



GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN
P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

November 14, 2013

EXE/SP/2014-011
MEMORANDUM

TO: Honorable Tina Rose Muna Barnes
Legislative Secretary, 32nd Guam Legislature

FROM: General Manager

SUBJECT: **Filing of Creation of Position**

32-13-990
Office of the speaker
Judith T. Won Pat, Ed. D.
Date 11-20-13
Time 10:55 am
Received by: [Signature]

In accordance with §6303 (d) of Title 4, Guam Code Annotated, transmitted herewith is a copy of GPA Resolution No. 2013-54 adopted and approved by the Consolidated Commission on Utilities (CCU) on November 12, 2013, relative to the creation of a Risk Analyst position.

The above position was created in the classified service and is included in the list of certified, technical and professional positions. This position is critical towards improving the efficiency and oversight of the Fuel Hedging process for the Guam Power Authority.

Si Yu'os Ma'ase.

JOAQUIN C. FLORES, P.E.

Attachments

2013 Nov 14 10:04 AM [Signature]

090

Office of the Legislative Secretary
Secretary Tina Rose Muna Barnes
Date 11-20-13
Time 9:39
Received by: [Signature]

1 **CONSOLIDATED COMMISSION ON UTILITIES**

2 **RESOLUTION NO. 2013-54**

3
4 ***RESOLUTION RELATIVE TO THE CREATION OF THE RISK ANALYST POSITION***

5
6 **WHEREAS**, the General Manager, Guam Power Authority petitions the Consolidated
7 Commission on Utilities (CCU) to create a Risk Analyst position in the classified service, and
8

9 **WHEREAS**, Public Law 28-112 and 4 GCA §6303 (d) authorizes the creation of
10 positions in Autonomous Agencies and Public Corporations; and
11

12 **WHEREAS**, the Guam Power Authority is a public corporation established and existing
13 under the laws of Guam; and
14

15 **WHEREAS**, the creation of this position is critical towards improving the efficiency and
16 oversight of the Fuel Hedging process for the Guam Power Authority; and
17

18 **WHEREAS**, the creation of this position will provide support to the Finance Division in
19 areas of cost of service study reporting, financial projections, development of revenue
20 requirements for base rate petitions, development of power point presentations, and drafting
21 petitions and testimony for the Public Utilities Commission (PUC); and
22

23 **WHEREAS**, the Guam Power Authority's (GPA) management have provided the CCU
24 with a petition (see Exhibit A attached hereto) that complies with the petition requirements
25 mandated by Guam Law which are condition precedent for the CCU to create and amend any
26 new positions in the classified service; and
27

28 **WHEREAS**, the CCU has the lawful authority under Guam Public Law 28-113 and 28-
159, as well as the accompanying rules which were approved by the Guam Legislature, to

1 create a list of certified, technical and professional positions on behalf of the Guam Power
2 Authority;

3
4 **WHEREAS**, after further consideration, the CCU does hereby wish to approve the more
5 accurate certified, technical and professional job listing (see Exhibit B attached hereto), which
6 incorporates the new position approved via this resolution.

7
8 **NOW THEREFORE, BE IT RESOLVED**, by the Consolidated Commission on Utilities
9 does hereby approve and authorize as follows:

10
11 The Risk Analyst position is hereby created pursuant to the petition presented to the
12 CCU that is certified by as complying in all pertinent ways with the requirements set forth
13 under Guam law for such petition.

14
15 **RESOLVED**, that the Chairman certified and the Secretary attests to the adoption of this
16 Resolution.

17
18 **DULY AND REGULARLY ADOPTED** this 12th day of November, 2013.

19
20 **Certified by:**

Attested by:

21
22 

23
24 **SIMON A. SANCHEZ, II**
25 Chairperson
26 Consolidated Commission on Utilities

27 

28
JOSEPH T. DUENAS
Secretary
Consolidated Commission on Utilities

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

2
3 The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the
4 members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly
noticed and advertised at which meeting a quorum was present and the members who were present
voted as follows:

5 AYES: _____ 4
6 NAYS: _____ 0
7 ABSTENTIONS: _____ 7 PLS
8 ABSENT: _____ 1



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P.O. BOX 2977 HAGATNA, GUAM U.S.A. 96932-2977

STAFF REPORT

REQUEST:

The General Manager, Guam Power Authority requests and petitions the Consolidated Commission on Utilities (CCU) to create the following position in the classified service pursuant to Public Law 28-112:

- Risk Analyst

AUTHORITY:

Section 9, 4 GCA §6303 (d) states:

"Creation of positions in the Autonomous Agencies and Public Corporations.

