performed:

1. The creation of documents were posted on the Port's website on May 5, 2009 to May 19, 2009.
2. Port division heads were notified of the proposed creation of position on May 5, 2009.
3. Notification was provided the electronic and written media on May 8, 2009.

Be advised there were no comments received by Port employees, public and shipping agents regarding the creation of this position.

In light of the above, it is requested that approval and adoption of the Procurement & Supply Manager position in the classified service at a Pay Grade P be established.


GLENN A. LEON GUERRERO

Attachments

Cc: Corporate Services Manager
Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

May 5, 2009

MEMORANDUM

TO: Division Heads

FROM: General Manager

SUBJECT: Proposed Creation of Position – Procurement & Supply Manager

The Board of Directors at their meeting of May 4, 2009 authorized management to begin the process to create the Procurement & Supply Manager position in the classified service.

To provide you with an opportunity to submit your inputs on the proposed position, we have posted the request to create the proposed position on the Port's website, under "*News Release and Announcements*" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than May 19, 2009.

Should you have any questions regarding the request, please feel free to contact the Human Resources Division.



GLENN A. LEON GUERRERO

Cc: Corporate Services Manager
Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

May 5, 2009

INTER-OFFICE MEMORANDUM

TO: Port Marketing Administrator


FROM: General Manager

SUBJECT: Posting of Proposed Creation of Position – Procurement & Supply
Manager

As approved by the Board of Directors at their May 4, 2009 meeting, please post the attached documents on the proposed creation of Procurement & Supply Manager position on the Port's website for the public's review and comments. The documents should remain on the Port's website for 10 days, excluding weekends and holidays.

Additionally, please issue press releases to the media (electronic and written) of the Port's request to create the position, the availability of such documents on the website and when the Board of Directors is expected to decide on such creation of position. Please provide copies of the press releases to the Personnel Services Administrator to include in the final request package for the Board.

Your cooperation on the above is appreciated.


GLENN A. LEON GUERRERO

Attachments

Cc: Personnel Services Administrator
Corporate Services Manager

PORT AUTHORITY OF GUAM
JOSE D. LEON GUERRERO COMMERCIAL PORT



1026 Cabras Highway, Suite 201
Piti, GU 96915
Phone: (671) 477-5931/472-PORT
Fax: (671) 477-2689
Website: www.portofguam.com

News Release

Contact: Josette Javelosa
Marketing Communications Division
Phone: (671) 477-5931 ext. 300
e-mail: jjavelosa@portofguam.com

FOR IMMEDIATE RELEASE
May 8, 2009

CREATION OF POSITION – PROCUREMENT & SUPPLY MANAGER

In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the position *Procurement & Supply Manager*. Request to the Board of Directors and supporting documents are available on the Port's website under "New Release and Announcement" for public review and comment. Please submit your comment to the Human Resources Division no later than May 19, 2009. For more information please contact the Human Resources Division at 477-5931 ext. 306 or 307.

****30****

- HOME
- LOCAL
- OPINION
- SPORTS
- CNMI NEWS
- CNMI SPORTS
- PACIFIC
- WEATHER
- AD RATES
- CONTACT US
- ARCHIVES
- SPORTS GALLERY

'Forbidden at the Friary'

TUESDAY, 12 MAY 2009

00:46 BY JENNIFER

NAYLOR GESICK |

VARIETY NEWS

STAFF

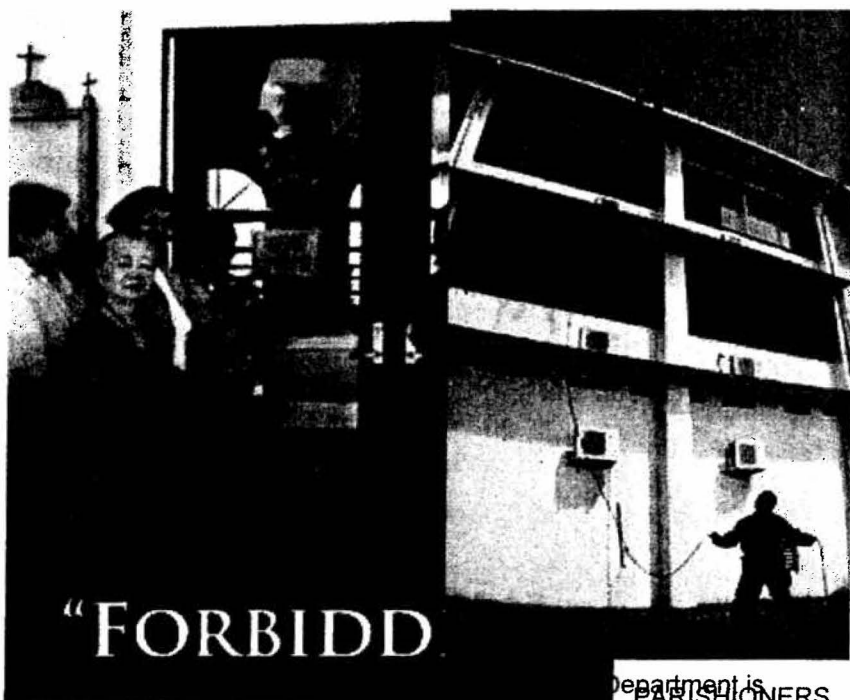
Men and women in blue celebrate Police Week

TUESDAY, 12 MAY 2009

00:14 BY ZITA Y.

