



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

1026 Cabras Highway, Suite 201
 Piti, Guam 96925



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 Webpage: www.portofguam.com

FELIX P. CAMACHO
 Governor of Guam

MICHAEL W. CRUZ
 Lieutenant Governor

December 17, 2010

2010 DEC 30 AM 8:44

The Honorable Tina R. Muna-Barnes
 Legislative Secretary
 IMina'Trenta Na Liheslaturan Guåhan
 155 Hessler Place
 Hagatna, GU 96910

Subject: Commercial Specialist Series of Positions

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 Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor positions established in the classified service by the Board of Directors in their meeting of December 16, 2010.

Should you have any questions, please feel free to contact my office at 477-5931-5, extension 302 or 303.

Sincerely,

ENRIQUE S. AGUSTIN
 General Manager

Enclosures

Cc: Corporate Services Manager
 Personnel Services Administrator

408
 30-10-1078
 Office of the Speaker
 Judith T. Won, Ph.D., Ed. D.
 Date: 12/22/10
 Time: 12:02 PM
 Received by: AE

722
 Office of the Legislative Secretary
 Senator Tina Rose Muna Barnes
 Date: 12/22/2010
 Time: 11:12 am
 Received by: [Signature]

2615

BOARD OF DIRECTORS

Resolution No. 2010-15

Chairman:

Monte Mesa

Vice Chairperson:

Jovyna Lujan

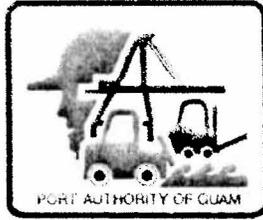
Secretary:

Marilou Lacson

Members:

Joseph Camacho

William Beery



RELATIVE TO APPROVING THE CREATION OF THE COMMERCIAL SPECIALIST I IN THE CLASSIFIED SERVICE AT A PAY GRADE J, THE COMMERCIAL SPECIALIST II IN THE CLASSIFIED SERVICE AT A PAY GRADE K AND THE COMMERCIAL SPECIALIST SUPERVISOR IN THE CLASSIFIED SERVICE AT A PAY GRADE M 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 the Board of Directors to create positions in the classified service; and

WHEREAS, on November 23, 2010, the General Manager petitioned the Board of Directors to create the Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor 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), the position description; and proposed pay grade and demonstration of compliance with Section 6301 of Title 4, and fiscal note as that term is described in Title 2, Guam Code Annotated, Section 9101 and any other pertinent information; and

WHEREAS, the Board of Directors at their regular meeting of November 23, 2010 authorized management to begin the creation process of the Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor positions; and

WHEREAS, to ensure transparency and disclosure is conducted on the creation of the Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor positions and to comply with Title 4, Guam Code Annotated, Chapter 6, Section 6303.1, management notified the Port employee on November 26, 2010, written and electronic media on November 26, 2010 and posted its petition on the Port's website from November 26, 2010 to December 9, 2010; and

WHEREAS, at the regular meeting of December 16, 2010, 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 be it

RESOLVED, that the Board of Directors approves management's petition to establish the creation of the Commercial Specialist I position at a Pay Grade J, the Commercial Specialist II position at a Pay Grade K and the Commercial Specialist Supervisor position at a Pay Grade M in the classified service and authorizes management to transmit copies of such petitions to the Director of Department of Administration and the Legislative Secretary of the 30st 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 Department of Administration and Legislative Secretary of the 30th Guam Legislature.

PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS

THIS 16th DAY OF December, 2010.

**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
Jose D. Leon Guerrero Commercial Port
GENERAL MANAGER'S OFFICE
Piti, GU 96925

December 16, 2010

MEMORANDUM

TO: Board of Directors
FROM: General Manager
SUBJECT: Proposed Creation of Position – Commercial Specialist Series

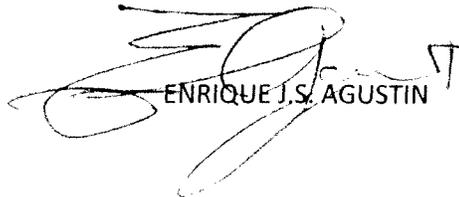
On November 23, 2010, the Board of Directors authorized management to proceed with the transparency process for the Creation of Position—Commercial Specialist Series of positions.

To comply with the transparency process as mandated by Public Law 30-43, Section 2(e) (6) the following were performed:

1. the justification for the amendment;
2. the essential details of the amendment;
3. an analysis of the similarities or differences between the existing position and the amendment; and
4. the job title, pay range and position description affected by the amendment; and
5. the request for pay grade reassignment shall be posted on the Port's website for 10 days;
6. notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam; and
7. the pay grade reassignment documents are available to the public under the Sunshine Act.

Be advised, attached is one (1) comment received by the Human Resources office. No other comments were received from Port employees, public or shipping agents on the petition for the Creation of Positions.

In light of the above, it is requested that approval and adoption of the Commercial Specialist I in the classified service at a Pay Grade J, Commercial Specialist II in the classified service at a Pay Grade K and the Commercial Specialist Supervisor position be established in the classified service at a Pay Grade M.


ENRIQUE J.S. AGUSTIN

Attachments

Cc: Corporate Services Manager
Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
GENERAL MANAGER'S OFFICE
Piti, GU 96925

December 16, 2010

MEMORANDUM

TO: General Manager
FROM: Personnel Services Administrator
SUBJECT: Posting of Proposed Creation of Position – Commercial Specialist Series

On December 9, 2010, the Human Resources office received a comment regarding the proposed creation of position for the Commercial Specialist Series. Based on the note, the person who submitted requested to remain "Unknown".

Please be advised, the comments addressed were regarding the incumbents in the Commercial Division rather than the positions proposed to be created.

In light of this, my office is presenting the attached to you for your review and disposition.

Should you have any questions or need additional information, I am available.


FRANCINE T. ROCIO

Attachment

Cc: Proposed Creation of Position – Commercial Specialist Series

Comments on Proposed Creations of Position – Commercial Specialist Series

I understand there is a need to change position title in commercial division, but why so huge of a raise. Division head are asked to cut on their budget so they can create position with higher salary. The Port should focus more on material things, like buying new equipment (gantry cranes) instead of the Agents providing for the Port and collecting from consumers for gantry usage and also focus more for the necessities of the employees for safety reasons.

Are the employees at Commercial Division Qualified for this position? Are the requirement met. Has their responsibility increased? Why the urgency of this position change? I feel that is will be reviewed further.

If I was to ask an employee from commercial division a simple question about real-estate my answer from them will be "I DON'T KNOW". "TRUE FACT".

Why is it that people who hold a "Bachelor or Master Degree" in educations get a lower salary verses people who does not.

With this huge salary increase I feel that they should hold at least a Bachelor Degree with work experience.

Unknown.....

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, GU 96925

November 24, 2010

MEMORANDUM

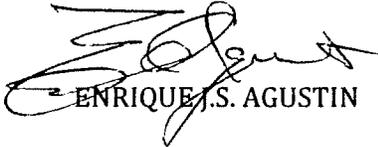
TO: Division Heads
FROM: General Manager
SUBJECT: Proposed Creation of Position – Commercial Specialist Series

The Board of Directors at their meeting of November 23, 2010 authorized management to begin the process to create the Commercial Specialist Series of positions in the classified service.

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

Please submit your comments, if any, to the Human Resources Division no later than December 9, 2010.

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


ENRIQUE S. AGUSTIN

Cc: Corporate Services Manager
Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, GU 96925

November 24, 2010

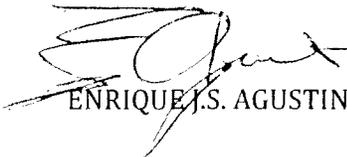
INTER-OFFICE MEMORANDUM

TO: Port Marketing Administrator
FROM: General Manager
SUBJECT: Posting of the Creation of Positions - Commercial Specialist Series

As approved by the Board of Directors at their November 23, 2010 meeting, please post the attached documents on the proposed creation of the Commercial Specialist Series positions on the Port's website under "*Community, Public Notices & Events - News Release and Announcements*" 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 positions, the availability of such documents on the website and when the Board of Directors is expected to decide on such creation of positions. 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.


