

GUAM ENVIRONMENTAL PROTECTION AGENCY

AHENSIAN PRUTEKSION LINA'LA GUAHAN

EDDIE BAZA CALVO
GOVERNOR OF GUAM

RAY TENORIO
LT. GOVERNOR OF GUAM

ERIC M. PALACIOS
ADMINISTRATOR

YVETTE CRUZ
DEPUTY ADMINISTRATOR

P.O. BOX 22439 BARRIGADA, GU 96921

EPA.GUAM.GOV

March 27, 2014

The Honorable Tina Muña-Barnes
Legislative Secretary
32nd Guam Legislature
155 Hessler Place
Hågatña, Guam 96910

Office of the Legislative Secretary
Senator Tina Rose Muña Barnes
Date 3-28-14
Time 8:00 am
Received by E. Alvarado

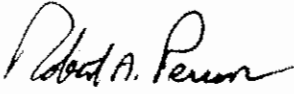
Håfa Ådai Senator Muña-Barnes,

Pursuant to Public Law 32-100, the Guam Environmental Protection Agency (Guam EPA) Board of Directors hereby submits *Resolution #014-003* approving the Operational Plan created by Guam EPA relative to the Guam Beverage Container Recycling Act of 2010. As required by Law, the aforementioned *Operational Plan* is comprised of the following information:

- Implementation Strategy
- Organizational Chart
- Staffing Pattern
- Position Description
- Draft Budget

If you have any questions or require clarification of any of the submitted information, please contact Ms. Sabrina Sablan-Cruz, the Recycling Coordinator, at 300-4751 or via email sabrina.cruzsablan@epa.guam.gov.

Sincerely,


ROBERT A. PERRON
Board Chairman

32-14-1447
Office of the Speaker
Ludith T. Torres, Ed. D.
Date 3/28/14
Time 9:05 am
Received by [Signature]

CC: Administrator, Guam EPA
Attachments

1447

Todo Y Nilala Y Tano Man Uno ~ All Living Things Of the Earth Are One



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THE GUAM ENVIRONMENTAL PROTECTION AGENCY BOARD OF DIRECTORS

Pursuant to Public Law 32-100, hereby approves the
Operational Plan Relative to the
Guam Beverage Container Recycling Act of 2010

Approved this day: March 20, 2014

Resolution Number #014-003

ROBERT A. PERRON
Guam EPA Board Chairman

As Witnessed This Day By:

TERRENCE BROOKS
Guam EPA Board Vice Chairman

3/20/2014

MARIA DUENAS
Guam EPA Board Secretary

Guam Environmental Protection Agency
Office of the Administrator

RECEIVED
4:30 PM
3/27/14



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The Implementation of the *Guam Beverage Container Recycling Act*

AUTHORITY

As per 10 Guam Code Annotated (GCA) Chapter 44, the Guam Environmental Protection Agency Board of Directors (hereinafter referred to as Board) has the responsibility to implement the Guam Beverage Container Recycling Act (GBCRA). The Board has tasked the Administrator to implement the GBCRA. Public Law 24-304 established the Solid Waste Management Program (SWMP) under the Air and Land Division to be responsible for various waste reduction functions inclusive of establishing and managing promotional programs for recycling, composting and recovery of resources.

The Guam Environmental Protection Agency (Guam EPA) has evaluated similar programs implemented in the United States and consulted subject matter experts on developing and implementing a successful program as mandated in Public Law 30-221 as amended by Public Law 32-100 (hereinafter referred as Guam Beverage Container Recycling Act or GBCRA). After careful review and consideration, Guam EPA believes the following milestones to be completed to ensure the successful implementation of the GBCRA:

I. Statute Amendment

Guam EPA requires an assessment on the extent of the regulated universe encompassed under the GBCRA. The valuable information obtained, such as the average quantity and types of beverage containers imported into Guam, will enable this Agency to plan, develop and implement a system that will ensure a successful beverage containers recycling program.

Currently, Deposit Beverage Distributors will not provide this information to this Agency due to issues regarding proprietary information. Therefore, Guam EPA is recommending the following *amendment* to Public Law 30-221:

Guam Beverage Container Recycling Act, Chapter 44, Section 44107(a) to require Deposit Beverage Distributors to register with the Department within 60 days upon the passage of the the amendment and begin reporting to the Department the amount of deposit beverage containers sold on a monthly basis.

II. Regulations

The regulations are currently in their 5th revision. Once the final amendment to the statute is completed, the regulations will be finalized.

III. Memorandum of Agreement (MOA)

As per the GBCRA, the program cannot be implemented or deposit fees cannot be collected until a voluntary agreement has been reached with the military commands on Guam. The SWMP does not believe that the signing of an MOA will be problematic as the military command has previously expressed its support for the GBCRA. The SWMP believes that the optimum time to approach the military regarding signing an MOA would be immediately after the promulgation of the Rules and Regulations.

IV. Market Analysis of Distributors, Wholesalers and Retail Establishments

To ensure that the deposit fees are properly collected, the program needs to identify and register all wholesalers and distributors who sell deposit beverage containers on island. Forms need to be created for wholesalers and distributors to register and report the amount of deposit beverage containers sold by them and the deposit fees that will be paid to the Agency for the beverage containers. As stated earlier, an amendment must be made to Chapter 44 Section 44107 (a) to compel Deposit Beverage Distributors to register with department and begin reporting the amount of deposit beverage containers sold on a monthly basis so that staffing and budgeting for the program can be properly planned for. To date, no one will provide this information to the Department on the grounds of proprietary information.

Additionally, all retail establishments that sell deposit beverage containers must identified so that enforcement and compliance officers of the program can inspect them and ensure that all deposit beverage containers are properly labeled to ensure that deposits fees are collected and paid. The program must ensure that unlabeled deposit beverage containers are removed from shelves and not sold.

V. Redemption Centers

Redemption Centers must be set up around the island that will be convenient for consumers to redeem deposit beverage containers. The program will determine the number and location of these redemption centers that are necessary for the success of the program. Forms will be created to register and permit these redemption centers.