TAITANO | VARIETY

NEWS STAFF



THE

Department is PARISHIONERS

went to the Chapel at St. Fidelis Friary for noon Mass yesterday, but were taken aback when they found out that they were not welcomed there anymore.
[read more...](#)

celebrating the National Police Week with a series of activities that kicked off last Friday with a proclamation signing at the governor's conference room in Adelup.
[read more...](#)

Accreditation target set

SUNDAY, 10 MAY 2009

23:55 BY THERESE

HART | VARIETY NEWS

2 hurt in campus violence at Jose Rios school

TUESDAY, 12 MAY 2009

grassroots organizations, will hold a rally that will amplify their collective voice that has been muffled amid rapid changes resulting from the ongoing military buildup and what some people consider "federal interference."
read more...

Bill seeks to house Manila-bound travelers

TUESDAY, 12 MAY 2009
00:12 BY THERESE
HART | VARIETY NEWS
STAFF

SENATOR Tina Muna Barnes has introduced a bill that would provide a permanent lodging facility in Manila for Guam patients who travel to the Philippines for medical treatments

read more...

Police probe beating

TUESDAY, 12 MAY 2009
00:30 BY ZITA Y.
TAITANO | VARIETY
NEWS STAFF

POLICE have launched an investigation into the beating of a 15-year-old boy in Hagatna last Friday.

read more...

UOG citations confirmed

TUESDAY, 12 MAY 2009
00:25 BY JENNIFER
NAYLOR GESICK |
VARIETY NEWS
STAFF

THE University of Guam, which prides itself for being a leader in

Participants will be housed at the conference center on the UCLA campus. FOX will cover lodging, meals and transportation during the program.

Applicants must be between ages 18 and 25. A total of 30 students will be selected and the Pacific Islanders in Communications will be given three seats.

Applicants must submit a one-page application by May 29, with information that include name, phone numbers, address and e-mail address, an explanation on why they would like to attend the institution and brief bio that include filmmaking experience.

Send application to: Leane Ferrer/Fox Summer Institute; Pacific Islanders in Communication, 1221 Kapi'olani Blvd. Suite 6A-4, Honolulu, HI 96814, or e-mail lferrer@piccom.org.

New position

(PAG)-- The Port Authority of Guam is seeking the creation of the position procurement and supply manager. Request to the board of directors and supporting documents are available at the Port's Web site

green initiatives, was recently cited by Guam Environmental Protection Agency for improper management and storage of universal waste. So far, UOG has not received been fined.
read more...

under "new release and announcement" for public review and comments. Submit your comments to the Guam Resources Division no later than May 19. For more information, call 477-5931 ext 306 or 307.

Apprenticeship program

(UOG) --The University of Guam College of Natural and Applied Sciences offers the summer research apprenticeship program to high school students.

The objective of this program, which is funded under the ADAP and CariPac Resident Instruction projects, is to introduce the fields of agriculture, consumer and family sciences, and related sciences to high school students and encourage their interest to pursue these fields of study once they enter college.

There are 10 slots available in the five-week program, which runs from June 22 to July 24.

High school students from public and private high schools who will be either juniors or seniors in the Fall of 2009 are eligible to apply.


Applications may be picked up at the CNAS Dean's Office located in the Agriculture and Life Sciences bldg., Room 206. Deadline to submit applications

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

April 24, 2009

OFFICE MEMORANDUM

TO: Board of Directors

FROM: General Manager 

SUBJECT: Request for Creation of Position – Procurement & Supply Manager

Based on the attached staff report, it is requested that a Procurement & Supply Manager be created to be responsible for the overall management of the Port's procurement and supply activities of the Port.

According to Title 4, Guam Code Annotated (GCA), Section 6303(d) the Port has the authority to create positions in the classified service provided the following are included in the request:

1. the justification for the new position;
2. the essential details concerning the creation of the position;
3. an analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4, GCA, Section 41.01.1(d);
4. the position description;
5. the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and
6. a fiscal note as that term is described in Title 2, GCA, Section 9101 and any other pertinent information.

Additionally, the position may be established only if the following requirements are met:

1. the request for creation is posted on the Port's website for 10 days;
2. notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.
3. the creation of position documents are available to the public under the Sunshine Act;
4. the Board approves such request by resolution at a scheduled meeting;
5. the request and Board resolution is filed for record with Director of Administration and Legislative Secretary.

SUBJECT: Request for Creation of Position – Procurement & Supply Manager
Page 2

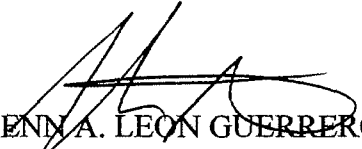
Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

Processes	Estimated Timeframe
Request to be submitted to the Board for their initial review and approval to proceed with the creation of position, i.e., posting such request on the Port's website.	May 4, 2009
If the Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	May 5, 2009
Posting of proposed creation of position on Port's website.	May 5 to 19, 2009
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	May 5, 2009
Request to be resubmitted to the Board for final approval and adoption by resolution.	May 28, 2009
Creation of position documents transmitted to Director of Administration and Legislative Secretary.	May 29, 2009
Process job announcement for the position.	June 29, 2009

In light of the above, we are transmitting our request to create the Procurement & Supply Manager position in the classified service for your initial review and ask your kind approval to begin the creation of position process.