(1) The petition of the head of an agency, department or public corporation listed in the first paragraph of 4 GCA §4105(a) of this Title to create a position shall include:

- A. *the justification for the new position;*

Creation of this position is critical towards improving the efficiency and oversight of the Fuel Hedging process for the Guam Power Authority. The Authority is routinely exposed to the price risk of fuels and diesel to generate electricity. In most cases, it imposes a substantial and direct risk (or opportunity) to the cost effectiveness of the Authority and wellbeing of its customers. Managing this risk is important to the success of GPA as it we try to limit the energy cost adjustments.

- B. *the essential details concerning the creation of the position; (see classification review below)*

- C. *an analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4 GCA §4101.1.(d);*

The duties and responsibilities of this position are to design and maintain risk management reports and conduct analysis with the Hedging Program. The position will also provide support to the Assistant Chief Financial Officer in areas including cost of service study reporting, financial projections, development of revenue requirements for base rate petitions, development of power point presentations, drafting petitions and testimony for the Public Utilities Commission (PUC). This position is much needed towards the strategic goals of the Authority and fulfillment of its mission.

- D. *the position description; (see attached)*
- E. *the proposed pay ranges and demonstration of compliance with §6301 of this Title; (see below) The GPA's compensation plan was authorized by P.L. 28-159 and approved by the CCU in October 2007. The proposed compensation is in accordance with the Strategic Pay Plan Methodology.*
- F. *a fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.*

The Guam Power Authority is responsible for the funding availability for these positions and is in compliance with all applicable laws, rules and regulations regarding the creation, filling and retention of positions in certified, technical and professional positions. The funding of these positions has no financial impact to the General Fund.

- (2) *The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition along with evidence of his compliance with 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.*
- (3) *No new position may be filled until after compliance with the provision of this section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary."*

METHODOLOGY:

Information was gathered by the consulting firm of Alan Searle & Associates to obtain market data utilizing both the internet and data from their databases from other public utilities associated with APPA and nationwide. The staff reviewed the duties associated with the proposed creations as indicated in the position description forms. In evaluating this position, the Strategic Pay Job Evaluation Methodology was also utilized and its overall job evaluation points were determined based on a total of twelve (12) measurement factors. (Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisory/Managerial Responsibility).

REVIEW:

In 2012, GPA filed a request with the Guam Public Utilities Commission (PUC) for approval of its Risk Management Procedures for its fuel hedging program. However, the PUC ordered several action items which included seeking approval of a fuel hedging program for GPA. However, approval of this program is considered conditional based on acceptance of the recommendations in the Georgetown Consulting Group (GCG)

report (a consulting study that recommends the adoption of fuel hedging policies and procedures). Additionally, once GPA has adopted a Risk Management Policy, they shall begin to manage its risks involved with purchasing fuel to produce electricity. GPA will also be responsible to conduct risk management activities consistent with its overall mission and objectives of appropriate risk mitigation, and will not enter into any speculative transactions for volumes of forecasted fuel needs. In summary, utilizing a fuel hedging program, GPA will be able to manage its fuel costs in accordance with the Risk Management Policy. Fuel hedges are critical and are normal tools used by utilities to smooth the costs of power production and assist in managing fuel commodity price risk.

FINDING:

1. The Risk Analyst position shall report to the Assistant Chief Financial Officer in the Finance Division of the Guam Power Authority.
2. Based on the position's functions, it is determined that the minimum experience and training is:

Six (6) years professional experience in risk investment/management systems and graduation from a recognized college or university with a Bachelor's degree in Economics, Statistics, Finance or Accounting.
3. The proposed minimum and maximum range of compensation will be in accordance with the Strategic Pay Methodology (15th Market Percentile).