VI. Accounting System

In order to successfully implement the GBCRA, an accounting system must be created that tracks the number of beverage containers sold by distributors and the deposits fees collected for those beverage containers and also be able to track the information from redemption centers and the handling fees requested by them from consumers redeeming deposit beverage containers. The collection of deposit fees and the payout of handling fees to redemption centers

are the two most crucial elements in the success of the GBRCA. The program must ensure that it collects the fees for the sale of deposit beverage containers and pays out handling fees in a timely manner. The Hawaii Department Of Health, in which Guam has modeled its bottle bill around, has a ten day turnaround time for invoice payments from the program to certified redemption centers.

VII. Enforcement

To ensure compliance with the GBCRA, there must be staff to conduct inspections of distributors, wholesalers, retail establishments and redemption centers. The compliance measures for these businesses must be in the regulations and reflected in the registration of wholesalers or distributors and the permit conditions of redemption centers. Enforcement fines matrix must also be created for noncompliance of the regulations.

VIII. Public Outreach

The SWMP must do an extensive public outreach campaign to get the consumers educated on the deposit beverage containers and the process of redeeming their deposit beverage containers. Additionally, public outreach must also be conducted with deposit beverage distributors to advise them of the requirements of registering, record keeping and remittance of deposit fees. Furthermore public outreach must be conducted for redemption center to ensure they are abreast of the requirements and any changes in the process of running a redemption center.

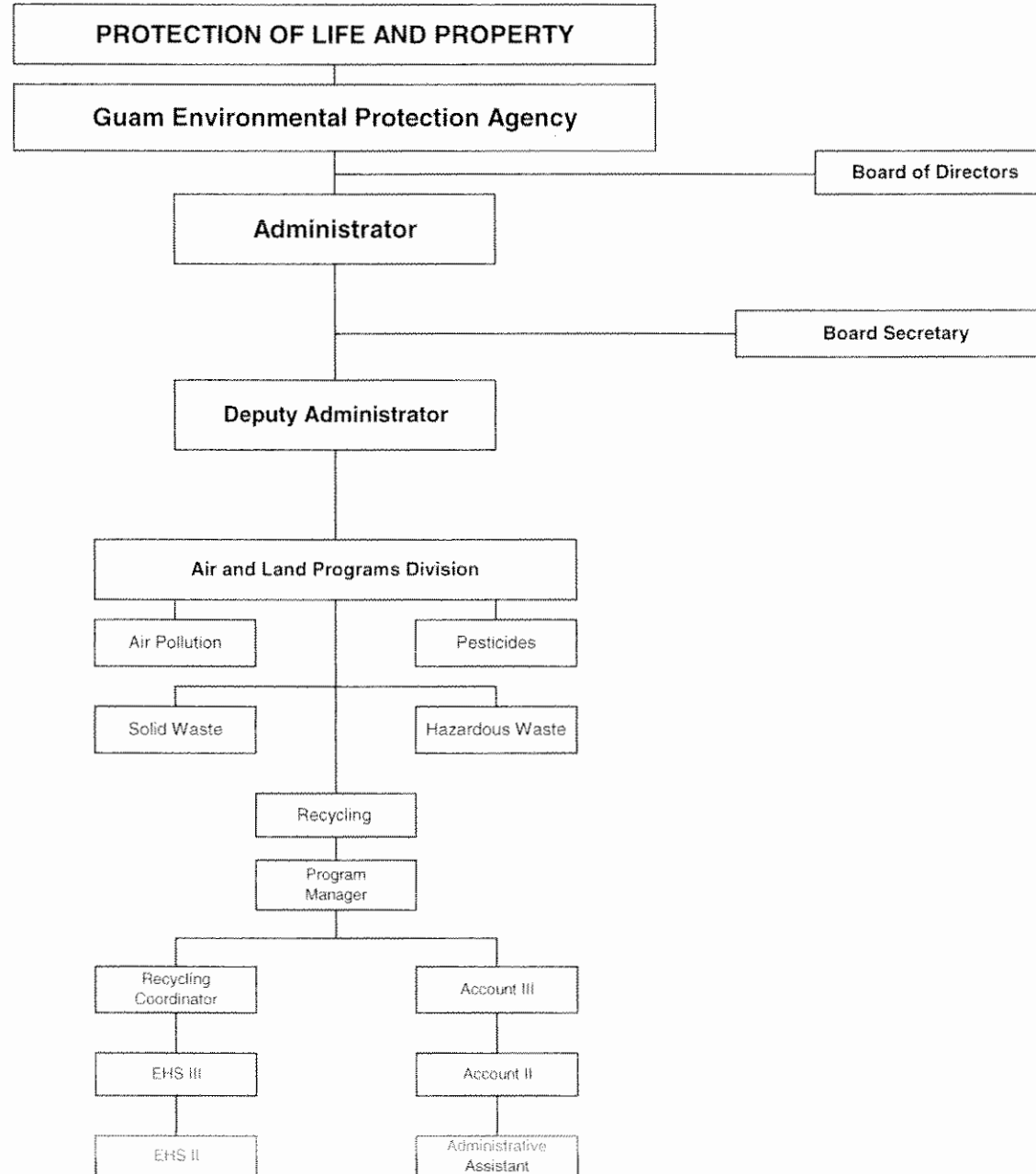
IX. Organizational Chart, Staffing Pattern, Position Descriptions and Draft Budget

The Department has prepared an organizational chart, staffing pattern, position descriptions and draft budget which it believes would be the minimal amount of staff and funds it would need to properly implement and manage the GBRCA. If our draft staffing pattern and budget request is approved, the department will prepare a work plan with deliverables for approval by the legislature prior to the appropriation of our funding request.