Your kind approval of the above is greatly appreciated.


GLENN A. LEON GUERRERO

Attachments

Cc: Corporate Services Manager
Personnel Services Administrator

PROCUREMENT & SUPPLY MANAGER

NATURE OF WORK IN THIS CLASS:

The position is responsible for the overall management of the Port's procurement and supply activities of the Port. This position is also responsible for the development and implementation of Port wide policies and procedures governing contract administration and procurement and provides functional direction to management in these areas. This position advises and monitors the Port's divisions on training and compliance with established contract and procurement procedures.

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.)

Develop, publish and maintain policies and procedures applicable to all Port staff relative to the procurement of goods, services and construction and, in concert with others, promote consistent compliance with same.

Provide functional direction for the procurement of goods, services and construction and disposal of surplus property to all Port divisions and to staff delegated the authority to perform such procurements.

Develop policies and procedures to ensure compliance with federal and local grant requirements.

Promote business and environmentally sustainability through creation of specifications and selection and procurement criteria supportive of the same.

Develop the Port's standard contract and purchasing documents and update such documents and electronic processes in response to legislative changes or as required for unique procurements.

Direct the solicitation process for goods, services and construction; resolve bid protests or irregularities.

Ensure that the Port's procurement documents incorporate appropriate risk allocation strategies, and, in concert with other Port staff, ensure that risk is appropriately allocated in the Port's construction, procurement and consulting service contracts.

Advise the management of contracting strategies that can further the Port's facilities development objectives.

Supervise and evaluate assigned employees, provide technical direction and guidance, and make recommendations concerning selection, salary, promotion, discipline, transfer or termination. Provide direct supervision of the Procurement and Supply Division and overall supervision of staff within these areas.

Perform other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of public works, contracting, purchasing and risk allocation laws and regulations of the government of Guam and federal government.

Knowledge of the wide range of technical methods, principles and practices of purchasing work.

Knowledge of contract administration principles, policies, regulations and procedures to administer contracts.

Knowledge of and skill in the use of negotiation techniques to conduct post-award negotiations, such as supplemental agreements or settlement actions.

Knowledge of cost and price analysis techniques sufficient to compare proposals' against previous history, actual expenditures, and established rates to determine a negotiation position; and to use results of reviews performed by evaluation committee, auditors, or technical specialists.

Knowledge of business and industry practices to identify factors affecting contractor's costs, and to conduct onsite surveys to assess contractor's ability to perform.

Knowledge of regulations and requirements governing cost accounting standards, and sufficient knowledge of accounting practices to ensure their implementation

Skill in negotiating contracts.

Skill in managing properties and budget.

Skill in writing reports and correspondence.

Ability to administer, coordinate, and direct the work of subordinate procurement and supply staff and other seaport support functions in order to achieve programs or projects objectives.

Ability to align with the Port's vision, goals and constructive culture desired at the Port.

Ability to treat all individuals with courtesy, dignity and respect and actively supports and clearly communicates the goals, objectives and strategies of the Procurement/Supply Division.

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

Ability to interpret and apply pertinent programs guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

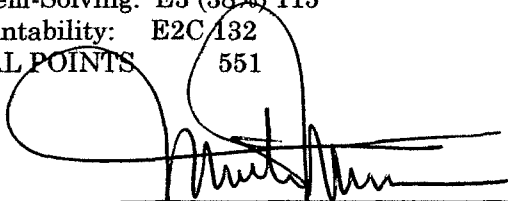
MINIMUM EXPERIENCE AND TRAINING:

- A. Six (6) years of progressively responsible experience in contract development, administration and supervision of public contracts and purchasing in an industrial or government environment; including three (3) years of supervisory experience in procurement, negotiations or contract administration experience for public or private entities, and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge abilities and skills.

ESTABLISHED:

PAY GRADE:

HAY EVALUATION: Know-How: EII3 304
Problem-Solving: E3 (38%) 115
Accountability: E2C 132
TOTAL POINTS 551



MONTE D. MESA, Chairman, Board of Directors

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

STAFF REPORT

CREATION OF POSITION – PROCUREMENT & SUPPLY MANAGER

REQUEST:

On March 26, 2009, the General Manager requested the Board of Directors authorization to create a Procurement & Supply Manager in the classified service. At that meeting, the Board of Directors was advised as the Port begins to prepare to modernize its facilities for the military build-up anticipated to occur in 2014, there is a need to create a position to administer the procurement and supply management activities under the Procurement & Supply Division of the Authority.