ENRIQUE J.S. AGUSTIN

Attachments

Cc: Corporate Services Manager
Personnel Services Administrator

PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT

1026 Cabras Highway, Suite 201 Piti, GU 96915

Phone: (671) 477-5931 Fax: (671) 477-2689

Website: www.portguam.com



New Release

Piti, Guam, November 26, 2010: Creation of Position – Commercial Specialist Series

The Port Authority of Guam is in the process of creating classified positions for Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor, which will accurately reflect today's port industry standards.

In compliance with Title 4, Guam Code Annotated (GCA), the public is notified of the Port's request which has been submitted to the Board of Directors. 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 December 09, 2010. For more information please contact the Human Resources Division at 477-5931 ext. 306 or 307.

Broadcast Report

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Local ID 1	6714721439		Local Name 1	Procument
Local ID 2			Local Name 2	

This document : Failed
 (reduced sample and details below)
 Document size : 8.5"x11"

PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT
 1026 Cabras Highway, Suite 201 P.H. GU 96915
 Phone: (671) 477-5931 Fax: (671) 477-2589
 Website: www.porguam.com



New Release

PIH, Guam, November 26, 2010: Creation of Position - Commercial Specialist Series

The Port Authority of Guam is in the process of creating classified positions for Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor, which will accurately reflect today's port industry standards.

In compliance with Title 4, Guam Code Annotated (GCA), the public is notified of the Port's request which has been submitted to the Board of Directors. 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 December 09, 2010. For more information please contact the Human Resources Division at 477-5931 ext. 306 or 307.

-30-

Contact: Port Marketing Administrator, Bernadette S. Meno
 Phone: (671) 477-5931 ext. 484 Email: bmene@portguam.com

Total Pages Scanned : 1

Total Pages Confirmed : 5

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
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003	368	4779	03:20:12 p.m. 11-26-2010	00:00:00	0/1	1	--	HS	FA
004	368	671 6482007	03:20:12 p.m. 11-26-2010	00:00:20	1/1	1	EC	HS	CP24000
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Broadcast Report

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Local ID 2			Local Name 2

Abbreviations:

HS: Host send

HR: Host receive

WS: Waiting send

PL: Polled local

PR: Polled remote

MS: Mailbox save

MP: Mailbox print

CP: Completed

FA: Fail

TU: Terminated by user

TS: Terminated by system

RP: Report

G3: Group 3

EC: Error Correct

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, GU 96925

November 18, 2010

MEMORANDUM

TO: Board of Directors
FROM: General Manager
SUBJECT: Request for Creation of Positions – Commercial Specialist Series of Positions

When the Commercial Division was established in 2001, there were no similar or related positions in the Real Estate occupational series which the Port could use to staff the division. As a result, the Program Coordinator series of positions were used since the nature of work was broad enough. Since the establishment of this division and through time, the duties and responsibilities of the staff have become more specialized in property management.

During the classification and compensation review conducted by Mr. Alan Searle, it was noted that there were several positions which the Port would need to update or create new job standards to reflect the true and accurate duties and responsibilities of the incumbents. The positions held by the Commercial Division staff was identified as one of those whose duties and responsibilities have become more specialized and no longer reflects the nature of work of a Program Coordinator position. Therefore, it was recommended that positions for the Commercial Division be established to accurately reflect the duties being performed by the incumbents and are more in line with today's port industry standards.

We are attaching Human Resources' staff report and analysis justifying the need to create a Commercial Specialist series of positions for the Port.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

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 4101.1(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 *et seq.*; and any other pertinent information.

If the Board agrees to establish the Commercial Specialist series of positions, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

1. The petition for request for creation is posted on the Port's website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted);

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.

After the transparency process has been completed, this office shall forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of positions is approved by resolution, which copies is transmitted opt the Director of Administration and Legislative Secretary.

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.

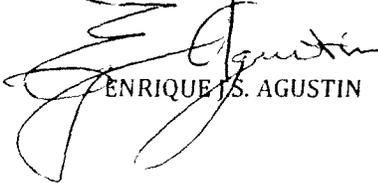
To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

PROCESS	ESTIMATED TIMELINE
Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port's website.	November 23, 2010
If Board agrees to proceed with the creations, the request will be transmitted to the division heads for review and comments	November 24, 2010
Posting of proposed creation of positions on Port's website.	November 24 – December 9, 2010
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.	November 24, 2010
Request to be re-submitted to the Board for final approval and adoption by resolution	December 23, 2010
Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary	December 27, 2010
Process job announcement for positions and/or effective date of reallocation of positions.	January 26, 2010

In light of the above, we are transmitting our request to create the Commercial Specialist series of positions in the classified service for your initial review and ask you kind approval to begin the creation of position process.

SUBJECT: Request for Creation of Positions - Commercial Specialist Series of Positions
Page 3

You kind approval of the above is greatly appreciated.



ENRIQUE S. AGUSTIN

Attachments

Cc: Corporate Services Manager
Personnel Services Administrator

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

Prepared by: Human Resources Office
Date: October 25, 2010

STAFF REPORT

**CREATION OF POSITION – COMMERCIAL SPECIALIST SERIES OF POSITIONS
(Commercial Specialist I, II & Supervisor)**

REQUEST:

During the classification and compensation review conducted by Port Consultant, Mr. Alan Searle, it was noted that Port positions would need to be updated or created to reflect the true and accurate duties and responsibilities of the incumbents. In line with this, the request to the Board is to establish Commercial Specialist series of positions for the Commercial Division.

AUTHORITY:

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
 1. *the justification for the new position;*
 2. *the essential details concerning the creation of the position;*
 3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(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 et seq.; and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approve the same, shall approve the Staff*

petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.

- D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filling with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions*, states:

- A. *Prompt notice of the postings required by Title 4, GCA, Sections 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 Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. *Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are 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 OF PROPOSED POSITIONS:

When the Commercial Division was established in 2001, there were no similar or related positions in the Real Estate occupational series which the Port could use. As a result, the Program Coordinator series of positions were used to staff the division since the nature of work was broad enough. Since the establishment of this division and through time, the duties and responsibilities of the staff have become more specialized in property management.

During the classification and compensation review conducted by Mr. Alan Searle, it was noted that there were several positions which the Port would need to update or create new job standards to reflect the true and accurate duties and responsibilities of the incumbents. The positions held by the Commercial Division staff was identified as one of those whose duties and responsibilities have become more specialized and no longer reflects the nature of work of a Program Coordinator position. Therefore, it was recommended that positions for the Commercial Division be established to accurately reflect the duties being performed by the incumbents and are more in line with today's port industry standards.

With the passage of Public Law 30-43 which approved the Port Personnel Rules and Regulations for maritime related positions unique to Port operations and certified, technical and professional positions; as well as, the implementation of our new Port Compensation Plan we have identified that along with the modernization it is critical to address these positions in this division to ensure that they are properly classified and allocated.

METHODOLOGY

The Human Resources staff along with the Consultant reviewed the duties and responsibilities of the proposed Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor using the job evaluation systematic process for assessing the content, relative size and importance of these jobs within our organization using a total of 12 measurement factors. Each factor indicates a point rating and sum of all points representing the total “points” value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job;
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

CLASSIFICATION REVIEWS

1. The proposed **Commercial Specialist I** position is under general supervision; the position performs a variety of entry level professional duties involved in the acquisition, development, property management/administration and disposition of real estate in accordance with local codes, regulations and policies. A range of straightforward and routine assignments are performed to ensure the Port’s properties and facilities are developed, managed and maintained to Port standards. Incumbents occupying this position are expected to gain knowledge in real estate matters and apply Port policies to Port development projects and leaseholds.