GOVERNMENT OF GUAM

Departmental Organizational Chart

FY 2015



Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: Protection of Life and Property

DEPARTMENT/AGENCY: Guam Environmental Protection Agency

PROGRAM: Air & Land Division (3/27/14)

FUND: Special Fund - Recycling Revolving Fund

Input by Department										Input by Department									
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J * 30.03%)	(L) Retire (DDI) (\$19.02*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life I/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.										
1	2400	Administrator	Eric M. Palacios	ER1	\$6,323	\$0	\$0		\$0	\$6,323	\$1,899	\$49	\$0	\$92	\$15	\$652	\$40	\$2,747	\$9,070
2	2401	Deputy Administrator	Yvette Marie R. L.G. Cruz	ES1	6,309	0	0		0	6,309	1,898	49	0	91	15	651	40	2,744	9,053
3	2494	Air and Land Program Admin	Conchita Taitano	R3	7,069	0	0	1/23/2014	82	7,151	2,147	49	0	104	15	651	40	3,006	10,157
4	2485	Env Health Spec Supv - SW	Roland Gutierrez	N13	13,175	0	0	5/14/2014	188	13,363	4,022	124	0	194	38	985	66	5,423	18,788
5	2461	Special Projects Coordinator	Sabrina Cruz-Sablan	M9	43,299	0	0		0	43,299	13,003	495	0	628	153	3,176	404	17,858	61,157
6		Env Health Spec III	VACANT	L1	37,100	0	0		0	37,100	11,141	495	0	538	153	6,150	404	18,881	55,981
7		Env Health Spec II	VACANT	K1	33,911	0	0		0	33,911	10,183	495	0	492	153	6,150	404	17,877	51,788
8		Accountant III	VACANT	N1	45,014	0	0		0	45,014	13,518	495	0	653	153	6,150	404	21,372	66,386
9		Accountant II	VACANT	I1	28,595	0	0		0	28,595	8,587	495	0	415	153	6,150	404	16,283	44,798
10		Administrative Assistant	VACANT	J1	31,076	0	0		0	31,076	9,332	495	0	451	153	6,150	404	16,984	48,060
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	----	\$251,873	\$0	\$0	----	\$270	\$252,143	\$75,731	\$3,238	\$0	\$3,657	\$1,001	\$36,865	\$2,604	\$123,096	\$375,238

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2014 GovGuam contribution for Life Insurance is \$153 per annum

Employee being charged 25%, 10% to the SWOPF and 65% to Federal

Employees being charged 10%, remaining 90% to the Federal Funds

**CIVIL SERVICE COMMISSION
POSITION DESCRIPTION/QUESTIONNAIRE**

I. IDENTIFICATION

Official Position Title: <u>Environmental Health Specialist III</u>		Official Position No: _____
Job Location: <u>Guam Environmental Protection Agency</u>	<u>Air and Land Division</u>	
(Department/Agency)	(Division)	(Section/Unit)
Name: _____		
(Last)	(First)	(Middle Initial)
Pay Grade: <u>L-1</u>	<input type="checkbox"/> Classified	<input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Position Vacant
Supervisor: _____	<u>Environmental Health Supervisor</u>	
(Name of Direct Supervisor)	(Title of Supervisor)	

II DESCRIPTION OF DUTIES

Duty No. or % of time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below:</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (/ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input checked="" type="checkbox"/> (3).</p>
1	<p>Program Development:</p> <p>(a) Assist in developing work plans for environmental activities. Assist in reviewing and evaluating completion of objectives under the work plan in these areas. Assist in developing annual training needs assessment for program staff. Provide general guidance and technical training; and</p> <p>(b) Participate in program reviews. Assist in the development of the fiscal year plan and budget for these activities. Provide input in quarterly reports. Prepare performance reports and periodic updates documenting work progress; and</p> <p>(c) Provides technical assistance and coordination of inspections, enforcement and compliance monitoring and complaints for the Guam Beverage Container Recycling Program.</p> <p>(d) Prepare procurement requests for purchase of supplies and equipment for these related activities</p>

2	<p>Rulemaking & Institutional Framework Development</p> <p>Prepare draft guidance, policy statements, statutes, and regulations in accordance with the Administrative Adjudication Act. Coordinate with stakeholders and legal counsel. Attend and present, Prepare other related duties, as assigned.</p>
3	<p>Permitting:</p> <p>Review all applications for solid waste, air and certified redemption centers for <u>completeness</u> (if applicable) and provide notification to facilities on deficiencies or adequacy. Review all applications for solid waste and air permits for <u>technical adequacy</u>. Coordinate with facilities seeking permits; and</p> <p>(a) Review operation plans for facilities and certified redemption centers, to determine compliance with environmental regulatory requirements; and</p> <p>(b) Review construction plans and specifications for underground storage tanks, solid waste, hazardous waste management, major emission source facilities and certified redemption centers; cite deficiencies and recommend corrective measures before commencement of construction; recommend modification or approval prior to implementation of these plans; and</p> <p>(c) Recommend approval and disapproval of permit applications; Prepare permits with specific conditions relating to construction, operation, closure and post closure of these facilities certified redemption centers and all facilities that handle Guam Beverage Container Recycling material.</p> <p>(d) Develop public notices, as needed, in coordination with appropriate agency personnel. Conduct public hearings, as needed, on permits. Ensure that all administrative requirements per the <i>Administrative Adjudication Act</i> are met; and</p> <p>(e) Maintain the solid waste and hazardous waste disposal, storage, collection, processing permit, and the Guam Beverage Container Recycling Act program data systems; and</p> <p>(f) Perform compliance inspections all permitted solid waste, hazardous waste, major emission source facilities, certified redemption centers, distributors, importers, manufacturers, retailers, and all facilities that handle Guam Beverage Container Recycling Act material; and</p> <p>(g) Develop permitting protocols and <i>Standard Operating Procedures</i>, and provide training for staff, and other related duties as assigned.</p>
4	<p>Project Management:</p> <p>Manage site investigation and remediation. Evaluate solutions for site compliance. Develop schedules for corrective action or compliance activities. Perform site visits. Coordinate community relation activities. Perform contract management activities, including developing scopes of work and budget estimates, reviewing work plans and work products, and evaluating the contractor performance.</p>