AUTHORITY

Title 4, Guam Code Annotated, Section 6303(d) states: *“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 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.*

Additionally, to ensure transparency and disclosure is conducted on the creation of positions, the Port must also comply with Title 4, Guam Code Annotated, Chapter 6, §6303.1 which stipulates:

“§6303.1 Transparency and Disclosure

- (a) Prompt notice of the posting 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 rehired by 4 GCA §§6205 and 6303 are public documents for the purpose 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.”*

References of compliance:

2 GCA §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...”*

4 GCA §4105(a) Departmental Rules *“Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment.”*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *“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...”*

4 GCA §6301. Compensation Policy.

- “(1) Employee compensation shall be based on internal equity and external competitiveness.*
- (2) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (3) Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*

- (4) *Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (5) *All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- (6) *A program of ongoing communications and training shall be a critical component of compensation administration.”*

AGENCY BACKGROUND:

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is composed of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

BACKGROUND INFORMATION ON PROPOSED POSITION:

In February 2009, the United States and Japan signed an agreement that provides momentum to the relocation of thousands of U.S. Marines from Okinawa to Guam and outlines the framework of the Marines' transfer which was agreed upon between the two countries in 2006. In April 2009, the Japan Abe Cabinet approved U.S. forces realignment-related bills to fund the relocation of U.S. Marine Corps units from Okinawa to Guam.

Based on the military timeline, the Port would begin to see an increase of military build-up cargoes transit through the Port within the mid-year of 2010. The Port would need to aggressively upgrade its facilities to accommodate the anticipated increase in cargo volume and potential economic and construction boom precipitated due to the impending military build-up of military personnel to Guam.

In October 2008, federal legislation was passed designating Maritime Administration (MARAD) as the Lead Federal Agency for receipt and disbursements of federal funds to complete the Port Modernization Program. MARAD is in the process of contracting a Program Management Team (PMT) who will contract with engineering and design contractors, construction contractors and vendors as needed to complete and deliver the Port Modernization Program.

In February 2009, the Port entered into a contract for an Owner's Agent Engineer (OAE), who will assist the Port in meeting its objectives for the Port Modernization Program as contained in the Port Master Plan Update 2007. The OAE will take full responsibility for

establishing functional, operational, quality, performance and engineering standards and benchmarks for the elements of the program for use by the Lead Agency and its PMT for completion and delivery of the program to the Port.

Based on the timelines provided by the U.S. government, military build-up cargoes are expected to transit through the Port within the mid-year of 2010. The Port would need to aggressively upgrade its facilities to accommodate the anticipated increase in cargo volume and potential economic and construction boom precipitated due to an impending build-up of military personnel on Guam.

In the next year, the Procurement & Supply Division would be responsible for ensuring that the procurement processes for professional and construction services, which are estimated at \$195 million, are expeditiously processed for the required expansion and modernization efforts of the Port.

The division would be required to work closely with Port division heads, representatives from the federal and local government entities and private contractors to ensure that the capital improvement projects outlined in the Port Master Plan Update 2007 are fully executed and implemented.

METHODOLOGY

The Human Resources staff reviewed the duties and responsibilities of the proposed Procurement & Supply Manager, the Hay Xpert Questionnaire and Position Description, the organizational and functional charts and supervisory controls of subordinate staff. In evaluating the position, using the Hay Guide Chart-Profile Method and its points were determined based on job content, know-how, problem solving and accountability.

CLASSIFICATION REVIEW

The proposed Procurement & Supply Manager position is responsible for the overall management of the Port's procurement and supply activities of the Port and make sure that the Port receives the best value and comply of the Guam Procurement Act and Federal Acquisition Regulations and Regulations. The position will be responsible for the development and implementation of Port-wide policies and procedures governing contract administration and procurement and will provide functional direction to management in these areas.

The position will be managing the daily activities of the Procurement and Supply Division and work products produced by the following staff:

- 1 Buyer Supervisor
- 2 Buyer II
- 1 Supply Supervisor
- 2 Supply Technician II
- 1 Clerk III

Staff Report – Creation of Position – Procurement & Supply Manager

Page 5

The position reports to the Corporate Services Manager. The dimensions of the position are:

No. of Personnel – 8
 Operating Budget: \$475,664
 Revenues Accountable for: _____

The recommended qualification requirements for the position are:

Experience	6 years of progressively responsible experience in procurement, negotiation or contract administration in an industrial or government environment, including 3 years of supervisory experience.
Education	Graduation from a recognized accredited college or university with a Bachelor's degree in public or business administration or related field
Equivalency	Or any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities proposed for the position.

The Hay Methodology used to evaluate the job content of the position is as follows:

Know-How	Problem-Solving	Accountability	Total Points	Profile	Evaluation	Proposed Pay Grade
EII3 304	E3 (38%) 115	E2C 132	551	55 21 24	+1	P

Know-How: Under the know-how factors, the evaluation indicates that the job is "*Basic Specialized (E)*" requiring the position to have a basic understanding and application of procurement rules, regulations and procedures, inclusive of contract administration. The work involves the position to possess knowledge public works, contracting, purchasing and risk allocation laws and regulations of local and federal government. The position is required to manage the procurement and supply functional activities and tasks through subordinate supervisors and provide for the integration of activities which have a common functional purpose or objective and assure external coordination with other functional areas, therefore, the breadth of know-how is "*Related (II)*".