The position requires knowledge of:

- a. Basic principles, methods, practices and techniques involved in real estate development and leasing and property management.

- b. Basic concepts and techniques of financial research and analysis.
- c. Principles and practices of sound business communication, real estate terminology.
- d. Computer capabilities applicable to functional responsibilities.

The abilities for the position are:

- a. Collect, evaluate and interpret appropriate and applicable real state data.
- b. Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port.
- c. Apply sound problem-solving techniques to resolve routine asset management issues.
- d. Interpret and apply laws, regulations, policies and procedures applicable to real estate programs.
- e. Understand, interpret and respond to tenant and developers needs and expectations.
- f. Prepare clear and accurate reports, research studies and feasibility analyses, financial pro forma, correspondence and other documents.
- g. Prepare lease agreements and other real estate documents.
- h. Communicate effectively orally and in writing to both internal and external stakeholders.
- i. Maintain all required files, records and documentation.
- j. Exercise judgment with established guidelines.
- k. Exercise tact and diplomacy in dealing with difficult people, issues and situations.
- l. Establish and maintain effective working relationships with those encountered in the course of work.

Guidelines to be used by this position include established laws, agency/division policies and the basic principles, methods, practices and techniques involved in real estate development and leasing and property management.

The experience and training of the position requires a graduation from a recognized college or university with a Bachelor's degree in public or business administration, finance, real estate or closely related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

- 2. The proposed **Commercial Specialist II** position performs a variety of responsible, professional level duties involved in acquisition development, property management/administration and disposition of real estate in accordance with local codes, regulations and policies. Incumbents in this class perform a wide range of straightforward to moderately difficult assignments to ensure Port property and facilities are developed, managed and maintained to the Port's standards. Incumbents are expected to apply technical real estate expertise and knowledge of legal, regulatory and policy provisions pertaining to Port development projects and leaseholds.

Staff Report – Commercial Specialist Series of Positions

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The position requires knowledge of:

- a. Principles, methods, practices and techniques involved in real estate development and leasing and property management.
- b. Basic principles and practices of program/project planning, management and reporting.
- c. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- d. Principles of negotiation.
- e. Basic concepts and techniques of real estate appraisal; research techniques.
- f. Federal and local laws, regulations and court decisions applicable to asset management and the Port's real estate program/projects.
- g. Principles and practices of sound business communication; real estate terminology.
- h. Computer capabilities applicable to functional responsibilities.

The abilities for the position are:

- a. Collect, evaluate and interpret appropriate and applicable real state data.
- b. Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port.
- c. Negotiate effectively across a wide range of real estate asset management functions.
- d. Apply sound creative problem-solving techniques to resolve routine asset management issues.
- e. Understand, interpret, explain and apply laws, regulations, policies and procedures applicable to assigned real estate programs.
- f. Understand, interpret and respond to tenant and developers needs and expectations.
- g. Prepare clear, accurate and comprehensive reports, research studies, and feasibility analyses, financial pro forma, correspondence and other documents.
- h. Prepare legal property description, lease agreements, contracts and other real estate documents.
- i. Communicate effectively orally and in writing to both internal and external stakeholders.
- j. Ensures the maintenance of all required files, records and documentation.
- k. Exercise independent judgment and initiative within established guidelines.
- l. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- m. Establish and maintain effective working relationships with those encountered in the course of work.

Guidelines to be used by this position include established laws, agency/division policies and the principles, methods, practices and techniques involved in real estate development and leasing and strategic asset management.

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The experience and training of the position requires three (3) years of progressively responsible professional experience involving asset management, real estate property development and/or commercial/industrial property leasing and graduation from a recognized college or university with a Bachelor's degree in public or business administration, finance, real estate or closely related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

3. The proposed **Commercial Specialist Supervisor** position performs a variety of highly responsible, professional level duties involved in acquisition development, property management/administration and disposition of real estate in accordance with local laws, regulations, procedures and policies and may plan, organize, and direct the work of professional and technical staff. Incumbents in this class perform difficult and highly responsible work in developing tidelands real estate and administering Port leaseholds and public areas. Incumbents are assigned complex programs/ projects requiring advanced professional knowledge of goals and technical requirements of asset management for a complex real estate portfolio.

The position requires knowledge of:

- a. Principles, methods, practices and techniques involved in real estate development and leasing and property management.
- b. Principles and practices of program/project planning, management and reporting.
- c. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- d. Principles of negotiation.
- e. Concepts and techniques of real estate appraisal; research techniques.
- f. Federal and local laws, regulations and court decisions applicable to asset management and Port's real estate program/projects.
- g. Computer capabilities applicable to functional responsibilities.

The abilities for the position are:

- a. Collect, evaluate and interpret appropriate and applicable real state data.
- b. Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port.
- c. Negotiate effectively across a wide range of real estate asset management functions.
- d. Apply sound creative problem-solving techniques to resolve routine asset management issues.
- e. Understand, interpret, explain and apply laws, regulations, policies and procedures applicable to assigned real estate programs.
- f. Prepare proposals and recommendations clearly and logically in public meetings.

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- g. Prepare clear, accurate and comprehensive reports, research studies, and feasibility analyses, financial pro forma, correspondence and other documents.
- h. Prepare legal property description, lease agreements, contracts and other real estate documents.
- i. Communicate effectively orally and in writing to both internal and external stakeholders.
- j. Ensures the maintenance of all required files, records and documentation.
- k. Exercise independent judgment and initiative within established guidelines.
- l. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- m. Establish and maintain effective working relationships with those encountered in the course of work.

Guidelines to be used by this position include established laws, agency/division policies and the principles, methods, practices and techniques involved in real estate development and leasing and strategic asset management.

The experience and training of the position requires five (5) years of progressively responsible professional experience involving asset management, real estate property development and/or commercial/industrial property leasing and graduation from a recognized college or university with a Bachelor's degree in public or business administration, finance, real estate or closely related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The proposed Commercial Specialist Supervisor position will be supervising the daily activities of the Commercial Specialist I & II positions. The Commercial Specialist Supervisor position reports directly to the Commercial Manager.

The job evaluation points process (Stage 1) is based on twelve (12) job factors (i.e. education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised, and supervisory/managerial responsibility. This was provided and reviewed by the Consultant as indicated in the attached evaluation.

Additionally, the market data comparison (Stage 2) was gathered (but not limited to) the following resources in State, Local Government, Private Sector including other Port's Nationwide to provide compensation and benefits data specific to the port industry. This data is used to determine market percentiles for this position.

ANALYSIS OF SIMILARTIES AND DIFFERENCES:

A review of the Government of Guam Classification Plans' Occupational Listing revealed that there are no positions established that is closely associated with the proposed Commercial Specialist's position series created by the Port.

The series of positions established under the Real Estate Registration & Taxation Category in the Occupational Listing can only be used by the Department of Revenue and Taxation and Department of Land Management. They are:

- Property Tax Technician
- Property Tax Appraiser
- Real Property Tax Administrator
- Land Agent
- Land Abstractor
- Land Map Research Supervisor

As a result, it is recommended that the Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor positions be established under the Port's Classification and Compensation Plan.

FISCAL NOTE:

Based on the attached analysis, funding has been identified and approved by the Board.

RECOMMENDATION:

Our review has determined the following pay grade allocations:

Position Title	Job Evaluation Points	Pay Grade, Step & Sub-Step	Minimum Salary	Pay Grade, Step & Sub-Step	Maximum Salary
Commercial Specialist I	765	J-4C	\$41,111.00 P/A	J-8B	\$47,737.00 P/A
Commercial Specialist II	890	K-5D	\$49,266.00 P/A	K-9C	\$57,196.00 P/A
Commercial Specialist Supervisor	1014	M-4B	\$60,315.00 P/A	M-8A	\$70,024.00 P/A

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Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Commercial Specialist series of positions (Commercial Specialist I, Commercial Specialist II and Commercial Specialist Supervisor) positions and the resultant pay grade allocation at the pay grades indicated above in the classified service.