5	<p>Case Development:</p> <p>(a) Provide technical assistance in making recommendations for enforcement action. Coordinate with the Office of Attorney General to build a case against defendants and appear as a witness, as needed, during court hearings; and</p> <p>(b) Gather technical evidence required for enforcement action. Draft litigation reports and documents related to air emission sources, asbestos and lead abatement projects, solid waste management facilities, hazardous waste management facilities, underground storage tanks, certified redemption centers, distributors, manufacturers, distributors, importers, retailers and all facilities that handle materials for Guam Beverage Container Recycling Act. Negotiate with facilities, contractors and other agency personnel. Coordinate surveillance operations; and</p> <p>(c) Testify as a witness on cases of solid waste, hazardous waste, air pollution, pesticides enforcement, certified redemption centers and all facilities that handle material under the Guam Beverage Container Deposit Act and other related violations to the attention of the Guam EPA Board of Directors, the Superior Court of Guam and/or the Guam Contractor's License Board. Perform other related duties as assigned.</p>
6	<p>Monitoring, Enforcement, and Compliance:</p> <p>(a) Respond and investigate to environmental complaints to obtain data and other pertinent information in order to establish a case, and prepare and submit written inspection and investigation reports; and</p> <p>(b) Inspect solid waste management facilities, hazardous waste management facilities, air emission sources, underground storage tank sites, pesticides use and distribution establishments, certified redemption centers, distributors, importers, manufacturers, retailers, and all solid waste facilities that handle Guam Beverage Container Recycling Act and</p> <p>(c) Prepare Notices of Violation, Orders of Compliance, Administrative Penalty Orders, and Supplemental Environmental Projects. Identify and define corrective action measures for compliance; and</p> <p>(d) Combine efforts with responsible parties and Government of Guam officials in the cleanup and removal of identified "open dumps" by referring matters to the appropriate agencies or through enforcement action; and</p> <p>(e) Issue litter citations in accordance with the provisions of 10 Guam Code Annotated Chapter 51, Solid Waste Management Control Act; and</p> <p>(f) Develop enforcement and compliance protocols and <i>Standard Operating Procedures</i>, and provide training for staff.</p>
7	<p>Outreach and Education:</p> <p>Provide technical assistance to government agencies, elected officials, industry, media, and the public. Assist other program staff with community relations activities, contract management, design and branding.</p>

8	<p>Coordinate, assist, and direct, as appropriate, hazardous chemical emergency response activity during incidents. Formulate response plans as needed:</p> <p>On call for emergency response 24 hours per day, 7 days per week. Maintain liaison with other government personnel (federal and local) and private industry, as needed during incidents in an effort to coordinate and quickly access their technical expertise and/or available resources. Prepare numerous types of documentation, memoranda, and correspondence as it relates to emergency response. Maintain sampling and emergency response equipment for decontamination and repair; inventory emergency response supplies and materials.</p>
9	Other duties as assigned
<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 course of your daily activities.

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

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 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
N/A	N/A	N/A

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	PERCENTAGE (%) OF TIME FOR EACH

Motor Vehicle (Regular and 4 X 4)	10%
Personal Computer (Hardware and Software)	80%
Copier Machine	5%
Beeper cellular phone and radio	1%
Camera for enforcement purposes	4%

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:	
Two (2) years working knowledge and actual experience in RCRA Subtitle C and RCRA Subtitle D; Guam's Solid Waste Management and Litter Control Act; and Guam's Hazardous Waste Management Regulations	
Specialized:	
Two (2) years working experience with computers and software (MS Word and Excel)	

Supervisory/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.

Ability to interpret and apply pertinent laws, regulations, requirements and policies of the Agency.

Ability to work effectively with the general public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare comprehensive reports and maintain records.

Ability to analyze and present technical data in clear and concise reports.

2. FORMAL EDUCATION OR TRAINING:

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

a. Below High School - Show Number of Years

b. High School Graduation/GED

c. 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 accredited college or university with a bachelor's degree

Beyond Master's:

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

4. LICENSE, REGISTRATION OR CERTIFICATION:

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

Valid driver's license from Guam.

40 Hour Health and Safety Training

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

1. Mark (/ or X) the most appropriate physical requirements(s) for the job.

- Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting Employee is required to sit for extended periods of time without being able to leave the work area.
- Sitting/Standing/Walking The employee is required to sit, stand/walk most of the time.
- Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
- Carrying The employee is required, on a regular basis, to carry objects in his or her 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.
- Speaking The job requires expressing ideas by the spoken word.
- Listening The job requires the perception of speech or the nature of sounds in the air.
- Other Describe the requirement.

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

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

85 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).

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

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

5 % 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).

 0 % Vibration (i.e., operating jackhammer, impact wrench).

 0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

 0 % An improperly illuminated or awkward and confining work space.

 0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

 0 % Lifting or carrying items or objects.

Describing item/object and weight:

 50 % Heat. Describe source and degree of high temperature:

 Outside Work

 0 % Cold. Describe source and degree of cold temperature:

 0 % 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
Visiting hazardous chemical sites.	2-5 times per month

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 entitlements.

State Purpose and Total Hours required per pay period:

Attend public meetings after the regular work day. Estimate 2 times per year.

The information given of this position is complete and correct.

Signature of Employee

Date

May 12, 1997

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:

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:

The candidate will oversee site assessment activities at a contaminated site. The contractor conducting the activities will invariably need direction from GEPA to complete their work.

Review analytical results to determine threat to human health and the environment.

Will use ArcView GIS to analyze threat of a contaminated site.

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.

