

GUAM WATERWORKS AUTHORITY

578 North Marine Corps Drive
Tumon, Guam 96931
Telephone Nos. (671) 647-1340/7855

32-13-598
Office of the Speaker
Judith T. Won Pat, Ed. D.
Date 12 July 17
Time 3:50
Received by Pat

Speaker Judith T. Won Pat, Ed.D
31st Guam Legislature
155 Hessler St.
Hagatna, Guam 96910

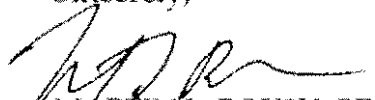
Greetings,

On behalf of the Consolidated Commission on Utilities (CCU) and the Guam Waterworks Authority (GWA), I hereby submit and file, pursuant to Public Law #28-112, Creation of Position:

SENIOR REGULATORY ANALYST

Should you have any questions or concerns, please contact our Personnel Services Division at 647-7855/1340.

Sincerely,


MARTIN L. ROUSH, PE
GENERAL MANAGER

2013 JUL 15 PM 2:29


xc: Personnel Services Division

1 **GUAM CONSOLIDATED COMMISSION ON UTILITIES**
2 **RESOLUTION NO. 33-FY2013**

3 **RELATIVE TO AUTHORIZING AND APPROVING THE CREATION**
4 **OF THE SENIOR REGULATORY ANALYST POSITION FOR**
5 **THE GUAM WATERWORKS AUTHORITY**

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

9
10 **WHEREAS**, the GWA is a Guam Public Corporation established and existing under the
11 laws of Guam; and

12
13 **WHEREAS**, the Guam Waterworks Authority deems it necessary to create the position
14 of Senior Regulatory Analyst; and

15
16 **WHEREAS**, the creation of Senior Regulatory Analyst position is for the efficient and
17 effective performance of duties and functions of the Guam Waterworks Authority’s Water and
18 Wastewater Management areas, optimizing the capabilities of the Authority; and

19
20 **WHEREAS**, the Guam Waterworks Authority’s (“GWA”) management have provided
21 the Consolidated Commission on Utilities (“CCU”) with a Petition (see Exhibit A attached
22 hereto) that complies with the petition requirements mandated by Guam Law which are
23 condition precedent for the CCU to create and amend any new positions in the Classified
24 Service; and

25
26 **WHEREAS**, the Consolidated Commission on Utilities (“CCU”) has the lawful authority
27 under Guam Public Law 28-113 and 28-159, as well the accompanying rules which were
28 approved by the Guam Legislature, to create a list of certified, technical and professional
29 positions on behalf of the Guam Waterworks Authority (“GWA”); and

1 WHEREAS, after further consideration, the Consolidated Commission on Utilities does
2 hereby wish to approve the more accurate certified, technical and professional job listing
3 attached hereto, which does incorporate the new positions approved via this resolution.
4

5 NOW, THEREFORE, BE IT RESOLVED, the Consolidated Commission on Utilities
6 does hereby approve and authorize as follows (see Exhibit A attached hereto):
7

- 8 1. The recitals set forth above hereby constitute the findings of the CCU.
- 9 2. The position is hereby created pursuant to the petition presented to this
10 Commission that is certified by the GWA Human Resources Division as
11 complying in all pertinent ways with the requirements set forth under Guam Law
12 for such petitions:

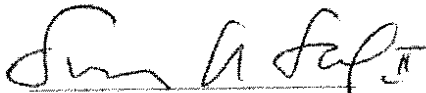
- 13 i. Senior Regulatory Analyst
14

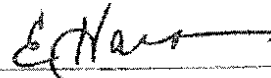
15 RESOLVED, that the Chairman certified and the Board Secretary attests to the adoption
16 of this Resolution.
17