The degree of "Human Relations Skills" is "*Critical (3)*" since the position must possess the skill in negotiating procurement contracts and possess a well-developed understanding of human behavior and those factors which will influence or cause behavior change. Aside from Authority personnel, vendors and prospective vendors, the position's contacts with individuals from other Government of Guam departments and agencies are Department of Public Works for construction projects, General Services Agency for goods and materials acquisition, and staff from the Attorney General's Office and Port's Legal Counsel for guidance or advice regarding the procurement processes.

Problem-Solving: Under the problem solving latitude, the thinking environment of the position is "*Clearly Defined*" because the position works with clearly defined policies and principles. In many situations, the "what" to be done is clearly stated, but "how" is largely determined by the incumbent occupying the position's own judgment. The methods, procedures and systems are developed to accomplish desired outcomes of the work products.

The thinking challenge is the other dimension of the problem solving which requires the position to search for solutions or new applications within an area of learned things for differing situation. The thinking challenge is “(3) *Interpolative*”.

Accountability: The accountability factor under the freedom to act is “(E) *Clearly Defined*” since the position is given the degree of independence needed to achieve operating results, provided that the division’s activities are consistent with approved operating plans and objective and functional policies and precedents. The magnitude of the job is at (2), a medium, with the job impact at a quantifiable “(C) *Contributory*” which provides interpretive, advisory or facilitating services for use by others in taking action.

Profile: The position job is 1 up profile (55 21 24), typical of characteristics of managers of staff functions.

Hay Point Range: The total points are 551—which are at the minimum Hay Point Range—bringing the recommended pay grade at P.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Government of Guam Classification Plan’s Occupational Listing revealed that there is no position established that is closely associated to the proposed Procurement & Supply Manager position.

Although there is a Supply Management Administrator position established in the classified service and was used by the Port to administer the activities of the Procurement & Supply Division, the work complexity of the new Procurement & Supply Manager position reflects in the knowledge, abilities and skills, which the Port would like the incumbent to possess to ensure that the projects are expeditiously processed for the required expansion and modernization efforts of the Port. It is recommended that upon establishment of the Procurement & Supply Manager, the Port does not utilize the Supply Management Administrator position.

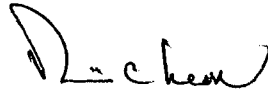
As a result, it is recommended that the Procurement & Supply Manager position be established.

FISCAL NOTE

On September 25, 2008, the Board of Directors approved the Authority’s Fiscal Year 2009 Budget, which allocated funds for the salary and benefits for the Supply Management Administrator position. This position has been vacant since September 2008 and funds allocated for the proposed Procurement & Supply Manager position is sufficient to fund for the remainder of the fiscal year.

RECOMMENDATION:

Based on the above analysis and attached documents, it is recommended that the Board of Directors approve the creation of a Procurement & Supply Manager position and the resultant pay grade allocation at a “P” in the classified service.



VIVIAN C. LEON
Corporate Services Manager

Date: April 24, 2009

GOVGUAM

Computer-Aided Job Evaluation/Job Analysis Questionnaire
Questionnaire Answer Sheet

Department/Agency: Port Authority of Guam
Jobholder's Name: Vacant
Job Title: Procurement Manager

Reports to: (Name) Vivian C. Leon
(Title) Corporate Services Manager

Date: April 24, 2009

Supervisor Review
Reviewed by (Name) Vivian C. Leon
(Title) Corporate Services Manager

Date: April 24, 2009

Quality Assurance
Reviewed by (Name) Francine T. Rocio
(Title) Personnel Services Administrator

Date: April 27, 2009

POSITION OVERVIEW

A. JOB PURPOSE: Summarize the main purpose of the job in one sentence. (What is the job paid to accomplish?)

Responsible for the overall management of the Port's procurement and supply activities of the Port.

B. JOB OUTPUT (end result of work): List the major end results of the job in order of importance. (What is the job responsible for accomplishing?). Do not attach documentation.

1. Establishes procedures and systems for the procurement of equipment, materials and services required by the Port of Guam.

2. Determines the appropriate procurement method including, but not limited to competitive bids, request for proposals, sole source acquisitions or direct negotiations.

3. Provides guidance and assistance to division heads in compiling, writing and reviewing technical specifications.

4. Develops contractual specifications which meet Port requirements and form a basis for competition among vendors; solicits qualified bidders; conducts open and competitive processes and participates in the evaluation of bids.

5. Develops and leads Port committees that develop procurement strategies and contract specifications and evaluates proposals. Prepares procurement documentation for appropriate approvals and to ensure audit accountability; issues awards.

6. Monitors division satisfaction and conducts end-user evaluations to ensure goods are delivered and services performed in accordance with contract requirements and that contract prices remain competitive. Take correction action as required, including negotiations to correct performance, price adjustments or contract termination.

7. Assists in the formulation of the Port's overall procurement strategies and objectives. Interfaces with staff to optimize inventory levels and reorder points.

8. Improves cost savings measures through effective purchases, cost avoidance and timely receipt of materials. Negotiates annual commodity agreements. Promotes performance excellence, professionalism and highest ethical standards in the Procurement and Supply functions.