Signature of Immediate Supervisor

Date

ERIC M. PALACIOS, Administrator

Signature of Department/Agency Head

Date

IX Human Resources Office Review:

Date:

Reviewed by:

Name

Position Title

Classification Correct: Yes No

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

Approved by:

Personnel Services Administrator

Date:

Civil Service Commission Post-Audit:

Date:

Reviewed by:

Position Title

Date:

Classification Correct: Yes No

If not, corrective action taken:

CIVIL SERVICE COMMISSION POSITION DESCRIPTION/QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>Environmental Health Specialist II</u>		Official Position No: _____
Job Location: <u>Guam Environmental Protection Agency</u>	<u>Air and Land Division</u>	
(Department/Agency)	(Division)	(Section/Unit)
Name: _____		
(Last)	(First)	(Middle Initial)
Pay Grade: _____	<input type="checkbox"/> Classified	<input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Position Vacant
Supervisor: _____	<u>Environmental Health Supervisor</u>	
(Name of Direct Supervisor)	(Title of Supervisor)	

II DESCRIPTION OF DUTIES

Duty No. or % of time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below:</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (/ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input checked="" type="checkbox"/> (3).</p>
1	<p>Program Development:</p> <p>(a) Assist in developing work plans for environmental activities. Assist in reviewing and evaluating completion of objectives under the work plan in these areas; and</p> <p>(b) Participate in program reviews. Assist in the development of the fiscal year plan and budget for these activities. Provide input in quarterly reports. Prepare performance reports and periodic updates documenting work progress; and</p> <p>(c) <i>Provides technical assistance and coordination of inspections, enforcement and compliance monitoring and complaints for the Guam Beverage Container Recycling Program.</i></p> <p>(d) Prepare procurement requests for purchase of supplies and equipment for these related activities</p>

2	<p>Rulemaking & Institutional Framework Development</p> <p>Participate and provide comment on draft guidance, policy statements, statutes, and regulations in accordance with the <i>Administrative Adjudication Act</i>. Coordinate with stakeholders and legal counsel. Attend and present, Prepare other related duties, as assigned.</p>
3	<p>Permitting:</p> <p>Review all applications for solid waste, air and <i>certified redemption centers</i> for <u>completeness</u> (if applicable) and provide notification to facilities on deficiencies or adequacy. Review all applications for solid waste and air permits for <u>technical adequacy</u>. Coordinate with facilities seeking permits; and</p> <p>(a) Review operation plans for facilities and <i>certified redemption centers</i>, to determine compliance with environmental regulatory requirements; and</p> <p>(b) Recommend approval and disapproval of permit applications; Prepare permits with specific conditions relating to construction, operation, closure and post closure of these facilities <i>certified redemption centers and all facilities that handle Guam Beverage Container Recycling material</i>.</p> <p>(c) Develop public notices, as needed, in coordination with appropriate agency personnel. Conduct public hearings, as needed, on permits. Ensure that all administrative requirements per the <i>Administrative Adjudication Act</i> are met; and</p> <p>(e) Maintain the solid waste and hazardous waste disposal, storage, collection, processing permit, and the <i>Guam Beverage Container Recycling Act</i> program data systems; and</p> <p>(f) Perform compliance inspections all permitted solid waste, hazardous waste, major emission source facilities, <i>certified redemption centers, distributors, importers, manufacturers, retailers, and all facilities that handle Guam Beverage Container Recycling Act material</i>; and</p> <p>(g) Assist in developing permitting protocols and <i>Standard Operating Procedures</i>, and other related duties as assigned.</p>
4	<p>Project Management:</p> <p>Assist in managing site investigation and remediation. Evaluate solutions for site compliance. Assist in developing schedules for corrective action or compliance activities. Perform site visits. Coordinate community relation activities. Assist in contract management activities, including developing scopes of work and budget estimates, reviewing work plans and work products, and evaluating the contractor performance.</p>

5	<p>Case Development:</p> <p>(a) Provide technical assistance in making recommendations for enforcement action. Coordinate with the Office of Attorney General to build a case against defendants and appear as a witness, as needed, during court hearings; and</p> <p>(b) Gather technical evidence required for enforcement action. Draft litigation reports and documents related to air emission sources, asbestos and lead abatement projects, solid waste management facilities, hazardous waste management facilities, underground storage tanks, <i>certified redemption centers, distributors, manufacturers, distributors, importers, retailers and all facilities that handle materials for Guam Beverage Container Recycling Act</i>. Assist in negotiating with facilities, contractors and other agency personnel. Coordinate surveillance operations; and</p> <p>(c) Testify as a witness on cases of solid waste, hazardous waste, air pollution, pesticides enforcement, <i>certified redemption centers</i> and all facilities that handle material under the <i>Guam Beverage Container Deposit Act</i> and other related violations to the attention of the Guam EPA Board of Directors, the Superior Court of Guam and/or the Guam Contractor's License Board. Perform other related duties as assigned.</p>
6	<p>Monitoring, Enforcement, and Compliance:</p> <p>(a) Respond and investigate to environmental complaints to obtain data and other pertinent information in order to establish a case, and prepare and submit written inspection and investigation reports; and</p> <p>(b) Inspect solid waste management facilities, hazardous waste management facilities, air emission sources, underground storage tank sites, pesticides use and distribution establishments, <i>certified redemption centers, distributors, importers, manufacturers, retailers, and all solid waste facilities that handle Guam Beverage Container Recycling Act</i> and</p> <p>(c) Prepare Notices of Violation, Orders of Compliance, Administrative Penalty Orders, and Supplemental Environmental Projects. Identify and define corrective action measures for compliance; and</p> <p>(d) Combine efforts with responsible parties and Government of Guam officials in the cleanup and removal of identified "open dumps" by referring matters to the appropriate agencies or through enforcement action; and</p> <p>(e) Issue litter citations in accordance with the provisions of 10 Guam Code Annotated Chapter 51, Solid Waste Management Control Act; and</p> <p>(f) <i>Review site assessment plans and sampling and analysis plans and perform related duties as assigned.</i></p>
7	<p>Outreach and Education:</p> <p>Provide technical assistance to government agencies, elected officials, industry, media, and the public. Assist other program staff with community relations activities, contract management, <i>design and branding</i>.</p>

8	<p>Coordinate, assist, and direct, as appropriate, hazardous chemical emergency response activity during incidents. Formulate response plans as needed:</p> <p>On call for emergency response 24 hours per day, 7 days per week. Maintain liaison with other government personnel (federal and local) and private industry, as needed during incidents in an effort to coordinate and quickly access their technical expertise and/or available resources. Prepare numerous types of documentation, memoranda, and correspondence as it relates to emergency response. Maintain sampling and emergency response equipment for decontamination and repair; inventory emergency response supplies and materials.</p>
9	Other duties as assigned
<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 course of your daily activities.

