


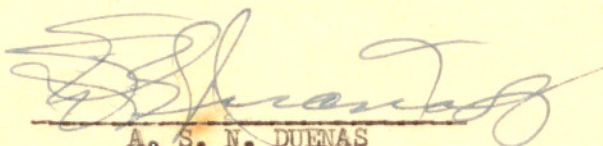
FIRST GUAM LEGISLATURE
1951 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR

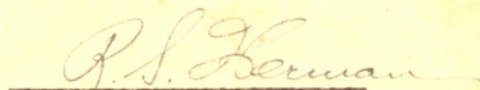
This is to certify that Bill Number 16, "An Act to amend the Compensation Law to provide for standards for classifying positions in the Government of Guam; and for other purposes", was on the 19th day of July, 1951, duly and regularly passed.


A. B. WON PAT
Speaker


ATTESTED:


A. S. N. DUENAS
Legislative Secretary

This Act was received by the Governor this 24th day
of July, 1951, at 2:15 o'clock P. M.


R. S. HERMAN
Secretary of Guam

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APPROVED:

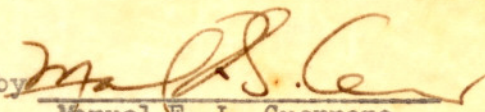

CARLTON SKINNER
Governor of Guam

Dated:

August 3, 1951

FIRST GUAM LEGISLATURE
1951 (FIRST) Regular Session

1 Bill No. 16

2 Introduced by 
3 Manuel F. L. Guerrero

4 An Act to amend the Compensation Law to
5 provide for standards for classifying
6 positions in the Government of Guam; and
7 for other purposes.

8 BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

9 Section 1. The Compensation Law (Public Law No. 4, ^{FIRST GUAM}
~~Eleventh~~
10 ^{LEGISLATURE, FIRST SPECIAL SESSION,}
~~Guam Congress~~, approved January 11, 1951) is hereby amended by add-
11 ing thereto a second division entitled "Standards for Classifying
12 Positions" and the sections thereunder providing as follows:

13 Division II - Standards for Classifying Positions

14 Sec. 20. Definitions. For the purposes of this division,
15 the term -

16 (a) "position" means the work, consisting of the duties,
17 functions, and responsibilities, assignable to an officer or
18 employee;

19 (b) "class" or "class of positions" includes all positions
20 which are sufficiently similar, as to (1) kind or subject-
21 matter of work, (2) level of difficulty and responsibility,
22 and (3) the qualification requirements of the work, to warrant
23 similar treatment in personnel and pay administration; and

24 (c) "pay range" includes all classes of positions which
25 (although different with respect to kind or subject-matter of
26 work) are sufficiently equivalent as to (1) level of difficulty
27 and responsibility, and (2) level of qualification requirements
28 of the work, to warrant the inclusion of such classes of posi-
29 tions within one range of rates of basic compensation, as
30 specified in Division I of this Act.

31 Sec. 21. Basis for Determination of Position in Class.

32 (a) Each position shall be placed in its appropriate
class. The basis for determining the class in which each

1 position shall be placed shall be the duties and respon-
2 sibilities of such position and the qualifications required
3 by such duties and responsibilities.

4 (b) Each class shall be placed in its appropriate pay
5 range. The basis for determining the pay range in which each
6 class shall be placed shall be the level of difficulty, respon-
7 sibility, and qualification requirements of the work of such
8 class.

9 Sec. 22. Factor of Size of Group, etc., as Determining
10 Position in Class. A supervisory position shall not be placed
11 in a class and pay range solely on the basis of the size of
12 the group, section, office, bureau or other organizational unit
13 or the number of subordinates supervised. Such factors may be
14 given effect only to the extent warranted by the work load of
15 the organization unit and then only in combination with other
16 factors, such as the kind, difficulty, and complexity of work
17 supervised, the degree and scope of responsibility delegated
18 to the supervisor, and the kind, degree, and character of
19 the supervision actually exercised.

20 Sec. 23. Official Class Titles. Official class titles es-
21 tablished by or under the provisions of Division I of this act,
22 shall be used for personnel, budget and fiscal purposes, but
23 this requirement shall not prevent the use of organizational
24 or other titles for internal administration, public convenience
25 law enforcement, or similar purposes.

26 Sec. 24. Classification Standards. There are hereby es-
27 tablished the following standards for classifying positions to
28 which this act applies, and for determining the pay range to
29 which positions so classified shall be allocated, commencing
30 with pay range-8 and ending with pay range-38 as contained in
31 the pay range schedule established by section 4 of this Com-
32 pensation Law.

1 intermediate journey^amen level and calls for a greater degree
2 of responsibility.

3 Pay Range-14 includes all classes of positions the duties
4 of which are to perform under general supervision, work, the
5 duties and responsibilities of which are similar to those of
6 pay range-13 except that the difficulty, responsibility or
7 hazard are of ^ascmewhat higher level.

8 Pay Range-15 includes all classes of positions the duties
9 of which are to perform, under general supervision, work requir-
10 ing a moderate degree of technical knowledge and some super-
11 visory responsibilities.

12 Pay Range-16 includes all classes of positions the duties
13 of which are to perform, under general supervision, work of the
14 master tradesman or advanced clerical skills and requiring some
15 exercise of independent judgement and some responsibility for
16 the supervision of lower level employees in the same or related
17 clerical fields or trades.

18 Pay Range-17 includes all classes of positions the duties
19 of which are to perform, under general supervisions, work similar
20 to that covered in Pay Range-16 except that the work is of a
21 more difficult, responsible or hazardous nature.