Minimum Range (Step 4)				Maximum Range (Step 16)			
Risk Analyst							
Base Salary	Grade	Step	Sub-step	Base Salary	Grade	Step	Sub-step
52,280	K	7	C	59,519	K	10	C

RECOMMENDATION:

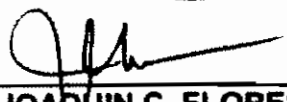
To approve the creation of the Risk Analyst position in the classified service and add it to the list of the certified, technical and professionals (CTP) category of positions.



SANDRA D. PEREZ
 Personnel Specialist IV



JULIE L. QUINATA
 Personnel Services Administrator



JOAQUIN C. FLORES, P.E.
 General Manager, GPA



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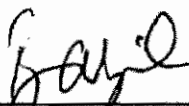
MEMORANDUM

TO: GENERAL MANAGER
FROM: CHIEF FINANCIAL OFFICER
DATE: MARCH 18, 2013
RE: APPROVAL OF CREATION OF RISK ANALYST POSITION

As you know, the Public Utilities Commission has been placing great pressure on the Guam Power Authority to make progress towards the implementation of our Fuel Hedging program. As you are aware, we have been unable to make significant progress to the establishment of the program due to the complex nature of the task requirements and the limited resources available to the Finance Department

We have requested our Fuel Hedge consultant to develop an appropriate job description for the implementation of the program. He has provided us the job description entitled Risk Analyst and the attached job description. We have amended the job description due to the expectation that full time dedication to the program will be required each day of the week. As you know, the majority of time for this position will be funded through the Levelized Energy Adjustment Clause (LEAC).

We are requesting your authorization to proceed with the creation of this position as soon as possible. Thank you for your consideration of this matter.



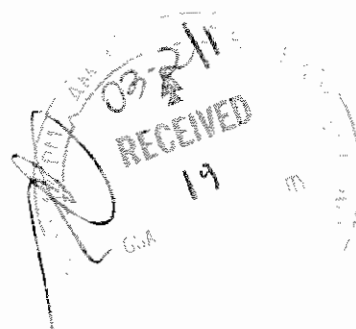
RANDALL V. WIEGAND

APPROVED BY:



JOAQUIN C. FLORES, P.E.
GENERAL MANAGER

cc GM_CFO 011-13
Ma. J. Quinata, Personnel Services Administrator



RISK ANALYST

NATURE OF WORK:

This position is responsible to design and maintain risk management reports and analysis associated with the Guam Power Authority's Hedging Program. The position will also provide support and assistance to the Finance Division in areas including cost of service study support, financial projections, development of revenue requirements for base rate petitions, development of power point presentations, drafting petitions and testimony for the Public Utilities Commission (PUC).

ILLUSTRATIVE EXAMPLES WORK: (Any one position may not include all the duties listed no do the examples cover all the duties which may be performed.)

Administers the implementation of fossil fuel price risk management program (Hedging Program).

Reports to senior management and proactively discloses any material issues that may arise in the business that may impact the Hedging Program's restrictions.

Interacts with outside consultants and hedging counterparts.

Compiles reports, presentations and other visual materials to highlight the effects of risks and proposed solutions.

Monitors and assesses the post-period implementation of risk management strategies.

Supports and executes validation of the performance of quantitative models used or developed including establishment of back-testing process; document the risk analytics used to select methodologies.

Designs and maintains risk management reports and analysis using Microsoft Excel and other business analysis software.

Manipulates large data files to identify trends, make business recommendation, and provides data extractions to business partners.

Performs daily updates of cost of service studies.

Assists in the development of cost of service studies.

Assists in drafting revenue requirement testimony for the Public Utilities Commission.

Assists in the preparation of power point presentations.

Provides support to the Authority's rate team.

Assists with providing support to bondholders.

Other assignments as required by the Chief Financial Officer and/or the Assistant Chief Financial Officer.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of statistics and other analytical tools.

Knowledge of the theory, principles, and practices of accounting including governmental, cost, and/or utility accounting.

Knowledge of the principles and practices of management.

Working knowledge of financial markets.

Ability to work with Financial Energy Regulated Coding (FERC) chart accounts.

Ability to work with financial statements.

Ability to work with cost of service studies.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

Ability to work independently

Strong analytical, statistical, qualitative and quantitative skills.