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

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

Detailed and specific instructions/procedures received or followed for each assignment.

General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)

General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers/administrators in large and complex organizations and to department/agency heads and their first assistants.)

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

Number Supervised	Position Title	Description of Responsibilities
N/A	N/A	N/A

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	PERCENTAGE (%) OF TIME FOR EACH
Motor Vehicle (Regular and 4 X 4)	10%

Personal Computer (Hardware and Software)	80%
Copier Machine	5%
Beeper cellular phone and radio	1%
Camera for enforcement purposes	4%

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."	
[] No work experience is required.	
General:	
Two (2) years working knowledge and actual experience in RCRA Subtitle C and RCRA Subtitle D; Guam's Solid Waste Management and Litter Control Act; and Guam's Hazardous Waste Management Regulations	
Specialized:	
Two (2) years working experience with computers and software (MS Word and Excel)	
Supervisory/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.

Ability to interpret and apply pertinent laws, regulations, requirements and policies of the Agency.

Ability to work effectively with the general public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare comprehensive reports and maintain records.

Ability to analyze and present technical data in clear and concise reports.

2. FORMAL EDUCATION OR TRAINING:

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

a. Below High School - Show Number of Years

b. High School Graduation/GED

c. 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 accredited college or university with a bachelor's degree

Beyond Master's:

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

4. LICENSE, REGISTRATION OR CERTIFICATION:

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

Valid driver's license from Guam.

40 Hour Health and Safety Training

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

1. Mark (/ or X) the most appropriate physical requirements(s) for the job.

Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.

Sitting Employee is required to sit for extended periods of time without being able to leave the work area.

Sitting/Standing/Walking The employee is required to sit, stand/walk most of the time.

Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.

Lifting Employee is required to raise or lower objects from one level to another regularly.

Pulling and/or Pushing The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.

Carrying The employee is required, on a regular basis, to carry objects in his or her 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.

Speaking The job requires expressing ideas by the spoken word.

Listening The job requires the perception of speech or the nature of sounds in the air.

Other Describe the requirement.

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

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

- 85 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- % Indoors in a non-temperature-controlled environment (such as an open garage, some storerooms and warehouses).
- 10 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 5 % 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).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause bearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

0 % Lifting or carrying items or objects.

Describing item/object and weight:

50 % Heat. Describe source and degree of high temperature:

Outside Work

0 % Cold. Describe source and degree of cold temperature:

0 % 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
Visiting hazardous chemical sites.	2-5 times per month

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 entitlements.

State Purpose and Total Hours required per pay period:

Attend public meetings after the regular work day. Estimate 2 times per year.

The information given of this position is complete and correct.

Signature of Employee

Date

May 12, 1997

VIII SUPERVISOR'S REVIEW

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

<p>a. (1) Has the employee correctly stated his or her official payroll position title?</p> <p>[] Yes [] No</p> <p>(2) If not, what is the correct title?</p>		
<p>b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?</p> <p>[] Yes [] No</p> <p>(2) If not, what additions, deletions or corrections should be made? (refer to block and page)</p>		
<p>c. What positions under your supervision perform the same essential functions? Give name and title:</p> <table><thead><tr><th>NAME</th><th>TITLE</th></tr></thead></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.

May 12, 1997

e. Does the employee participate in (mark those appropriate) the
 Formulation Interpretation, and/or Application of
Agency/Department policy.

Give examples:

The candidate will oversee site assessment activities at a contaminated site. The contractor conducting the activities will invariably need direction from GEPA to complete their work.

Review analytical results to determine threat to human health and the environment.

Will use ArcView GIS to analyze threat of a contaminated site.

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.

Signature of Immediate Supervisor

Date

LORILEE T. CRISOSTOMO, Administrator

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:

Personnel Services Administrator

Date

Civil Service Commission Post-Audit:

Date:

Reviewed by:

Position Title

Classification Correct: Yes No

If not, corrective action taken:

May 12, 1997

**DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE**

I. IDENTIFICATION

Official Position Title: <u>Administrative Assistant</u>	Official Position No.: _____
Job Location: <u>Guam Environmental Protection Agency</u> <u>Air and Land Division</u> <u>N/A</u>	
(Department/Agency)	(Division)
(Section/Unit)	
Name: <u>(V A C A N T)</u>	
Last	First
Middle Initial	
Pay Grade: <u>J-1</u> <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/>	
Position Vacant	
Supervisor: <u>(V A C A N T)</u>	<u>Environmental Health Supervisor</u>
(Name of Direct Supervisor)	Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input checked="" type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
30%	<p>-Review and process procurement of supplies, services and equipment and obtain at least one price quote before signature of approval and fund certification; and perform date entry of all requisitions to the GSA System.</p> <p>-Prepare process and coordinate timely review and follow up of all procurement documents such as Requisitions, Adjustment of Encumbrances, Liquidate of Full or Partial Encumbrance, Utility Authorization, ETC.; and draft correspondence related to aforementioned requests and inform requestors on the status of their requests.</p>
15%	<p>-Receive and pickup supplies and equipment from vendors and GSA Tenda; review and certify all invoices, attach the appropriate purchase order (receiving report) and submit to DOA for processing of payment; maintain and update the vendor, property inventory, open requisition and open purchase order files; and maintain and update the Purchase Order Tally Sheet for each of the Blanket Purchase Agreement (BPA) and perform reconciliation on as needed basis.</p>
10%	<p>-Consult and coordinate with vendors relative to the status of the purchase orders, invoices, payments, ETC...</p>
5%	<p>- Assist and participate in the program's public outreach activities</p>