18 DULY AND REGULARLY ADOPTED, this 25th day of June, 2013.
19

20 Certified by:

20 Attested by:

21 

21 

22 SIMON A. SANCHEZ, II
23 Chairperson
24

23 JOSEPH T. DUENAS
24 Secretary

25
26 //

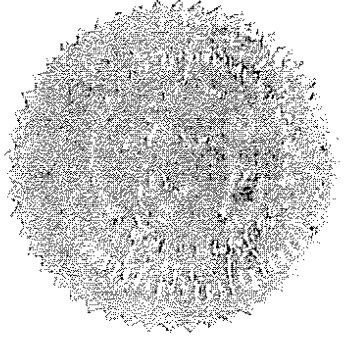
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1 I, Joseph T. Duenas, Board Secretary of the Consolidated Commission on Utilities as
2 evidenced by my signature above do hereby certify as follows:


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

6 AYES: 4
7 NAYS: 0
8 ABSTENTIONS: 0
9 ABSENT: 1
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EXHIBIT A


GUAM WATERWORKS AUTHORITY
PERSONNEL SERVICES DIVISION
578 N. Marine Corp Drive
Tumon, Guam 96913
Telephone: (671) 647-1230/1340

PRESS RELEASE

Guam Waterworks Authority Creation of Position

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to create the following position:

SENIOR REGULATORY ANALYST
(Classified)

This announcement is in compliance with Public Law 28-112 governing transparency and disclosure. The petitions are required by 4GCA, §6205 and §6303 and are public documents for the purposes of 5 GCA, Ch. 10, Art 1; The Sunshine Law.

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Human Resources Section at 647-1230/1340.


Martin L. Roush, PE
General Manager



GUAM WATERWORKS AUTHORITY

578 North Marine Corp Drive
Tumon, Guam 96931
Human Resources Division
(671)647-7855/1340

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the creation of position pursuant to Public Law 28-112, Section 9 (4GCA, Chapter 6, §6303 (3) and to add the position to the Certified, Technical, and Professional (CTP) List B:

SENIOR REGULATORY ANALYST (Classified)

Background Information:

The Guam Waterworks Authority (GWA) has determined a need to create new critical position to carry out its mission towards providing "Good Water Always" to the people of Guam. The Senior Regulatory Analyst will work under the general direction of the General Manager to help direct and manage GWA wide regulatory activities in connection with water and wastewater operations, including administrative, CCU and Public Utilities Commission (PUC) proceedings.

Justification for the new position:

Creation of the Senior Regulatory Analyst position is for the efficient and effective performance of duties and functions of the Guam Waterworks Authority. The creation of this position is necessary to help direct and manage GWA wide regulatory activities in connection with water and wastewater operations, including administrative, CCU and PUC proceedings.

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

The above position is new for GWA. This position provides a higher echelon position within the framework of the Authority in better managing its functions.

Position Description: See attached

Compensation:

Proposed pay range and demonstration of compliance with 4GCA §6301:

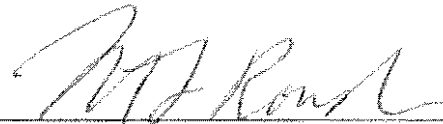
When the job description and qualification factors are taken into consideration and the new position is slotted, the resultant new pay grade under the implemented compensation structure and per annual is as follows:

JOB TITLE	JOB EVAL PTS	PAYGRADE/STEP	MINIMUM	MAXIMUM
SENIOR REGULATORY ANALYST (Classified)	1089	N6-A N9-A	\$73,720.00 Per Annum	\$83,069.00 Per Annum

As indicated in the table above, the salary ranges shown in minimum and maximum are at the 15th market percentile for this classified, certified, technical and professional position and are comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys.

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

GWA certifies that this position is budgeted and that funding is available for the creation, filling and retention of its certified, technical and professional newly created position. The funding of this position does not have an impact on the General Fund.



MARTIN L. ROUSH, PE
GENERAL MANAGER



GUAM WATERWORKS AUTHORITY

578 North Marine Corp Drive
Tumon, Guam 96931
Human Resources Division
(671)647-7855/1430

SENIOR REGULATORY ANALYST (Classified)	
	Job Code:
Department: Compliance and Safety	Approved Date:
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Last Updated:

NATURE OF WORK:

Under direction of the General Manager, this position manages the regulatory activities in connection with water and wastewater utility, including environmental compliance and regulatory compliance. It interacts with regulatory agencies to meet organizational goals and objectives. In addition, it is to advise senior management and others on a broad range of matters including, but not limited to, the Safe Drinking Water Act, Clean Water Act, Clean Air Act, GEPA Compliance, and general regulatory compliance such as PUC stipulations.