MINIMUM EXPERIENCE AND TRAINING:

Six (6) years professional experience in risk investment/management systems and graduation from a recognized college or university with a Bachelor's degree in Economics, Statistics, Finance or Accounting.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's License.

ESTABLISHED: November 12, 2013



SIMON A. SANCHEZ, II, Chairman
Consolidated Commission on Utilities

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

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

I. JOB IDENTIFICATION:

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

II. JOB DESCRIPTION:

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

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

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

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

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

III. MINIMUM QUALIFICATION REQUIREMENTS:

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

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

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

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>Risk Analyst</u>		Official Position No.: _____	
Job Location:	<u>CFO/ GPA</u> (Department/Agency)	<u>Finance</u> (Division)	<u>Chief Financial Office</u> (Section/Unit)
Name: _____			
	Last	First	Middle Initial
Pay Grade:	_____ [] Classified	[] Unclassified	[] Position Vacant
Supervisor:	<u>Corazon Montellano</u> (Name of Direct Supervisor)	<u>Assistant Chief Financial Officer</u> Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [] (1), [] (2), [] (3)</p>
	Administration of the implementation of the Fossil Fuel Price Risk Management program (Hedging Program)
	Periodically reports to Senior Management and proactively disclose any material issues that may arise in the course of business that may impact the Hedging program's restrictions.
	Performs daily updates of GPA's Fuel Hedging statistical model
	Develops optimal fuel hedging strategies
	Interfaces with fuel oil traders, fuel hedge/regulatory consultants and "other" consultants and the Public Utilities Commission (PUC).
	Coordinates work with business units and divisions within the Authority to support the Fuel hedging committee and Rate Team.
	Monitors daily spot market prices of fuel and inputs data into fuel hedging statistical model
	Recommends hedging transactions for execution
	Compile reports, presentations and other visual materials to highlight the effect of risks and proposed solutions
	Monitors and assesses post-period implementation of risk management strategies
	Support and execute validation of the performance of quantitative models used or developed including establishment of back-testing processes; document the risk analytics used to select methodologies
	Design and maintain risk management reports and analysis using Microsoft Excel and other business analysis software
	Manipulation of large data files to identify trends, make business recommendations, and to provide data extractions to business partners
	Assist in the development of cost of service studies, drafting revenue requirements, retail rate design and testimony and petitions for the PUC.
	Assist with providing support to bondholders
	Assists in the development of power point presentations to present financial information to the Consolidated Commission on Utilities and outside parties.
	Assist CFO section in the preparation of power point presentations
	Provide support to the GPA Rate team

	May be required to attend meetings and/or attend work at other locations other than primary work location
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
	Perform other assignments as required by the Chief Financial Officer and Assistant Chief Financial Officer

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

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

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

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input checked="" 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 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 EXERCISE** . The employee/jobholder supervises or employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
No direct supervision of personnel		

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
Office Machines (Word Processor)	
Calculator	
Copying Machine	
PC	

VII. **JOB REQUIREMENTS**

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

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

1. WORK EXPERIENCE : List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."	
<input type="checkbox"/> No work experience is required.	
General: Good written and verbal communication skills	
Specialized: Strong analytical, statistical, qualitative and quantitative skills	
Proficient in using the MS-Excel and other desktop applications. Visual Basic, C++ or other programming language a plus.	
Working knowledge of financial markets	
Excellent presentation skills (including oral and written) and ability to create meaningful management reports from various sources	
Exceptional time management skills , able to respond to changing priorities	
Ability to work independently and accurately with a high regard for attention to detail	
Experience working with Federal Energy Regulated Coding (FERC) Chart of accounts	
Experience working with financial statements	
Experience working with cost of service studies	

Supervisor / Management:	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
2. FORMAL EDUCATION OR TRAINING:	
Mark (✓ or X) the most applicable education level required.	
a.	<input type="checkbox"/> Below High School – Show Number of Years
b.	<input type="checkbox"/> High School Graduation / GED
c.	<input type="checkbox"/> Vocational / Technical School
Show specific training that is required by this position.	
d.	<input type="checkbox"/> Some College
Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	
e.	College Degree (Show major area of study required.)
	<input type="checkbox"/> Associate's : _____
	<input checked="" type="checkbox"/> Bachelor's: <u>Bachelor's degree in Economics, statistics and Finance / Accounting or technical field</u>
	<input type="checkbox"/> Master's: _____
	<input type="checkbox"/> Beyond Masters: _____
3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.	
Or (6) six years prior relevant experience	
4. LICENSE, REGISTRATION OR CERTIFICATION:	
List possession of required license, professional registration/certification needed to perform essential functions.	
Must possess a valid state of 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.