FRANCINE T. ROCIO
Personnel Services Administrator

COMMERCIAL SPECIALIST I

NATURE OF WORK:

Under general supervision, the position performs a variety of entry level professional duties involved in the acquisition, development, property management/administration and disposition of real estate in accordance with local codes, regulations and policies. A range of straightforward and routine assignments are performed to ensure the Port's properties and facilities are developed, managed and maintained to Port standards. Incumbents occupying this position are expected to gain knowledge in real estate matters and apply Port policies to Port development projects and leaseholds.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all duties and responsibilities which may be assigned; nor do the examples include all the duties which may be performed.)

Provides research and assistance to more senior specialists involved in developing, managing and monitoring activities of real estate projects; contributes to developing program/project plans and budgets; contributions to real estate program and project with applicable laws and regulations.

Participates in real estate development projects; contributes to financial pro forma and other analyses; participates in the formulation of development concepts; analyzes opportunities and constraints for alternative real estate development scenarios and sites; provides assistance to multiple stakeholders on development projects; works with assigned team to pursue project goals; tracks and reports on project budgets.

Assists senior specialists with real property negotiations and transactions; prepares requests for proposals; assists in lease preparation and administration; performs financial research.

Assists with tenant negotiations; assists in negotiations for purchase, sale or transfer of Port and/or tenant and property rights; conducts market analyses of real property.

Assists in the analyses of the financial qualifications of prospective tenants; receives and contributes to the resolution of tenant or public complaints; inspects and reviews tenancies for compliance with lease agreements, insurance requirements and other Port policies; oversees tenant improvements, renovation projects and signage.

Prepares reports and drafts legal real estate documents; as directed, establishes and maintains a database of Port real property.

Coordinates with and provides asset management information/ assistance to other Port divisions and outside agencies/organizations; responds to a variety of real estate inquiries from internal and external sources.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Basic principles, methods, practices and techniques involved in real estate development and leasing and property management.
- Basic principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- Basic concepts and techniques of financial research and analysis.
- Principles and practices of sound business communication; real estate terminology.
- Computer capabilities applicable to functional responsibilities.

Ability to:

- Collect, evaluate and interpret appropriate and applicable real estate data.
- Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port.
- Apply sound problem-solving techniques to resolve routine asset management issues.
- Interpret and apply laws, regulations, policies and procedures applicable to real estate programs.
- Understand, interpret and respond to tenant and developer needs and expectations.
- Prepare clear and accurate reports, research studies, and feasibility analyses, financial pro forma, correspondence and other documents.
- Prepare lease agreements and other real estate documents.
- Communicate effectively orally and in writing to both internal and external stakeholders.
- Maintain all required files, records and documentation.
- Exercise judgment with established guidelines.
- Exercise tact and diplomacy in dealing with difficult people, issues and situations.
- Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Bachelor's degree in public or business administration, finance, real estate or closely related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	COMMERCIAL SPECIALIST I
POSITION NUMBER	
NAME OF EMPLOYEE	VACANT
NAME OF DIRECT SUPERVISOR	GLENN B. NELSON
TITLE OF DIRECT SUPERVISOR	COMMERCIAL MANAGER
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	COMMERCIAL DIVISION
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	K
POSITION DESCRIPTION (Reviewed)	

2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

Departments, agencies and/or individuals you deal with during the course of your daily activities :

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [X]

	Detailed and specific instructions / procedures received or followed for each assignment
X	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, managers and supervisors.
	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.)

5.0 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.

If the employee has no supervisory responsibility mark [X] in this box

No Supervised	Position Title	Description of Responsibilities

6.0 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
	Computer
	Xerox machine

7.0 JOB REQUIREMENTS

Mark [X] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [X] in box a) "No work experience required."

a) No work experience required

b) General

Years Months

c) Specialized

Years Months

d) Supervisor / Management

Years Months

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [X] in the box that indicates the most applicable education level required :

Below High School. Show number of years :

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position :

Some College. Show number of Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position :

College Degree. Show major area of study required :

Associates :	
Bachelors :	Graduation from a recognized college or university with a Bachelor's Degree.
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

List possession of required license, professional registration/certification needed to perform essential functions :

7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS

7.2.1 PHYSICAL REQUIREMENTS

Mark with an [X] below 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 or time without being able to leave the work area.
X	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 arms 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.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	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	See description below

Describe any other physical job requirements below :

7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [X] below 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 (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%

- Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)

- Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [X] in the box 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 odours).
- 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 (e.g. ladders, bucket trucks etc)
- 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:

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

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

Mark an [X] in the box if not applicable

Condition	Frequency of Exposure

7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [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 average total hours required per pay period:

- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

COMMERCIAL SPECIALIST II

NATURE OF WORK:

Under direction, this position performs a variety of responsible, professional level duties involved in acquisition, development, property management/administration and disposition of real estate in accordance with local laws, regulations and policies. Incumbents in this class perform a wide range of straightforward to moderately difficult assignments to ensure Port property and facilities are developed, managed and maintained to the Port's standards. Incumbents are expected to apply technical real estate expertise and knowledge of legal, regulatory and policy provisions pertaining to Port development projects and leaseholds.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all duties and responsibilities which may be assigned; nor do the examples include all the duties which may be performed.)

Researches and assists in developing, managing and monitoring activities of assigned properties and real estate projects; participates in developing program/project plans and budgets; develops and recommends asset management policies and procedures; plans, organizes and implements work activities to meet established real estate goals and objectives; contributes to real estate program and project compliance with all applicable laws, regulations and regulatory agency requirements.

Participates in the management of real estate development policies; develops financial pro forma and other analyses; participates in the formulation of development concepts; analyzes opportunities and constraints for alternative real estate development scenarios and sites; supports multiple stakeholders on development projects; works with assigned team to ensure project goals are achieved in a timely manner; monitors and reports on project budgets.

Conducts or participates in real property negotiations and transactions; prepares requests for proposals; prepares and administers leases; oversees the financial operations of Port assets; performs financial research.

Interacts or negotiates with tenants or their legal representatives; negotiates purchase, sale or transfer of Port or tenant assets and property rights; conducts market analyses of real property and performs periodic renegotiation of rents.

Analyzes the financial qualifications of prospective tenants; receives, investigates and contributes to the resolution of tenant or public complaints; inspects and reviews tenancies for compliance with lease agreements, insurance requirements and other Port policies; oversees tenant improvements, renovation projects and signage.

Prepares reports and drafts legal real estate documents; establishes and maintains a database of Port real property within assigned areas or projects.

Coordinates with and provides asset management information/assistance to other Port divisions and outside agencies/organizations; responds to a variety of real estate inquiries from internal and external sources; represents the Commercial Division in meetings with developers, contractors, consultants and federal or local government officials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Principles, methods, practices and techniques involved in real estate development and leasing and strategic asset management.
- Basic principles and practices of program/project planning, management and reporting.
- Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- Principles of negotiation.
- Basic concepts and techniques of real estate appraisal; research techniques.
- Federal and local laws, regulations and court decisions applicable to asset management and the Port's real estate programs/projects.
- Principles and practices of sound business communication; real estate terminology.
- Computer capabilities applicable to functional responsibilities.

Ability to:

- Collect, evaluate and interpret appropriate and applicable real estate data.
- Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port.
- Negotiate effectively across a wide range of real estate asset management functions.
- Apply sound, creative problem-solving techniques to resolve difficult asset management issues.
- Understand, interpret, explain and apply laws, regulations, policies and procedures applicable to assigned real estate programs.
- Understand, interpret and respond to tenant and developer needs and expectations.
- Prepare clear, accurate and comprehensive reports, research studies, and feasibility analyses, financial pro forma, correspondence and other documents.
- Prepare legal property descriptions, lease agreements, contracts and other real estate documents.
- Communicate effectively orally and in writing to both internal and external stakeholders.
- Ensures the maintenance of all required files, records and documentation.
- Exercise independent judgment and initiative within established guidelines.
- Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.

- Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three (3) years of progressively responsible professional experience involving asset management, real estate property development and/or commercial/industrial property leasing and graduation from a recognized college or university with a Bachelor's degree in public or business administration, finance, real estate or closely related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	COMMERCIAL SPECIALIST II
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	Glenn B. Nelson
TITLE OF DIRECT SUPERVISOR	Commercial Manager
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Commercial Division
DEPARTMENT	
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	L
POSITION DESCRIPTION (Reviewed)	

2.0 DESCRIPTION OF DUTIES

2.1 ESSENTIAL FUNCTIONS

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [X] one format only: a) b) c)

Duty No or % of Time	Duties and/or Responsibilities
	Participates, studies and assists in the planning, development, implementation and coordination of Federal Grants and Aide or local programs and projects applicable to Guam; prepares digest of basic provisions and matching financial requirements, and checks federal registers pamphlets, manuals, reports, regional conferences, congressional bills, hearings, etc., relating to grants and aids.
	Participates in the development and implementation of comprehensive plans and annual work programs; assists in analysing and appraising programs performance toward obtaining objectives; provides assistance in the technical development of programs, and reviews the proposed projects for completeness in detail, content, methodology, justification and eligibility.
	Participates in the preparation of the fiscal year program budget requirements under federal and local programs.
	Maintains liaison with federal, territorial, and private agencies to insure maximum benefit to programs involved.
	Ensures that each assigned projects has a functional evaluation design; evaluates completed project for cost effectiveness.
	Collects and analyzes statistical data, prepares program studies and performs research.
	Performs related duties as assigned.

2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

Departments, agencies and/or individuals you deal with during the course of your daily activities :

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [X]

	Detailed and specific instructions / procedures received or followed for each assignment
X	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, managers and supervisors.
	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.)

5.0 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.

If the employee has no supervisory responsibility mark [X] in this box

No Supervised	Position Title	Description of Responsibilities

6.0 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
	Computer
	Xerox machine

7.0 JOB REQUIREMENTS

Mark [X] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [X] in box a) "No work experience required."

a) No work experience required

b) General

Years Months

Experience in planning, developing, coordinating and implementation programs or projects or Closely related work.	I	

c) Specialized

Years Months

d) Supervisor / Management

Years Months

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [X] in the box that indicates the most applicable education level required :

Below High School. Show number of years :

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position :

Some College. Show number of Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position :

College Degree. Show major area of study required :

Associates :	
Bachelors :	Graduation from a recognized college or university with a Bachelor's Degree.
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

List possession of required license, professional registration/certification needed to perform essential functions :

7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS

7.2.1 PHYSICAL REQUIREMENTS

Mark with an [X] below 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 or time without being able to leave the work area.
X	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 arms 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.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	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	See description below

Describe any other physical job requirements below :

7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [X] below 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 (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%

- Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)

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

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

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [X] in the box 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 odours).

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 (e.g. ladders, bucket trucks etc)

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:

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

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

Mark an [X] in the box if not applicable

Condition	Frequency of Exposure

7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [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 average total hours required per pay period:

- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

COMMERCIAL SPECIALIST SUPERVISOR

NATURE OF WORK:

Under general direction, this position performs a variety of highly responsible, professional level duties involved in the acquisition, development, property management/administration and disposition of real estate in accordance with local laws, regulations, procedures and policies and may plan, organize, and direct the work of professional and technical staff. Incumbents in this class perform difficult and highly responsible work in developing tidelands real estate and administering Port leaseholds and public areas. Incumbents are assigned complex programs/projects requiring advanced professional knowledge of goals and technical requirements of asset management for a complex real estate portfolio.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all duties and responsibilities which may be assigned; nor do the examples include all the duties which may be performed.)

Plans, organizes, directs the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends employee incentive awards to recognize performance; recommends disciplinary action to address performance deficiencies in accordance with the Port's Personnel Rules and Regulations.

Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the Port's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote work place diversity and a positive employee relations environment.

Researches and manages the activities of assigned properties and real estate projects; participates in developing program/project plans and budgets; develops and recommends asset management policies and procedures; plans, organizes and implements work activities to meet established real estate goals and objectives; ensures real estate program and project compliance with all applicable laws, regulations and regulatory agency requirements.

Participates in the management of real estate development projects; reviews and evaluates complex financial pro forma and other analyses; formulates development concepts; analyzes opportunities and constraints for alternative real estate development scenarios and sites; supports multiple stakeholders on development projects; leads assigned team to ensure project goals are achieved in a timely manner; monitors and reports on project progress and results.

Conducts real property negotiations and transactions; prepares Requests for Proposals; prepares and administers leases; oversees the financial operations of Port assets; performs financial research.

Interacts or negotiates with tenants or their legal representatives; negotiates the purchase, sale or transfer of Port assets and property rights; conducts market analyses of real property and performs periodic renegotiation of rents.

Analyzes the financial qualifications of prospective tenants; receives, investigates and contributions to the resolution of tenant or public complaints; inspects and reviews tenancies for compliance with lease agreements, insurance requirements and other Port policies.

Prepares reports and drafts legal real estate documents; establishes and maintains a database of Port real properties within assigned area or projects.

Coordinates with and provides asset management information/assistance to other Port divisions and outside agencies/organizations; responds to a variety of real state inquiries from internal and external sources; represents the Commercial Division in meetings with developers, contractors, consultants and other local and federal government officials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITES AND SKILLS:

Knowledge of:

- Principles, methods, practices and techniques involved in real estate development and leasing and strategic asset management.
- Principles and practices of program/project planning, management and reporting.
- Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- Principles of negotiation.
- Concepts and techniques of real estate appraisal; research techniques.
- Federal and local laws, regulations and court decisions applicable to assets management and Port's real estate programs/projects.
- Computer capabilities applicable to functional responsibilities.

Ability to:

- Collect, evaluate and interpret appropriate and applicable real estate data.
- Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port.
- Negotiate effectively across a wide range of real estate asset management functions.
- Apply sound, creative problem-solving techniques to resolve difficult asset management issues.
- Understand, interpret, explain and apply laws, regulations, policies and procedures applicable to assigned real estate programs.
- Present proposals and recommendations clearly and logically in public meetings.
- Prepare clear, accurate and comprehensive reports; research studies feasibility analyses, financial pro forma, correspondence and other documents.

- Prepare legal property descriptions, lease agreements, contracts and other real estate documents.
- Communicate effectively orally and in writing to both internal and external stakeholders.
- Ensure the maintenance of all required files, records and documentation.
- Exercise independent judgment and initiative with established guidelines.
- Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM EXPERIENCE AND TRAINING:

- c) Five (5) years of progressively responsible professional experience involving asset management, real estate property development and/or commercial/industrial property leasing and graduation from a recognized college or university with a Bachelor's degree in public or business administration, finance, real estate or closely related field; or
- d) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

POSITION TITLE	COMMERCIAL SPECIALIST SUPERVISOR
POSITION NUMBER	
NAME OF EMPLOYEE	
NAME OF DIRECT SUPERVISOR	Glenn B. Nelson
TITLE OF DIRECT SUPERVISOR	Commercial Manager
JOB LOCATION (Department / Agency)	Port Authority of Guam
DIVISION	Commercial Division
DEPARTMENT	Port Authority of Guam
SECTION / UNIT	
FLSA	
CLASSIFICATION	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
JOB EVALUATION POINTS	
PAY GRADE	M
POSITION DESCRIPTION (Reviewed)	

2.0 DESCRIPTION OF DUTIES

2.1 ESSENTIAL FUNCTIONS

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [X] one format only: a) b) c)