ILLUSTRATIVE EXAMPLES OF WORK. (The examples below do not list all the duties which may be assigned)

Protect GWA's water and wastewater resources by participating in the coordination, evaluation, and review of regulatory document filings and issues impacting the water and wastewater resources;

Coordinate and manage multi-disciplinary response teams to analyze and respond to legislative initiatives and regulatory initiatives; and to resolve critical regulatory issues impacting existing and future water and wastewater operations;

Analyze positions, filings, and other documents; weigh the impact of certain actions, positions or proposals; and prepare correspondence, opinions, arguments, interventions, testimony, and presentations outlining GWA's positions;

Develop and maintain relationships with utility regulators, and their staff members; confer with community groups, Guam government agencies, and other associations as necessary;

Protect GWA's interests by monitoring the regulatory and legislative environment; and makes recommendations to senior management. Support Senior Management in regulatory processes involving mandates and conditions affecting the GWA's operations and assets;

Evaluate proposals; weigh the impact of proposals; construct draft positions that advance GWA's interest; and present the GWA's positions.

Direct the development and implementation of management systems, procedures, and standards for compliance and regulatory program evaluation; including developing and maintaining regulatory/compliance calendars to track regulatory/compliance due dates.

Provide for ongoing staff education to inform GWA staff of regulatory and legislative issues; designs and implementation of relevant training and educational programs.

Work collaboratively with the departments and divisions including the General Manager, Engineering, Compliance, Program Management Office, Water and Wastewater Operations, Human Resources, and Finance;

Knowledge of federal, state, and local laws, codes and regulations governing public utility operations; specifically the Safe Drinking Water Act, Clean Water Act, Clean Air Act, PUC stipulations,

Knowledge of local and federal legislative and regulatory processes; concepts of public agency practices; concepts of water and wastewater regulations; and related enforcement action

Develop research projects to determine innovative methods to meet standards of compliance; including the documentation of compliance with applicable laws and regulations;

Assist in the development of environmental planning and regulatory planning activities for GWA; including the documentation of compliance with applicable laws and regulations:

Takes responsibility for environmental compliance and regulatory compliance activities for GWA; including the documentation of compliance with applicable laws and regulations;

Knowledge of procedures on contracting; policies; practices and regulations; techniques and practices for negotiating; techniques and strategies for public speaking; principles and practices of various analytical approaches; interrelationships with relevant external entities;

Ability to represent GWA in administrative proceedings in all regulatory areas including water, wastewater, air quality and other areas as required;

Develop and conduct oral presentations to internal/external audiences; express ideas/facts clearly and concisely to individuals or groups, taking into account the audience and nature of information;

Monitor and manage projects; apply applicable laws, codes, and regulations; determine the potential long-term outcomes of a change in operations; gather data from appropriate sources and identify relevant factors; generate a number of viable alternatives to problems;

Coordinate with external representatives on behalf of the GWA; weigh the relative costs and benefits of a potential action; advise management and develop positions on legislative and regulatory issues related to water and wastewater; critically analyze positions, proposals, filings;

Work with minimal supervision; utilize a personal computer and software relevant to the job;

Communicate effectively orally and in writing; establish and maintain effective working relationships internally/externally.

Other duties or projects as assigned.

MINIMUM EXPERIENCE AND TRAINING:

- A. Six (6) years experience of progressively responsible, directly related work in the environmental compliance, regulatory compliance, public water utility, public wastewater utility industry,
and;
- B. Graduation from an accredited college or university with a Bachelor's degree in Engineering, Science, Public or Business Administration, or closely related field;
or
- C. Any equivalent combination of education, experience and training which provides the minimum knowledge, skills, and abilities required for the position.

NECESSARY SPECIAL QUALIFICATION

Applicant **must** have a valid Guam Driver's License.