- [x] 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).
- [x] 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 Describe the requirement.

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

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

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

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

- 100 % 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.)
- _____ % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- _____ % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

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

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

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

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

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

- ____ % Other hazards. Describe:

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

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

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:

Must be willing and able to work the schedule to meet the requirements of the position.

The information given on this position is complete and correct.

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block to Be Filled Out Only By the Direct Supervisor

a. (1) Has the employee correctly stated his or her official payroll position title? [] Yes [] No (2) If not, what is the correct title? _____								
b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No (2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c. What positions under your supervision perform the same essential functions Give name and title: <table border="0" style="width: 100%;"><tr><td style="width: 60%; text-align: center;">Name</td><td style="width: 40%; text-align: center;">Title</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title							
_____	_____							
_____	_____							
_____	_____							
d. Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.								
e. Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency/Department policy. Give examples: _____ _____ _____								

Special Requirements:

1. **Must maintain a valid telephone number**

- f. The employee (mark one)
- Performs routine, well-defined tasks,
 - Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or
 - Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

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

Arnell

Signature of Immediate Supervisor

4/20/13

Date

JW

Signature of Department/Agency Head

4/30/13

Date

IX.

Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title

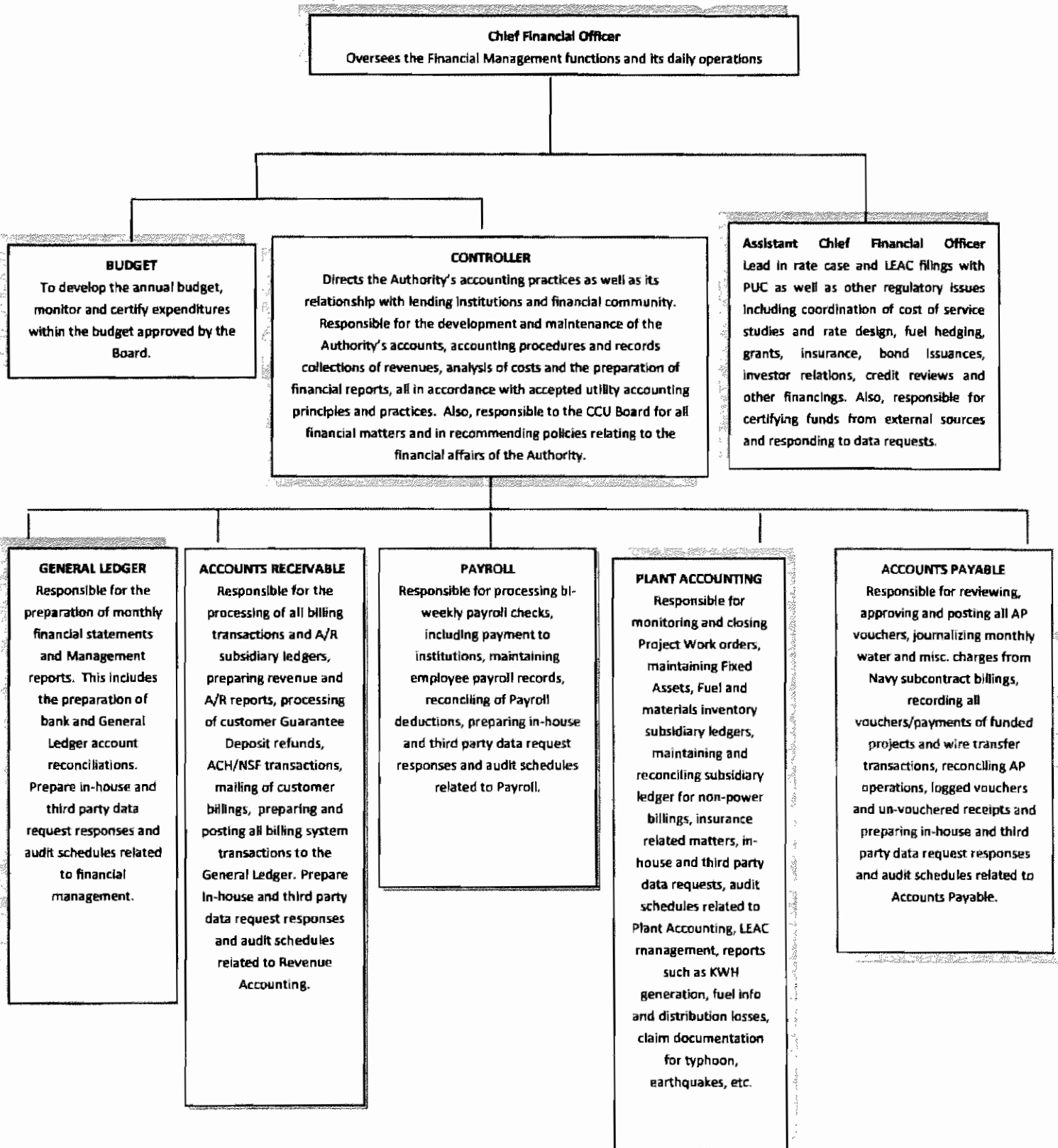
Name

Classification Correct: Yes No

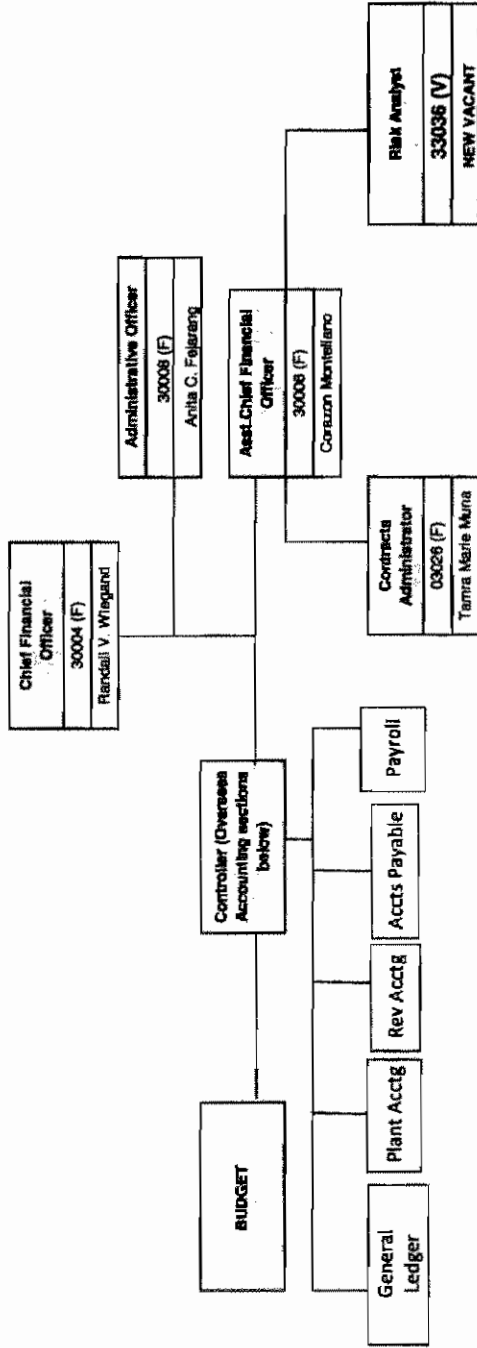
If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager

Date



(FINANCE DIVISION - OVERALL)



Implementation Range - 15th Market Percentile (Step 4)

GPA	Y	Rtn Analyst	MARKET DATA (at 15th Market Percentile)	Step	Market Base Salary	Regression Base Salary	Midpoint (Market Base Salary with Regression Base Salary)	Midpoint Base Salary as a % of Market Base Salary	Adjusted Base Salary to 89% Cap	Adjusted Base Salary to 105% Cap	Structural Adjustment - MIN (Step 4)				Structural Adjustment - MAX (Step 6)				
											Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step	
				916	86,718	62,406	96,592	109.07			59,554	62,820	K	7	C	86,519	K	10	C