15%	-Review, process and prepare Work Request, Establishment of Accounts, Direct Payment, Journal Voucher, and Travel Authorization Request before signature of approval and funding certification. -Monitor the program's local and federal accounts to ensure fund availability, and prepare a budget projection analysis for supervisor's review. -Assist in the formulation and preparation of program's budget and implement thereof to include the budget appropriation/allotment modification and allotment schedule. -Assist in coordinating the Program quarterly reports.
10%	-Advise, consult and coordinate with technical personnel from the Department of Administration, Division of Accounts, General Services Agency, Division of Personnel Management and Payroll Division; Bureau of Budget & Management Research; and other departments/agencies involved in the activity of the Agency; and advise, consult and coordinate with GEPA staff relative to personnel/training, travel, payroll, procurement and administrative support matters.
5%	-Reproduce, scan and fax documents through use of Docucolor Copy Machine.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
2%	-Assist in the daily main runs to post office, central files and other government agencies; receiving, logging and processing of incoming documents; and answering incoming calls from customers.
1%	-Attend meetings or training internally or externally relative to payroll, procurement, personnel or fiscal matters.
1%	-Assist in the processing of all personnel documents such as Request for Personnel Actions, Detail Requests for approval, Detail Pay Adjustments, Position Descriptions, Work Planning and Performance Evaluations, including updating of staffing patterns and organizational charts.
1%	-Assist in the processing of the bi-weekly payroll: Review and process Bi-Weekly Timesheet, data entry of time records; balance Time Balance Reports; and make sure all documents are complete, correct and signed before fund certification and approval.
1%	Assist in processing the deposits of all permit fees/fines collected daily to the Program's various Special Trust Funds via the Treasurer of Guam

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

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/>	None	<input type="checkbox"/>	Up to 15% of total working hours
		<input type="checkbox"/>	15 – 50% of total working hours
			<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/>	None	<input type="checkbox"/>	Up to 15% of total working hours
		<input 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 checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard

practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

[] Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)

[] General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

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

Number Supervised	Position Title	Description of Responsibilities
-------------------	----------------	---------------------------------

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
Personal computer w/printer and software	50%
Facsimile Machine	2%
Docucolor Copy Machine	5%
12 Digit calculators	10%
Shredding Machine	2%
Meredian Telephones	20%
Document Scanners	2%
Van & Pickup	6%
Binding Machine	1%
Label Marker	1%
Typewriter	1%

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."

[] No work experience is required.	
General: Knowledge of operating a personal computer, copier machine, fax	3 years

machine, calculator, etc. Knowledge of computer software such as Microsoft Word, Excel, Access, PowerPoint, etc.	
Specialized: Knowledge of the GovGuam payroll, personnel and procurement policies & procedures and rules & regulations. Knowledge of grant writing, budget formulation & preparation; and local and federal reporting requirements.	3 years
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
N/A	

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.

N/A

- d. Some College

Show number of Semester Hours _____ or Quarter Hours _____.

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

N/A

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

Associate's : _____

Bachelor's: _____

Master's: _____

Beyond Masters: _____

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

Ability to communicate effectively, orally and in writing, and work effectively with the general public and employees.

Ability to compile statistics, maintain records and prepare reports.

Ability to make work decisions in accordance with established laws, rules and program guidelines.

Knowledge of office management practices and general administrative functions.

4. LICENSE, REGISTRATION OR CERTIFICATION:

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

Driver's License

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

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

- | | | |
|-------------------------------------|--------------------------|--|
| <input 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 checked="" 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 checked="" type="checkbox"/> | Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input checked="" type="checkbox"/> | Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input 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 checked="" type="checkbox"/> | Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input type="checkbox"/> | Other | Describe the requirement.

_____ |

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

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

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

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

- 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.

[X] 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.

[X] 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.

(V A C A N T)

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?
[X] Yes [] No

(2) If not, what is the correct title? N/A

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?
[X] Yes [] No

(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)
N/A

c. What positions under your supervision perform the same essential functions Give name and title:

Name	Title
------	-------

N/A

d. Does this position require (mark one)
[] Immediate supervision on a regular basis,
[] Immediate supervision only for new/complex tasks, or
[X] Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the
[X] Formulation, [] Interpretation, and/or [X] Application of Agency/Department policy. Give examples:

Assist in the formulation and preparation of the Agency's budget and implement thereof.
Applies the Gov't of Gu Payroll, Personnel and Procurement Policies & Procedures and Rules & Regulations.
Applies grant writing technical knowledge, and knowledge of local & federal reporting requirements.

f. The employee (mark one)
[] Performs routine, well-defined tasks,
[X] 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.

(V A C A N T)

Signature of Immediate Supervisor

Date

ERIC M. PALACIOS Administrator

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

ACCOUNTANT III

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional accounting work involved in the preparation and analysis of financial statements for a complex governmental centralized accounting function. Employees in this class perform the full range of specialized professional work and supervise professional staff.

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

Supervises the formal preparation of financial statements and reports for General Funds, Special and Trusts Funds or related funds as needed; analyzes various financial information of a wide variety for appropriate recommendations.

Supervises the preparation of receipts and disbursement schedules, expenditures against budget schedules and appropriation summaries; reconciles cost balances.

Evaluates a variety of financial reports for internal consistency and validity such as BACIS Batch Input Transaction Report, Detail by Program Report, Budget Overdrawn Report, Vendor Code and other automated outputs.

Supervises the installation of special accounting systems and related procedures in establishment which cannot use standardized systems.

Analyzes the financial aspect relationship of cost to the major accounting structures such as codification of accounts, different appropriation accounts and budgetary elements; analyzes cash collections received on a daily basis; controls to assure sufficient cash flow of current payables; evaluates the effect of deficits.

Analyzes trend projection for top management review pertaining to cash flow status and projection.

Evaluates or recommends fiscal policy that should be followed such as tight policy or balanced budget.

Invest cash accounts with the concurrence of top management review within the cognizance of legislative constraints.

Prepares various administrative reports and correspondences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the principles and practices of management.

Knowledge of electronic data programming, equipment and system analysis.

Ability to review or interpret administrative policies, procedures, and practices.

Ability to utilize the capability of an automated accounting system.

Ability to prepare formal financial statements, reports, and balance sheet.

Ability to analyze accounting relationships in order to assess deficit, cash flow, cause-effect for projection of governmental solvency.