Page 4
Senior Regulatory Analyst

RATING EVALUATION AND JOB CREATION DATE:

ESTABLISHED: October 2012

PAYGRADE: MINIMUM: NG-A \$73,720.00 Per Annum
MAXIMUM: N9-A \$83,069.00 Per Annum

JOB EVALUATION POINTS: 1089

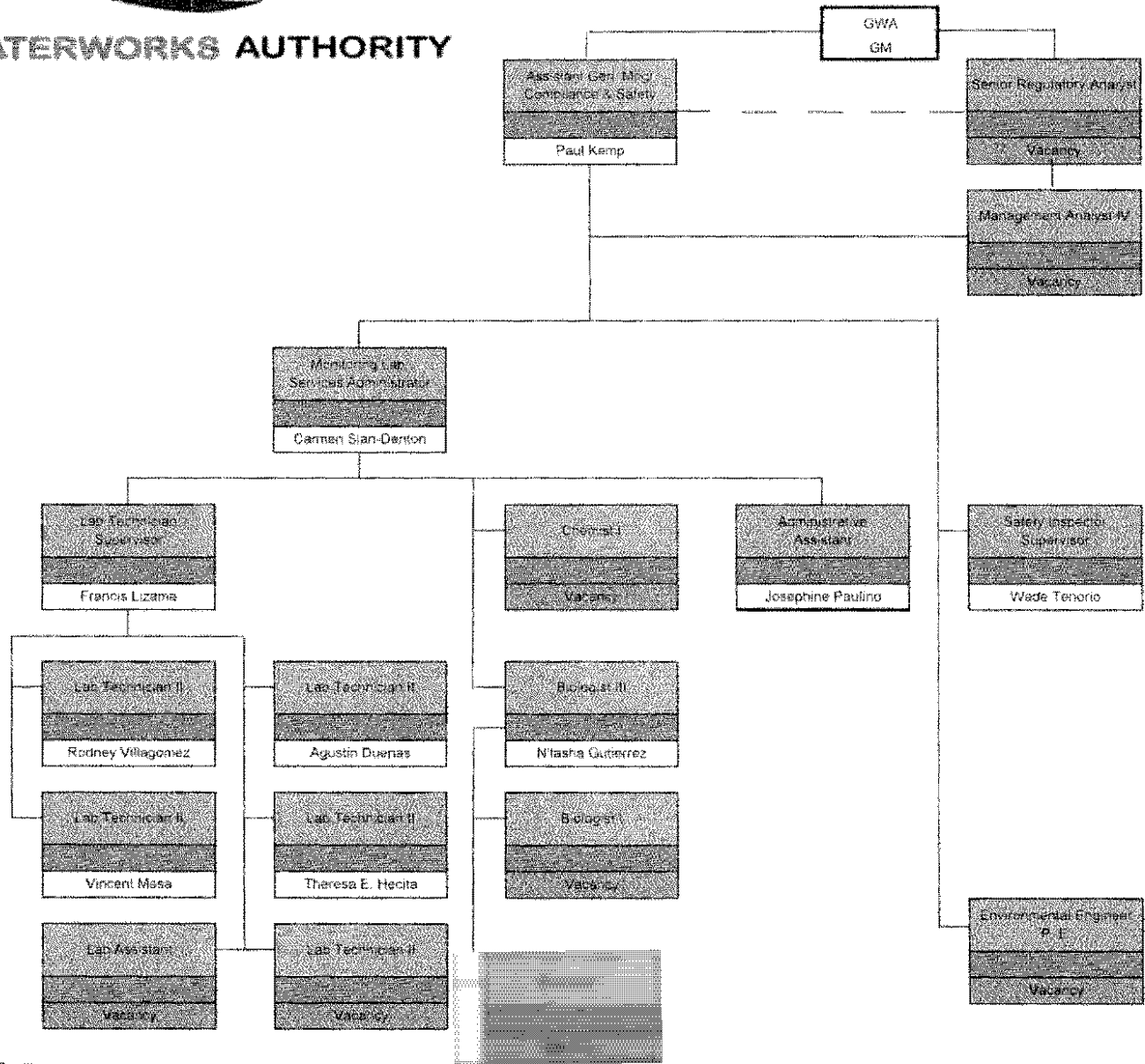


SIMON A. SANCHEZ, II
Chairperson
Consolidated Commission on Utilities



GUAM WATERWORKS AUTHORITY

COMPLIANCE & SAFETY



- GWA Critical Position
- Vacancy

FAX send to:

Date: *June 11, 2013 (Tuesday)*

472-1512 PDN

637-9870 KUAM

477-3982 K-57

648-2007 Marianas Variety

632-1500 MCV

GWA Website Posting: *June 11, 2013 (Tuesday)*

Section 3(C) governing transparency and disclosure.

The Guam Waterworks Authority (GWA) petition the Consolidated Commission on Utilities (CCU) to create the following position(s):

Senior Regulatory Analyst

The petition is in compliance with 4GCA, Chapter 6, §6303 (added by Public Law 28-112/159). The petition is also required by 4GCA, §6205 and §6303 as public documents for the purpose of 5GCA, Chapter 10, Art.1 (Sunshine Law)

6303.1 Transparency and Disclosure

- a) Prompt notice of the posting required by 4GCA §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 petition required by 4GCA §6205 and 6203 are public documents for the purposes of 5GCA, Ch. 10, Art. 1. (Sunshine Law)
- c) Any attempted creation of a position or above step recruitment not in compliance with the provisions of 4GCA, §6205, 6303 and 6303.1(a) is void.

As per PL 28-159, the General Manager shall post the petition on the Authority's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted).

[Home](#) [About GWA](#) [Divisions](#) [Documents](#) [Rates](#) [Rules & Regs](#) [Careers](#) [Bids](#) [GWA Web Mail](#)

CUSTOMER LINKS

[Comment/Report Problem](#)

[Your Bill](#)

[Home](#) > [Careers](#)

[Permits and Applications](#)

Current Guam time: Tue, Jun 11, 2013 at 4:55:24 PM

[Contact Us](#)

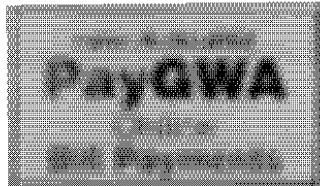
[Para I Manhoben - Kids Corner](#)

Business Hours
 Mon. - Fri. 7:30 a.m. - 6:00 p.m.
 Closed on GovGuam Holidays

Phone: (671) 647-7800/3

Physical Address:
 578 North Marine Corps Drive,
 Tamuning, Guam 96913-4111
adjacent to
 Department of Public Works
 behind Guam Telephone Authority

Mailing Address:
 P.O. Box 3010
 Hagatna, Guam 96910



CAREERS

GWA JOB ANNOUNCEMENTS Only applications received within the open and close dates listed on the respective Job Announcements will be accepted. "Open" job announcements are available to all GWA employees and the General Public for application. "Government Wide " job announcements are solely for Government of Guam employees.

Petition for Creation of Position : Senior Regulatory Analyst

[GovGuam Employment Application Form](#)

Government Wide	Open to Public	Position Description	Announcement Number	Opening Date	Closing Date
	Yes	Senior Engineer, PE	EOE-004-2013	01/31/2013	Continuous
	Yes	Summer Engineering Internship Program	EOE-019-2013	05/06/2013	06/14/2013
	Yes	Heavy Equipment Mechanic Leader	EOE-028-2013	06/10/2013	06/21/2013
	Yes	Equipment Operator IV	EOE-029-2013	06/10/2013	06/21/2013

[Top of Page](#)

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 Paid for by Guam Waterworks Authority

Transmission Report

Date/Time 06-11-2013 10:41:38 a.m. Transmit Header Text GUAM WATERWORKS AUTHORITY
Local ID 1 671-649-0369 Local Name 1 Customer Service

HCV

This document : Confirmed
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Document size : 8.5"x11"

GUAM WATERWORKS AUTHORITY
PERSONNEL SERVICES DIVISION
578 N. Marine Corp Drive
Tumon, Guam 96913
Telephone: (671) 647-1230/1340

PRESS RELEASE

Guam Waterworks Authority Creation of Position

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to create the following position:

SENIOR REGULATORY ANALYST
(Classified)

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For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Human Resources Section at 647-1230/1340.