Duty No or % of Time	Duties and/or Responsibilities
	Plan, develop, coordinate and implement programs and projects involving federal funding, investment and technical assistance from federal resources to include the Department of Commerce, Economic Development Administration, Department of Interior, US Army Corps of Engineers, Federal Highway Administration and Homeland Security Port Security Grant Funding.
	Staff Civilian Military Task Force meetings and Ports & Customs Subcommittee meetings, preparing minutes and briefings for Governor's Office and other members; attend village outreach meetings to educate public and prepare brochures/handouts; analysed and participated in the compilation of agency's 2010 Executive Budget Request for assistance on the military build up
	Research and resolve issues for which federal funds will be requested.
	Utilize internet for research into pertinent laws, rules and regulations that directly affect the ability of the Port to obtain federal funds
	Collect and analyse data, performs necessary analysis and planning to include data requirements for transportation infrastructure capability analysis
	Provide communication and updates with regards to recommendations and alternatives for management to consider for review and course of action
	Coordinate meetings/on-site visits with non-PAG personnel with respect to funding project matters.
	Coordinate and attend meetings for agency's consultants; prepare handouts for public hearings
	Coordination with other agency representatives and Guam State Clearinghouse regarding federal programs
	Monitor, evaluate and document project progress by comparing milestones and project status

2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities

3.0 CONTACTS

Departments, agencies and/or individuals you deal with during the course of your daily activities :

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

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

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [X]

	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 employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
x	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, managers and supervisors.

	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.)
--	--

5.0 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.

If the employee has no supervisory responsibility mark [X] in this box

No Supervised	Position Title	Description of Responsibilities

6.0 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
	Computer (Internet, Word, Excel, Power Point, Adobe, Publisher)
	Telephone
	Copier Machine
	Fax Machine
	Projector
	Calculator

7.0 JOB REQUIREMENTS

Mark [X] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

7.1 MINIMUM QUALIFICATION REQUIREMENTS

7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [X] in box a) "No work experience required."

a) No work experience required

b) General Years Months

Work effectively with public and employees		
Communicate effectively, orally and in writing		
Maintain records and prepare reports		

c) Specialized Years Months

Experience in planning, developing, coordinating or implementing federally funded or local programs and projects	3	

d) Supervisor / Management Years Months

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years Months

7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [X] in the box that indicates the most applicable education level required :

Below High School. Show number of years :

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position :

Some College. Show number of Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position:

--

College Degree. Show major area of study required :

Associates :	
Bachelors :	from a recognized college or university or any equivalent combination of experience
Masters :	
Beyond Masters :	

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

List possession of required license, professional registration/certification needed to perform essential functions:

7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS

7.2.1 PHYSICAL REQUIREMENTS

Mark with an [X] below the most appropriate physical requirement(s) for the job.

<input checked="" type="checkbox"/>	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input type="checkbox"/>	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
<input checked="" type="checkbox"/>	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
<input type="checkbox"/>	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input type="checkbox"/>	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 arms 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.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
x	Speaking	The job requires expressing ideas by the spoken word.
x	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :

7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [X] below 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 (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

- %
- Indoors in a comfortable temperature-controlled environment (for instance, in an office)
 - Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
 - Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
 - Outdoors but in an enclosed vehicle protected from extreme weather conditions.

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [X] in the box 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 odours).
 - 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 (e.g. ladders, bucket trucks etc)
 - 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:

--

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

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

Mark an [X] in the box if not applicable

Condition	Frequency of Exposure

7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [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 average total hours required per pay period:

- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

Job Evaluation Results														Benchmark Position
1. Education	2. Experience	3. Complexity	4. Scope of Work	5. Problem Solving	6. Sup. Received	7. Work Environment	8. Physical Demands	9. Dis. Decisions	10. HR Skills / Contact	11. Auth. Exercised	12. S & M Resp	TOTAL		
J 132	J 132	D 55	C 15	E 115	E 100	B3 33	A3 33	C2 50	E3 66	G1 115	B3 19	1014	Commercial Specialist Supervisor	
I 132	I 115	D 45	C 15	E 100	E 87	A1 12	A1 22	C1 38	D3 50	F1 87	A1 14	805	Commercial Specialist I	
J 132	H 117	C 43	C 15	D 70	D 76	A1 12	A1 22	B1 29	C2 38	A0 0	A1 19	602	Commercial Specialist I	

PROGRAM COORDINATOR & COMMERCIAL SPECIALIST COMPARISON

	Current	Current Pay Grade		New	New Pay Grade		Difference
	Position Title	Step ,Sub-Step & Salary	Minimum		Position Title	Step ,Sub-Step & Salary	
1	PROGRAM COORDINATOR I	G-4B	\$ 27,479.00	Commercial Specialist I	J-4C	\$ 41,118.00	\$ 13,639.00
2	PROGRAM COORDINATOR II	I-2B	\$ 32,979.00	Commercial Specialist I	J-4C	\$ 41,118.00	\$ 8,139.00
3	PROGRAM COORDINATOR III	J-4C	\$ 41,118.00	Commercial Specialist II	K-5D	\$ 49,266.00	\$ 8,148.00
4	PROGRAM COORDINATOR IV	L-2C	\$ 49,349.00	Commercial Specialist Supv.	M-4B	\$ 60,315.00	\$ 10,966.00

PROGRAM COORDINATOR SERIES

	Position Title	Job Evaluation points	Pay Grade, Step		Maximum	
			Sub-Step	Minimum		
1	PROGRAM COORDINATOR I	508	G-4B	\$ 27,479.00	G-8A	\$ 31,902.00
2	PROGRAM COORDINATOR II	602	I-2B	\$ 32,979.00	I-6A	\$ 38,288.00
3	PROGRAM COORDINATOR III	805	J-4C	\$ 41,118.00	J-8B	\$ 47,737.00
4	PROGRAM COORDINATOR IV	913	L-2C	\$ 49,349.00	L-6B	\$ 57,292.00

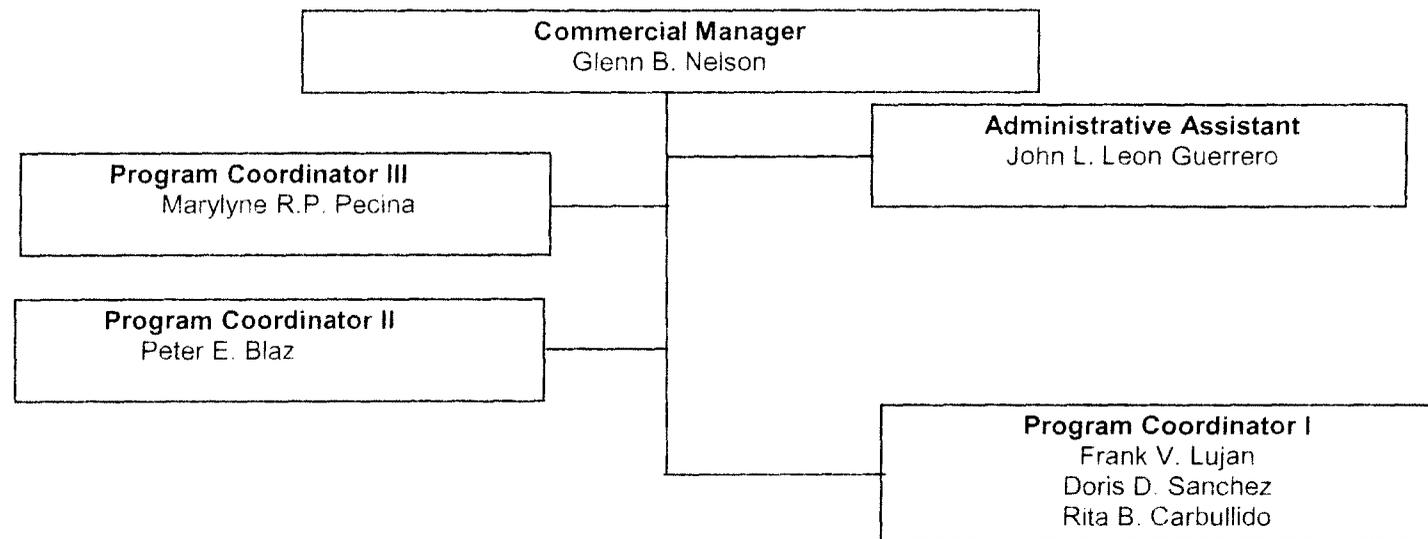
COMMERCIAL SPECIALIST SERIES

	Position Title	Job Evaluation points	Pay Grade, Step		Maximum	
			Sub-Step	Minimum		
1	Commercial Specialist I	765	J-4C	\$ 41,118.00	J-8B	\$ 47,737.00
2	Commercial Specialist II	890	K-5D	\$ 49,266.00	K-9C	\$ 57,196.00
3	Commercial Specialist Supv.	1014	M-4B	\$ 60,315.00	M-8A	\$ 70,024.00