Ability to recommend and evaluate fiscal policies for a uniform government action.

Ability to supervise the work of others.

Ability to supervise the review for internal consistency and validity of BACIS Batch Input Transaction Report, Detail by program Report, and Budget Overdrawn Report.

Ability to understand and apply the various principles, practices, and procedures of the budgeting and accounting information system.

Ability to work effectively with the public and employees.

Ability to communicate effectively orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of experience as an Accountant II or equivalent work including the preparation of formal financial statements under an automated accounting system and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B. Two years of experience as a Accountant II or equivalent work, including the preparation of formal financial statements under an automated accounting system

and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia.

- C. Three years of experience as an Accountant II and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester hours of accounting/auditing subjects.

ESTABLISHED: SEPTEMBER 1981
 JANUARY 2005

AMENDED: DECEMBER 1986

PAY GRADE: N Step 1: \$31,064 - \$46,596

HAY EVALUATION:	KNOW HOW:	E 1 2	230
	PROBLEM SOLVING:	E 3 (33%)	76
	ACCOUNTABILITY:	E 1 C	<u>87</u>
			393

Note: This standard supersedes all previous standards.



VERNON P. PEREZ
Executive Director
Civil Service Commission

ACCOUNTANT II

NATURE OF WORK IN THIS CLASS:

This is complex professional and supervisory accounting work.

Employees in this class perform the full range of complex professional accounting duties, including independent work in specialized areas of the profession, and generally include supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.

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

Responsible for the accounting operations of a department/agency; supervises and participates in the maintenance and preparation of department/agency records and accounts.

Makes accounting decisions and provides accounting advice on a wide variety of problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with mandated requirements.

Interprets summaries, analysis, reports and a variety of complex financial statements, advises management concerning current financial problems, future programs or financial implications involved in policy decisions; participates in policy and program planning.

Supervises and participates in the audits of financial records.

Coordinates accounting activities with other divisions and central accounting office.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of management.

Knowledge of basic principles and practices of electronic data processing.

Ability to interpret and apply pertinent laws, rules and regulations governing the accounting of government funds.

Ability to make decisions in accordance with appropriate guidelines.

Ability to design and modify accounting systems and prepare complex financial records

and statements.

Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Two years of experience as an Accountant I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B. One year of experience as an Accountant I or equivalent work and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia.
- C. Three years of experience as an Accountant I or equivalent work and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester hours of accounting/auditing subjects.


ESTABLISHED: JULY 1980

AMENDED: DECEMBER 1986
JANUARY 2005

PAY GRADE: L Step 1: \$26,520 - Step 10: \$39,780

HAY EVALUATION:	KNOW HOW:	E 11	175
	PROBLEM SOLVING:	D 3 (33%)	57
	ACCOUNTABILITY:	D 1 C	<u>66</u>
			298

Note: This standard supersedes all previous standards.



VERNON P. PEREZ
Executive Director
Civil Service Commission *

**Solid Waste Management Program Recycling Proposed Budget FY14
Account Number 5619C072200CE20**

Date:

3/27/2014

Section 1: Personnel (111) and Benefits (113)

No.	Employee	Salary	Benefits	Cost
1	Eric Palacios	\$ 6,323.00	\$ 2,747.00	\$ 9,070.00
2	Yvette Cruz	\$ 6,309.00	\$ 2,744.00	\$ 9,053.00
3	Conchita Taitano	\$ 7,069.00	\$ 3,006.00	\$ 10,157.00
4	Roland Gutierrez	\$13,177.00	\$5,423.00	\$18,788.00
5	Sabrina Cruz Sablan	\$43,299.00	\$17,858.00	\$61,157.00
6	EHSIII	\$37,100.00	\$18,881.00	\$55,981.00
7	EHSII	\$33,911.00	\$17,877.00	\$51,788.00
8	Acct. III	\$45,014.00	\$21,372.00	\$66,386.00
9	Acct. II	\$28,595.00	\$16,203.00	\$44,798.00
10	Administrative Asst.	\$31,076.00	\$16,984.00	\$48,060.00
Subtotal (Personnel & Benefits)				\$375,238.00

Section 2: Contractual (230)

No.	Section	Program	Description	Cost
1	Air & Land	Recycling	Advertising, Promotional, Design Development and Outreach Services	\$150,000.00
2	Air & Land	Recycling	Media Advertising Print, Radio, etc	\$40,000.00
3	Air & Land	Recycling	Deposit Redemption	\$1,000,000.00
	Air & Land	Recycling	Printing Services	\$10,000.00
Subtotal (Contractual)				\$1,200,000.00

Section 3: Equipment (250)

No.	Section	Program	Description	Cost
1	Air & Land	Recycling	Computers and Software	\$20,000.00
2	Air & Land	Recycling	2 Vehicles	\$60,000.00

Subtotal (Equipment)	\$80,000.00
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Section 4: Supplies (240)

No.	Section	Program	Description	Cost
1	Air & Land	Recycling	Office and Computer-Related Supplies-Safety	\$2,000.00
2	Air & Land	Recycling	Outreach Materials	\$3,000.00
Subtotal (Supplies)				\$5,000.00

Section 5: Training/Travel (220)

No.	Section	Description	Date	Location	Cost
1	Air & Land	SWANA Recycling System Training	TBA	TBD	\$6,000.00
2	Air & Land	HAZWoper Training 40 Hours	TBA	TBD	\$1,100.00
3	Air & Land	HAWWoper Refresher 8 hours	TBA	TBD	\$500.00
4	Air & Land	CalRecycle	TBA	TBD	\$18,000.00
5	Air & Land	CRRA	TBA	TBD	\$18,000.00
ing/Travel)					\$43,600.00

Summary

ITEM	COST
Section 1: Personnel[111/113]	\$375,238.00
Section 2: Contractual [230]	\$1,200,000.00
Section 3: Equipment (250)	\$80,000.00
Section 4: Supplies (240)	\$5,000.00
Section 5: Training/Travel (220)	\$43,600.00
Total Projected Budget:	\$1,703,838.00