22 Pay Range-18 includes all classes of positions the duties
23 of which are to perform, under general supervision, work re-
24 quiring the supervision of the basic level of tradesmen or
25 clerks and is the first level of supervisory responsibility
26 wherein the majority of time devoted to the work involves the
27 discharge of supervisory responsibilities.

28 Pay Range-19 includes all classes of positions the duties
29 of which are to perform, under general supervision, work in-
30 volving the supervision of the more difficult, responsible or
31 hazardous trades or administrative work.

32 Pay Range-20 includes all classes of positions the duties

1 of which are to perform, under general supervision, the work
2 of supervising difficult and responsible trade functions or
3 that of general administrative and advisory responsibility of
4 clerical personnel assigned to lower pay ranges or work of a
5 junior professional nature requiring some experience, training
6 or education in a professional field.

7 Pay Range-21 includes all classes of positions the duties
8 of which are to perform, under general supervision, work or
9 duties similar to those covered in Pay Range-20 with the ex-
10 ception that the work to be performed is of a higher level of
11 difficulty and responsibility or hazard, and requires a higher
12 level of qualifications and experience.

13 Pay Range-22 includes all classes of positions the duties
14 of which are to perform, under general supervision, difficult
15 and responsible work requiring some professional experience
16 and education for the efficient discharge of the assigned
17 duties.

18 Pay Range-23 includes all classes of positions the duties
19 of which are to perform, under general supervision, difficult
20 and responsible work requiring the exercise of independent
21 judgment and action without prior consultation with higher
22 supervisory authorities.

23 Pay Range-24 includes all classes of positions the duties
24 of which are to perform, under general supervision, difficult
25 and responsible work of a technical and administrative nature
26 and in general involves the immediate supervision or direction
27 of an operation or a group of employees engaged in a technical
28 or specialized field of work.

29 Pay Range-25 includes all classes of positions the duties
30 of which are to perform, under general supervision, difficult
31 and responsible work of a highly technical and administrative
32 nature and in general involves the immediate supervision or

1 direction of an operation or a group of employees engaged in
2 a technical or specialized field of work.

3 Pay Range-26 includes all classes of positions the duties
4 of which are to perform, under general supervision, difficult
5 and responsible work requiring the possession of professional
6 or technical skills and involves the supervision and direction
7 of the activities of a major administrative unit.

8 Pay Range-27 includes all classes of position the duties
9 of which are to perform, under general supervision, difficult
10 and responsible work requiring the carrying out of difficult,
11 professional or administrative duties.

12 Pay Range-28 includes all classes of positions the duties
13 of which are to perform, under general supervision, very diffi-
14 cult and responsible work requiring the carrying out of very
15 difficult and responsible professional and administrative
16 duties involving the direction or assisting in the direction
17 of a major administrative unit.

18 Pay Range-29 includes all classes of positions the duties
19 of which are to perform, under general supervision, very diffi-
20 cult and responsible work requiring the exercise of professional
21 skills and assisting in the supervision and administration of
22 a major governmental unit. /

23 Pay Range-30 includes all classes of positions the duties of
24 which are to perform, under general administrative supervision,
25 work of a high degree of difficulty and responsibility, which
26 involves responsibility for the exercise of professional
27 skills and the supervision and direction of a major administra-
28 tive unit or activity.

29 Pay Range-31 includes all classes of positions the duties
30 of which are to perform, under general administrative super-
31 vision, work of a high degree of difficulty and responsibility,
32 requiring specialized academic professional training at a

1 and responsibility and which are of special significance to
2 the Territory of Guam.

3 Pay Range-38 includes all classes of positions the duties
4 of which are to serve as head of a major department of the
5 Government; to be responsible for all phases of the depart-
6 ment's work, including planning and implementation; and con-
7 sidering the kind and extent of the authorities, responsibi-
8 lities and activities carried on, the position is exceptional
9 and outstanding among the whole group of administrative posi-
10 tions.

11 Sec. 25. Reassignment of Classes Due to Economic Conditions.
12 The Governor, may, upon the recommendation of the Personnel Board,
13 when he finds that economic conditions warrant the necessity
14 therefor, reassign classes of positions to higher or lower pay
15 ranges within the pay range schedule than those to which they
16 are assigned in section 24 of this Compensation Law; provided,
17 however, that all classes of positions are reassigned at one
18 and the same time and in the same manner and to the same ex-
19 tent. The provisions of this section are not intended to nor
20 shall they in any way limit the authority conferred upon the
21 Governor by section 8 of this Compensation Law.

22 Sec. 26. Conflicts; Division II Controls. Where any con-
23 flict exists or arises between titles or names of positions or
24 classes of positions in Division I and Division II of this
25 Compensation Law, the provisions of Division II shall control.

26 Section 2. Section 9 of the Compensation Law (Public Law No.
27 *FIRST GUAM LEGISLATURE, FIRST SPECIAL SESSION,*
4, ~~Eleventh Guam Congress~~, approved January 11, 1951) is amended to
28 read:

29 "Sec. 9. Reassignments of Classes to Pay Ranges. Positions
30 or classes of positions listed in this Act may be reassignable
31 to other pay ranges by action of the Governor when necessary
32 to the efficient performance of the duties and functions of

1 the Government. Such reassignments shall be submitted to
2 the Personnel Board within 30 days and shall be terminated
3 unless approved by the Personnel Board within 60 days there-
4 after. This section however, shall not apply to any and all
5 positions specifically required by law to be confirmed by
6 the Guam Congress".

7 Section 3. This is an urgency measure and shall become effec-
8 tive upon approval by the Governor, and the Compensation Law in its
9 entirety shall be in full force and effect from the date of such
10 approval.

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