Martin L. Roush, PE
General Manager

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Abbreviations:

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HR: Host receive PR: Polled remote RP: Report FA: Fail G3: Group 3
WS: Waiting send MS: Mailbox save FF: Fax Forward TU: Terminated by user EC: Error Correct

Transmission Report

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Marianas Variety

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GUAM WATERWORKS AUTHORITY
PERSONNEL SERVICES DIVISION
578 N. Marine Corp Drive
Tumon, Guam 96913
Telephone: (671) 647-1230/1340

PRESS RELEASE

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Martin L. Roush, PE
General Manager

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Transmission Report

Date/Time
Local ID 1

06-11-2013
671-649-0369

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Local Name 1

GUAM WATERWORKS AUTHORITY
Customer Service

R-57

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GUAM WATERWORKS AUTHORITY
PERSONNEL SERVICES DIVISION
578 N. Marine Corp Drive
Tumon, Guam 96913
Telephone: (671) 647-1230/1340

PRESS RELEASE

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Martin L. Roush, PE
General Manager

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HR: Host receive
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PR: Polled remote
MS: Mailbox save

MP: Mailbox print
RP: Report
FF: Fax Forward

CP: Completed
FA: Fail
TU: Terminated by user

TS: Terminated by system
G3: Group 3
EC: Error Correct

Transmission Report

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Martin L. Roush, PE
General Manager

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PRESS RELEASE

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Martin L. Roush, PE
General Manager

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HR: Host receive PR: Polled remote RP: Report FA: Fail G3: Group 3
WS: Waiting send MS: Mailbox save FF: Fax Forward TU: Terminated by user EC: Error Correct

GUAM WATERWORKS AUTHORITY POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

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

I. JOB IDENTIFICATION:

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

II. JOB DESCRIPTION:

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

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

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

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

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

III. MINIMUM QUALIFICATION REQUIREMENTS:

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

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

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

GUAM WATERWORKS AUTHORITY POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: SENIOR REGULATORY ANALYST (Classified)	Official Position No.: _____
Job Location: <u>General Manager</u> <u>Compliance and Safety</u> (Department/Agency) (Division) (Section/Unit)	
Name: _____ Last First Middle Initial	
Pay Grade: <u>N6-A/N9-A</u> <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Position Vacant	
Supervisor: _____ (Name of Direct Supervisor) Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input checked="" type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	<p>Under direction of the General Manager, this position manages the regulatory activities in connection with water and wastewater utility, including environmental compliance and regulatory compliance. It interacts with regulatory agencies to meet organizational goals and objectives. In addition, it is to advise senior management and others on a broad range of matters including, but not limited to, the Safe Drinking Water Act, Clean Water Act, Clean Air Act, GEPA Compliance, and general regulatory compliance such as PUC stipulations.</p>
	<p>Protect GWA's water and wastewater resources by participating in the coordination, evaluation, and review of regulatory document filings and issues impacting the water and wastewater resources;</p> <p>Coordinate and manage multi-disciplinary response teams to analyze and respond to legislative initiatives and regulatory initiatives; and to resolve critical regulatory issues impacting existing and future water and wastewater operations;</p> <p>Analyze positions, filings, and other documents; weigh the impact of certain actions, positions or proposals; and prepare correspondence, opinions, arguments, interventions, testimony, and presentations outlining GWA's positions;</p> <p>Develop and maintain relationships with utility regulators, and their staff members; confer with community groups, Guam government agencies, and other associations as necessary;</p> <p>Protect GWA's interests by monitoring the regulatory and legislative environment; and makes recommendations to senior management. Support Senior Management in regulatory processes involving mandates and conditions affecting the GWA's operations and assets;</p>

Evaluate proposals; weigh the impact of proposals; construct draft positions that advance GWA's interest; and present the GWA's positions.