9. Assigns and supervises the Port's procurement and supply staff. Conducts training, coaches and mentors Port employees on performing procurement functions.

RESPONSES

Please refer to the job analysis manual to code your answers.

		Job Holder's Response	Supervisor's Response	QA Review
1	Reading Activities (1 to 9)		7	7
2	Writing Activities (1 to 13)		11	11
3	Data Analysis Activities (1 to 11)		9	9
4	Overall Knowledge and Skills (1 to 15)		9	9
5	Minimum Level of Education (1 to 9)		7	7
6	Desirable Experience (1 to 11)		9	9
7	Activities Requiring Contacts with Others (1 to 9)		7	7
8	Problem Solving Latitude (1 to 15)		11	11
9	Type of Planning (1 to 13)		10	10
10	Performance Measures (1 to 15)		12	12
11	Innovation (1 to 9)		7	7
12	Overall End Results (1 to 15)		11	11
13	Application of Knowledge (1 to 15)		11	11
14	Job Autonomy (1 to 15)		11	11
15	Job Profile (1 to 7)		6	6
16	Physical Effort (1 to 10)		4	4
17	Environment (1 to 10)		3	3
18	Sensory Attention (1 to 10)		8	8
19	Mental Stress (1 to 10)		8	8
20	Impact of Financial Measures (Optional) A. Operating Budget		Type of impact: 3 Annual Amount: \$475,664	
21	People/Line Management A. Relationships with Other Employees B. Total # of Full-Time Equivalents Manager/Supervisors Professionals Other		3 7 2 0 5	



PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
GOVERNMENT OF GUAM

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Webpage: www.portofguam.com

FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ
Lieutenant Governor

POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: Procurement & Supply Manager

Official Position No.:

Job Location: Agency: Port Authority of Guam

Division: Procurement & Supply

Name: Vacant

Pay Grade: P

Classified Unclassified

Supervisor: Vivian C. Leon

Position Title: Corporate Services Manager

II. DESCRIPTION OF DUTIES

Duty No. or % of Time	Essential Functions: Organize and list duties and responsibilities that must be performed. List duties in one of the formats below: (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100.) (3) Order of importance, beginning with the most important
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1. Establishes procedures and systems for the procurement of equipment, materials and services required by the Port of Guam.
2. Determines the appropriate procurement method including, but not limited to competitive bids, request for proposals, sole source acquisitions or direct negotiations.
3. Provides guidance and assistance to division heads in compiling, writing and reviewing technical specifications.
4. Develops contractual specifications which meet Port requirements and form a basis for competition among vendors; solicits qualified bidders; conducts open and competitive processes and participates in the evaluation of bids.
5. Develops and leads Port committees that develop procurement strategies and contract specifications and evaluates proposals. Prepares procurement documentation for appropriate approvals and to ensure audit accountability; issues awards.
6. Monitors division satisfaction and conducts end-user evaluations to ensure goods are delivered and services performed in accordance with contract requirements and that contract prices remain competitive. Take correction action as required, including negotiations to correct performance, price adjustments or contract termination.

Position Description for Procurement & Supply Manager

- 7. Assists in the formulation of the Port's overall procurement strategies and objectives. Interfaces with staff to optimize inventory levels and reorder points.
- 8. Improves cost savings measures through effective purchases, cost avoidance and timely receipt of materials. Negotiates annual commodity agreements. Promotes performance excellence, professionalism and highest ethical standards in the Procurement and Supply functions.
- 9. Assigns and supervises the Port's procurement and supply staff. Conducts training, coaches and mentors Port employees on performing procurement functions.

NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:

None

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:

- None
- Up to 15% of total working hours
- 15-50% of total working hours
- Over 50%

B. Outside your department/agency. Mark (X or √) one box:

- None
 - Up to 15% of total working hours
 - 15-50% of total working hours
 - Over 50%
-

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

- Detailed and specific instructions/procedures received or followed for each assignment.
 - General supervision—routine duties are performed with minimal supervision. Standard practices or procedures allow employees 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 direction 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 departments/agency heads and their first assistants.)
-

Position Description for Procurement & Supply Manager

V. **SUPERVISION EXERCISED:** The employee/job holder 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	Buyer Supervisor	Supervises subordinates
1	Supply Supervisor	Supervises subordinates

VI. **EQUIPMENT:** List the equipment (pick-up 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 result workday is spent using each.

Tools/Equipment	Percent (%) of time for each
PC	40%

VII. **JOB REQUIREMENTS:**

Mark (X or √) here if job holder 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 need and how much (in months and/or years). If none, mark (X or √) "No experience required."

<input type="checkbox"/> No work experience is required	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions:	
General:	
Specialized: contract administration and purchasing	6 years
Supervisory/Management:	3 years

2. **FORMAL EDUCATION OR TRAINING:** Mark (X or √) the most applicable education level required.