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commerical Port
FISCAL YEAR 2011 ORGANIZATIONAL CHART

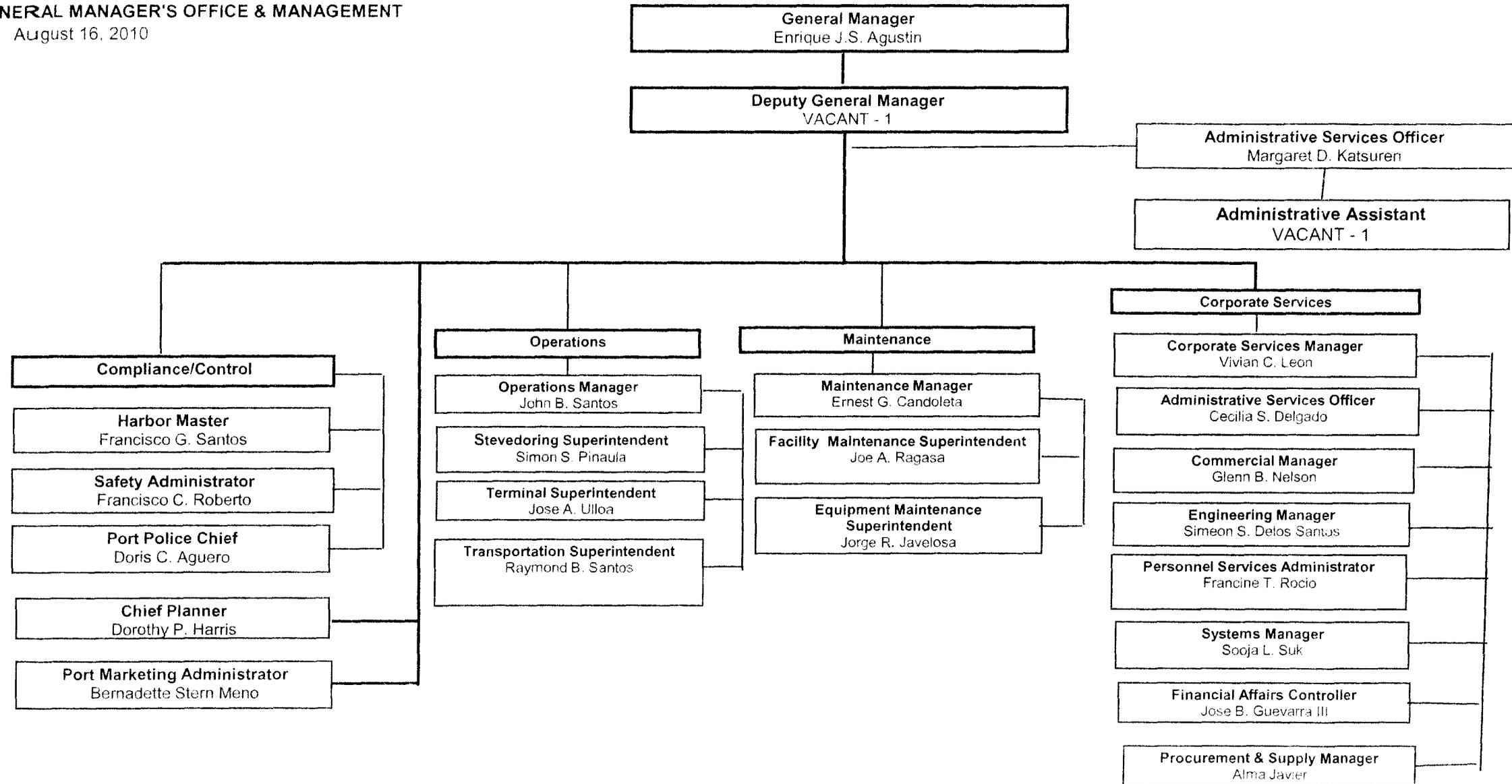
COMMERCIAL DIVISION

August 16, 2010



PORT AUTHORITY OF GUAM
 Jose D. Leon Guerrero Commerical Port
 FISCAL YEAR 2011 ORGANIZATIONAL CHART

GENERAL MANAGER'S OFFICE & MANAGEMENT
 August 16, 2010



PORT AUTHORITY OF GUAM
FY2011
STAFFING PATTERN

POS. NO.	NAME OF EMPLOYEE	POSITION TITLE	GRADE & STEP	SALARY Per Hour	SALARY Per Annum	Next Salary Increment	Employ/ Prom.	Prob. Date	MEDICAL Govern.	DENTAL Govern.	RETIR. Plan	RETIR. Govern.	LIFE INS Govern.	Medicare
COMMERCIAL DIVISION														
710	Glenn B. Nelson	Commercial Manager	N-7D	39.00	79,040.00	10/13/2011			\$1,765.16	\$176.87	DC	\$10,448.22	\$173.94	\$1,146.08
711	Marilyne R. P. Pacina	Program Coordinator III	J-4D	21.62	44,971.00	10/13/2011	10/1/2008		\$3,196.96	\$358.28	DC	\$9,358.17	\$173.94	\$652.06
702	Peter E. Blaz	Program Coordinator II	I-6C	16.78	39,662.40	10/13/2011					DC	\$8,128.89	\$173.94	\$666.40
703	Rita B. Carbulido	Program Coordinator I	G-8C	15.65	32,552.00	10/13/2011								
712	Frank V. Lujan	Program Coordinator I	G-11D	17.81	37,044.80	10/13/2011			\$1,392.04	\$166.00	DC	\$7,709.02	\$173.94	\$537.15
7106	Doris D. Sanchez	Program Coordinator I	G-12B	18.16	37,772.80	10/13/2011					DC	\$7,860.52	\$173.94	\$547.71
623	John L. Leon Guerrero	Administrative Assistant	G-6A	\$14.16	29,461.00	8/16/2011	8/16/2010				DC	\$6,129.13	\$173.94	\$427.07
TOTAL: 7														

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

FUNCTIONAL STATEMENT – COMMERCIAL DIVISION
Fiscal Year 2011

INTRODUCTION

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, 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.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. 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.

BOARD OF DIRECTORS

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.

GENERAL MANAGER

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

DEPUTY GENERAL MANAGER

The Deputy General Manager is under the general supervision of the General Manager. In the absence of the General Manager, the Deputy General Manager serves as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors.

HARBOR MASTER DIVISION

This division is responsible for providing and administering the overall safe and orderly movement, berthing and mooring and traffic of sea vessels within the Apra Harbor area.

PORT POLICE DIVISION

This division is functionally responsible for the protection of life and property through the Agency's security rules and regulations, Guam Criminal and Motor Codes, Maritime Security Act and applicable federal and local security programs, laws, rules and regulations.