Direct the development and implementation of management systems, procedures, and standards for compliance and regulatory program evaluation; including developing and maintaining regulatory/compliance calendars to track regulatory/compliance due dates.

Provide for ongoing staff education to inform GWA staff of regulatory and legislative issues; designs and implementation of relevant training and educational programs.

Work collaboratively with the departments and divisions including the General Manager, Engineering, Compliance, Program Management Office, Water and Wastewater Operations, Human Resources, and Finance;

Knowledge of federal, state, and local laws, codes and regulations governing public utility operations; specifically the Safe Drinking Water Act, Clean Water Act, Clean Air Act, PUC stipulations,

Knowledge of local and federal legislative and regulatory processes; concepts of public agency practices; concepts of water and wastewater regulations; and related enforcement action

Develop research projects to determine innovative methods to meet standards of compliance; including the documentation of compliance with applicable laws and regulations;

Assist in the development of environmental planning and regulatory planning activities for GWA; including the documentation of compliance with applicable laws and regulations:

Takes responsibility for environmental compliance and regulatory compliance activities for GWA; including the documentation of compliance with applicable laws and regulations;

Knowledge of procedures on contracting; policies; practices and regulations; techniques and practices for negotiating; techniques and strategies for public speaking; principles and practices of various analytical approaches; interrelationships with relevant external entities;

Ability to represent GWA in administrative proceedings in all regulatory areas including water, wastewater, air quality and other areas as required;

Develop and conduct oral presentations to internal/external audiences; express ideas/facts clearly and concisely to individuals or groups, taking into account the audience and nature of information;

Monitor and manage projects; apply applicable laws, codes, and regulations; determine the potential long-term outcomes of a change in operations; gather data from appropriate sources and identify relevant factors; generate a number of viable alternatives to problems;

Coordinate with external representatives on behalf of the GWA; weigh the relative costs and benefits of a potential action; advise management and develop positions on legislative and regulatory issues related to water and wastewater; critically analyze positions, proposals, filings;

Work with minimal supervision; utilize a personal computer and software relevant to the job;

	<p>Communicate effectively orally and in writing; establish and maintain effective working relationships internally/externally.</p> <p>Other duties or projects as assigned.</p>
<p>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.</p>	

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

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

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

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input checked="" type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

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

Number Supervised	Position Title	Description of Responsibilities
1	Management Analyst III or IV	Assist with documentation and reports

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

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Transport vehicle	10%
Computer, desktop and mobile	80%
Copy machine/printer	10%

VII. JOB REQUIREMENTS

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

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

<p>1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."</p>	
<p><input type="checkbox"/> A. Six (6) years experience of progressively responsible, directly related work in the environmental compliance, regulatory compliance, public water utility, public wastewater utility industry,</p> <p style="text-align: center;">and;</p> <p>B. Graduation from an accredited college or university with a Bachelor's degree in Engineering, Science, Public or Business Administration, or closely related field;</p> <p style="text-align: center;">or</p> <p>C. Any equivalent combination of education, experience and training which provides the minimum knowledge, skills, and abilities required for the position.</p>	
<p>General: An advanced degree may be used to substitute for experience, e. g. a Masters may replace 2 years of experience, a doctorate can replace 4 years of experience.</p>	
<p>Specialized: Experience in regulatory and compliance fields, engineering or related Science based fields e. g. chemistry or biology</p>	
<p>Supervisor / Management: Experience in staff management</p>	
<p>If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.</p>	

2. FORMAL EDUCATION OR TRAINING:

Mark (✓ or X) the **most** applicable education level required.

- a. Below High School – Show Number of Years
- b. High School Graduation / GED
- c. Vocational / Technical School

Show specific training that is required by this position.

- d. Some College

Show number of Semester Hours _____ or Quarter Hours _____.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)

Associate's : _____

Bachelor's: Graduation from an accredited college or university with a Bachelor's degree in Engineering, Science, Public or Business Administration, or closely related field.