- a. Below High School – Show Number of years
- b. High School Graduation/GED
- c. Vocation/Technical School. Show specific training that is required by this position:

Position Description for Procurement & Supply Manager

- d. Some college
Show number of Semester Hours _____ or Quarter Hours _____
Show specific courses required by the essential functions of this job.
-
-

- e. College degree (show major area of study required.)
 Associate's: _____
 Bachelor's: Public or business administration
 Master's: _____
 Beyond Master's: _____

3. **CRITICAL/SKILLS/EXPERTISE:** List specialized skills or specialization needed to perform essential functions:

Knowledge of public works contracting, purchasing and risk allocation laws and regulations; skill in negotiating contracts & managing properties and budget

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

1. **Mark (X or √) the most appropriate physical requirement(s) for the job.**

- Sitting: The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting: Employee is required to sit for extended periods of time or time without being able to leave the work area.
- Sitting/Standing/Walking: The employee is required to sit, stand/walk most of the time.
- Climbing: Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting: Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or pushing: The job requires exerting force up to ____ pounds on a regular basis to move the object to or away from the employee.
- Carrying: The employee is required, on a regular basis, to carry objects in his or her arm or on the shoulder(s).
- Reaching: The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching: The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.

Position Description for Procurement & Supply Manager

- Crawling: Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking: The job requires expressing ideas by the spoken word.
- Listening: The job requires the perception of speech or the nature of sounds in the air.
- Other: Describe the requirement:

2. Mark (X or √) 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, hand and feet (typical for tractor-trailer driver, fire fighter, line electrician, etc.)
- Verbal intelligence (typical of counselors, customers services, etc.)
- Numerical intelligence (typical of 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).

- 60 % Indoors in a comfortable temperature-controlled environment (for instance in an office).
- 20 % Indoors in a non-temperature-controlled environment (such as an open garage, some storerooms and warehouses, etc.)
- 20 % 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 condition: 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)

Position Description for Procurement & Supply Manager

- ____% 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 objectives. 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.

[X] Mark (X or √) if not applicable.

Condition	Frequency of Exposure

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

- [] Regular – Standard 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: _____

[X] Regular/Irregular – Overtime hours without overtime pay entitlement. State purpose and total hours required per pay period. On emergency situations, position will be required to be on call to provide advice and guidance to management.

The information given of this position is complete and correct.

Signature of Employee

Date

Position Description for Procurement & Supply Manager

VIII. SUPERVISOR'S REVIEW

Important: These block to be filled out only by the Direct Supervisor.

a. (1) Has the employee correctly stated his or her official payroll position title?

Yes No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statement about duties of his/her position and supplementary information complete and accurate?

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:

Name	Title
None	

d. Does this position require (mark one)

- Immediate supervision on a regular basis;
- Immediate supervision only for new/complex tasks, or
- Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the:

- Formulation,
- Interpretation, and/or
- Application of Agency/Department policy. Give examples:

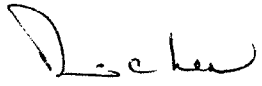
Policy memoranda, and local and federal government requirements.

f. The employee (mark one)

- Performs routine, well-defined tasks,
- Performs moderately complex tasks requiring moderate knowledge of Port's work; or
- Performs complex tasks requiring extensive knowledge of the Port's work.

Position Description for Procurement & Supply Manager


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.



Signature of Immediate Supervisor

4/27/09

Date




GLENN A. LEON GUERRERO, General Manager

4/28/09

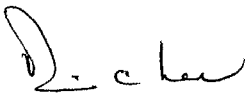
Date

IX. HUMAN RESOURCES OFFICE REVIEW:


Reviewed by: FRANCINE T. ROCIO, Personnel Services Administrator

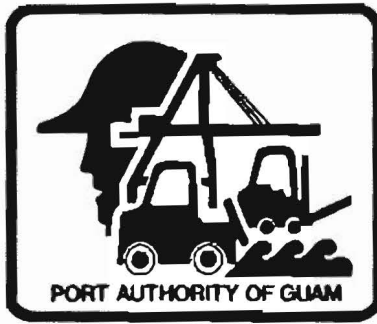
Date: April 27, 2009

Classification Correct: Yes No If not, corrective action taken: (Attach copy of review made.)


Approved by: VIVIAN C. LEON, Corporate Services Manager

Date: April 27, 2009

Chairman:
Monte Mesa
Vice Chairperson:
Jovyna Lujan
Secretary:
Marilou Lacson
Members:
Joseph Camacho



RELATIVE TO APPROVING THE CREATION OF PROCUREMENT & SUPPLY MANAGER IN THE CLASSIFIED SERVICE AT A PAY GRADE P AS AUTHORIZED UNDER TITLE 4, GUAM CODE ANNOTATED, SECTIONS 6303(d) AND 6303.1.