OCCUPATIONAL HEALTH AND SAFETY DIVISION

This division is responsible for the compliance and enforcement of the Occupational Safety and Health Act of Guam, federal and local regulations on marine terminal, long shoring and environmental protection statutes.

PLANNING DIVISION

The division is responsible for securing and administering the federal grants in aid; ensuring compliance with federal and local regulations and program guidelines; evaluating the financial feasibility of proposed capital improvement projects; and providing technical advice to management regarding the effectiveness of the Agency's programs, operations or its productivity and efficiency. The division also maintains the Agency's records management program.

MARKETING/PUBLIC RELATIONS DIVISION

Responsible for the planning, developing, coordinating and implementing of the Agency's local, regional and worldwide marketing and communication activities and efforts.

GENERAL ADMINISTRATION DIVISION

The division maintains the Authority's correspondence; responsible for the Authority's internal/external mail distribution, switchboard operations and all major reproduction services.

COMMERCIAL DIVISION

The division oversees all real estate and appurtenances controlled by the Port and responsible for projects pertaining to the planning, organizing, controlling of the property planning and development of the Commercial Port and Industrial Complex and all other Port real property. The division is also responsible for the day-to-day management of the programs and activities involving the operation, maintenance and repair of the marina and its facilities.

ENGINEERING/CIP DIVISION

Responsible for providing management with professional civil engineering work involved in the overall planning, design and construction of seaport facilities. Also responsible for the coordination of the Agency's capital improvement projects in regards to the planning, implementing and monitoring of programs, functions and activities, including coordination with port and harbor agencies on the engineering aspects of cargo handling equipment and other port related operations, facilities, certifications, pollution control.

INFORMATION TECHNOLOGY DIVISION

Responsible for the administration and control of data processing services for informational, financial, personnel, voice and data communications and other management functions.

FINANCE DIVISION

The Finance Division is responsible for the development and maintenance of the Authority's payroll, accounting, and billing functions. Also responsible for the continual review of accounting controls to safeguard all assets and to ensure fulfillment of commitments to management; and for coordinating the annual audit of the authority with an independent public accounting firm retained by the Board of Directors.

Expense Accounting Section

Responsible for accuracy and timeliness of all accounts payables, establishing and maintaining fixed asset property inventory records and validating, auditing and payment of approximately 400 daily/weekly time cards and the issuance of bi-weekly paychecks to include payroll deductions and fringe benefit allotments.

Revenue Accounting Section

Responsible for the invoicing of billable services and use of facilities with the Port tariff provisions, maintenance the general ledger and collection of revenues.

PROCUREMENT AND SUPPLY DIVISION

This division is responsible for the procurement and supply, inventory and surplus property programs for the Agency.

Procurement Section

This section is responsible for ensuring that the General Manager's delegation of procurement authority is safe guarded; ensures that all applicable federal and territorial procurement rules and regulations are adhered to.

Supply Section

This section is responsible for multi-million dollar parts/supplies inventories; operate and maintain the sole parts/supply warehouse for the entire Port Authority.

HUMAN RESOURCES DIVISION

This division is responsible for the development, coordination, planning and administration of a comprehensive personnel program for the Agency. These programs include, but not necessary limited to, position classification and compensation plans, employee development and service functions, employment and recruitment, training, equal employment opportunity, employee relations activities, and the maintenance of personnel records for all employees.

OPERATIONS DEPARTMENT

The Operations Manager is under the general supervision of the Deputy General Manager. The position is responsible for the day-to-day operations and administration of the Transportation, Terminal, and Stevedoring divisions.

TRANSPORTATION DIVISION

The division administers the programs, projects and activities involved in the operation of cargo handling equipment, such as, gantry cranes, straddle hoists, hystainers, forklifts, tractors, etc., for the vessel operations and special service requests.

Dispatcher

Charged with the responsibility of dispatching personnel and equipment assigned to the vessel operations; relaying and recording messages; and the maintenance of records of activities of the division.

Equipment Operator Section

The section is responsible for operating tractors, hystainers, forklifts, and related equipment involved in the movement and storage of container and break bulk cargoes during vessel and normal operations.

Crane Operator Section

The section is responsible for operating the straddle hoists, gantry and stick cranes for the loading and unloading of containerized and break bulk cargoes during vessel and normal operations.

TERMINAL DIVISION

The division administers the programs, projects and activities functionally charged with the responsibility for receiving, recording, storage, transfer, consignment and accountability of transit containerized and break bulk cargoes within the terminal facilities and warehouses.

Cargo Control Section

The section accounts and issues containers received from vessel/customers; maintains control of container movements; records/verifies container locations; operates and accounts for receiving, storage, and issuing break bulk cargoes in the transit warehouses. The section processes and physically inspects all transit vehicles or equipment prior to its issuance or export to consignees.

STEVEDORING DIVISION

The division administers the operations, programs and activities involved in providing vessel operations with the necessary manpower, such as, the lashing and unlashng of containers, loading and unloading of containers and break bulk cargoes , the stuffing and unstuffing of containers, etc. Additionally, the division manufactures and repairs a variety of rigging equipment and devices.

Cargo Handling Section

Provides all manual work for vessel operations, such as, the lashing activities, rigging of cargoes, palletizing of cargoes, stuffing and unstuffing of containers, etc.; and operates vessel winches to load and unload cargoes.

Rigging Section

Manufactures, repairs and operates a variety of rigging equipment and devices, as well as, stocks up and provides necessary rigging equipment and devices for all vessel operations.

MAINTENANCE DEPARTMENT

The Maintenance Manager is under the general supervision of the Deputy General Manager. The position is responsible for the day-to-day operations and administration of the Facility Maintenance and Equipment Maintenance Divisions.

Maintenance Control Section

Coordinates work projects for the maintenance, alteration, repair and upkeep of buildings and grounds and maintenance and repair work projects of equipment and vehicles.

FACILITY MAINTENANCE DIVISION

The division is responsible for the administration of programs, projects and activities involved in the maintenance, alteration, repair and upkeep of the Port facilities, warehouses, trade shops and grounds.

Building Maintenance Section

This section provides all services involved in the construction, maintenance, alteration, and upkeep of wooden structures, such as, offices, doors, windows, floors, cabinets and partitions. Responsible for the installation, alteration and maintenance of the plumbing systems, fittings and accessories.

Refrigeration/Electrical Section

This section is responsible for the installation, maintenance and repair of the central and window-type conditioning units and water cooling systems. In addition, installs, maintains, alters, and repairs electrical systems for the administrative buildings, offices, and trade shops.

Janitorial Section

This section provides custodial services, housekeeping and grounds maintenance work and minor maintenance repair work on the plumbing/electrical systems, office furniture, equipment and building structures.

EQUIPMENT MAINTENANCE DIVISION

This division is functionally charged with the responsibility for the maintenance and repair of all cargo handling equipment, such as, gantry cranes, stick cranes, tractor-trailers, hystainers, straddle hoists, diesel and gasoline-powered light and heavy equipment. In addition, the division provides preventive maintenance work to prevent the corrosion of Port equipment and facilities.

Crane Maintenance Section

This section is functionally responsible for the maintenance and repair of mechanical, electrical and hydraulic systems of the gantry cranes, straddle hoists and stick cranes to ensure that all operating sections have reliable and necessary cargo handling equipment.

Fleet Maintenance Section

This section is responsible for the overhaul, maintenance and repair of diesel and gasoline-powered equipment to ensure that all sections have the necessary and reliable cargo handling equipment to perform their assigned functions.

Corrosion Control Section

This section is responsible for providing preventive maintenance work to effectively prevent or stop the corrosion on the structural framework of the gantry cranes, straddle hoists, stick cranes, tractors, forklifts and vehicles.

Welding Section

This section responsible for providing welding work on the structural framework of the cargo handling equipment and Port's facilities.