Master's: _____

Beyond Masters: _____

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

Knowledge and experience with regulatory issues and compliance.

Ability to prepare and use management and presentation software.

Ability to make presentations to staff, government agencies and the public.

4. LICENSE, REGISTRATION OR CERTIFICATION:

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

Guam Driver's License

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

1. Mark (✓ or X) 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.

- | | | |
|-------------------------------------|--------------------------|--|
| <input 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input type="checkbox"/> | Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input type="checkbox"/> | Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| <input type="checkbox"/> | Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| <input checked="" type="checkbox"/> | Speaking | The job requires expressing ideas by the spoken word. |
| <input type="checkbox"/> | Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input type="checkbox"/> | Other | Describe the requirement.

_____ |

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

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | General Intelligence (typical requirement for machine operators, office staff, etc.) |
| <input type="checkbox"/> | Motor Coordination Skills (typical for automotive mechanic, painter, etc.) |
| <input type="checkbox"/> | Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input checked="" type="checkbox"/> | Verbal Intelligence (typical for counselors, customer service representatives, etc.) |
| <input type="checkbox"/> | Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.) |
| <input checked="" type="checkbox"/> | Other: <u>Understanding of regulatory environment/compliance issues and the ability of communicate the information to co-workers and the public.</u>
_____ |

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

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

- | | |
|-------------|---|
| <u>85</u> % | Indoors in a comfortable temperature-controlled environment (for instance, in an office). |
| _____ % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| <u>15</u> % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.) |
| _____ % | Outdoors but in an enclosed vehicle protected from extreme weather conditions. |

4. Other physical working conditions

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

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

<5 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

 % Vibration (i.e., operating jackhammer, impact wrench).

 <5 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

 % An improperly illuminated or awkward and confining work space.

 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

 % Lifting or carrying items or objects. Describe item/object and weight:

≤15 % Heat. Describe source and degree of high temperature.
Field inspections of GWA projects and facilities – (outdoors).

 % Cold. Describe source and degree of cold temperature:

 % Other hazards. Describe:

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

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Field inspections of GWA projects and facilities	Up to 15% of work time. Variable

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

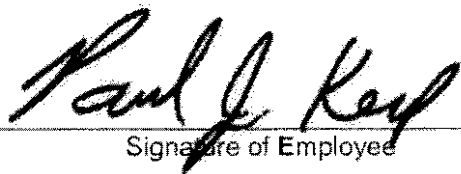
Regular – Standard Eight (8) hours daily, Monday – Friday

Irregular – Shift work – A 24-hour work operation.

Regular / Irregular – Overtime hours with overtime pay entitlement
 State Purpose and Total Hours required per pay period:

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

The information given on this position is complete and correct.



Signature of Employee

05/11/2013

Date

VIII. SUPERVISOR'S REVIEW

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

a.	<p>(1) Has the employee correctly stated his or her official payroll position title? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what is the correct title? _____</p>								
b.	<p>(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____</p>								
c.	<p>What positions under your supervision perform the same essential functions Give name and title:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">N/A</td> <td></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Title	N/A					
Name	Title								
N/A									
d.	<p>Does this position require (mark one)</p> <p><input type="checkbox"/> Immediate supervision on a regular basis, <input type="checkbox"/> Immediate supervision only for new/complex tasks, or <input checked="" type="checkbox"/> Little immediate supervision.</p>								
e.	<p>Does the employee participate in (mark those appropriate) the</p> <p><input checked="" type="checkbox"/> Formulation, <input checked="" type="checkbox"/> Interpretation, and/or <input checked="" type="checkbox"/> Application of Agency/Department policy. Give examples:</p> <p>_____ Senior Regulatory Analyst will review regulatory compliance requirements and schedules and enlist support for and direct tasks required _____ _____</p>								
f.	<p>The employee (mark one)</p> <p><input type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input checked="" type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.</p>								

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

 Signature of Immediate Supervisor

06/11/2013

 Date

 Signature of Department/Agency Head

 Date

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title

Name

Classification Correct: [] Yes [] No

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

Approved by: _____
Human Resources Manager

Date