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 Board of Directors to create positions in the classified service; and

WHEREAS, on May 4, 2009, the General Manager petitioned the Board of Directors to create the Procurement & Supply Manager position 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 and positions listed pursuant to Title 4, Guam Code Annotated, Section 4101.1(d), 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 special meeting of May 4, 2009 authorized management to begin the creation process of the Procurement & Supply Manager; and


WHEREAS, to ensure transparency and disclosure is conducted on the creation of Procurement & Supply Manager position and to comply with Title 4, Guam Code Annotated, Chapter 6, Section 6303.1, management notified the Port employees on May 5, written and electronic media on May 5, 2009 and posted its petition on the Port's website from May 5 to 19, 2009; and

WHEREAS, at the regular meeting of May 28, 2009, management re-submitted its petition to the Board of Directors advising them that the Port complied with the transparency process as mandated by Title 4, Guam Code Annotated, Section 6303.1; now therefore it be

RESOLVED, that the Board of Directors approves management's petition to establish the creation of the Procurement & Supply Manager position in the classified service at a Pay Grade P and authorizes management to transmit copies of such petitions to the Director of Department of Administration and the Legislative Secretary of the 30th Guam Legislature as required under Title 4, Guam Code Annotated, Section 6303.1; and be it further


RESOLVED, that the Chairman certify to and the Secretary attest the adoption hereof and that a copy of resolution be transmitted to the Director of Department of Administration and Legislative Secretary of the 30th Guam Legislature.

**PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS
THIS 28th DAY OF May, 2009.**



MONTE D. MESA
CHAIRMAN, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

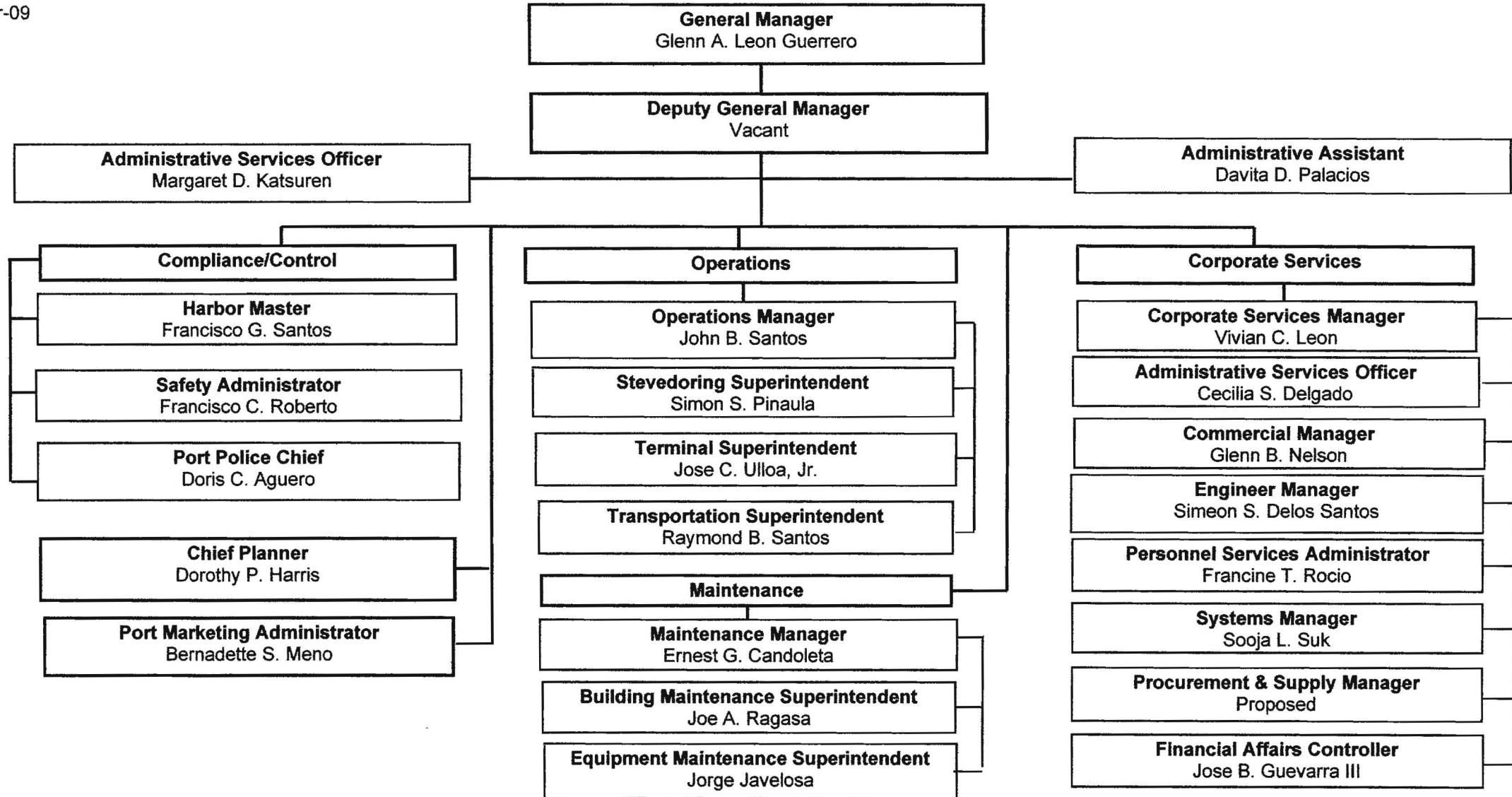




MARIA LOURDES S. LACSON
SECRETARY, BOARD OF DIRECTORS
PORT AUTHORITY OF GUAM

Port Authority of Guam
Fiscal Year 2009 Organizational Chart

24-Apr-09



Port Authority of Guam
Fiscal Year 2009 Organizational Chart

PROCUREMENT AND SUPPLY DIVISION

April 27, 2009

