

Re: Messages & Communications Doc. No. 38GL-26-2425 through 2431.

From Guam Legislature Clerks <clerks@guamlegislature.gov>
Date Fri 6/5/2026 3:07 PM
To 38th Committee On Rules <committeonrules@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



Elijah Untalan
Clerks Office

I Mina'trentai Ocho na Liheslaturan Guåhan

Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
Voice: (671) 472-3465/3460 Fax: (671) 472-3524
guamlegislature.gov

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Thank you

From: 38th Committee On Rules <committeonrules@guamlegislature.gov>
Sent: Friday, June 5, 2026 2:52 PM
To: Guam Legislature Clerks <clerks@guamlegislature.gov>
Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>
Subject: Messages & Communications Doc. No. 38GL-26-2425 through 2431.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2425 through 2431** for processing:

| | | | |
|---|--------------|--|--|
| ✓ | 38GL-26-2425 | Department of Administration | Creation of Positions Re: Regulatory and Compliance Officer* |
| ✓ | 38GL-26-2426 | Judiciary of Guam | Judicial Council of Guam Regular Meeting Packet for May 21, 2026* |
| ✓ | 38GL-26-2427 | Office of Public Accountability - Guam | Guam Housing Corporation (GHC) FY2025 Financial Statements, Reports on Compliance and Internal Controls, Management Letter and the Auditor's Communication with Those Charged with Governance* |
| ✓ | 38GL-26-2428 | Department of Land Management | FY2026 Monthly Revenue Collection Report for May 2026* |
| ✓ | 38GL-26-2429 | Department of Land Management | Small Purchases Monthly Report for May 2026* |
| ✓ | 38GL-26-2430 | Guam Power Authority | Documents Relative to Small Purchases and Sole Source and Emergency Purchases for the month of May 2026* |
| ✓ | 38GL-26-2431 | Guam Behavioral Health and Wellness Center | Notice of Intent for the Above-Step Recruitment of Connie Sayama for Social Worker III* |

Kindly reply to this email.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson
I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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Messages and Communications 38GL-26-2425*

2 messages

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Thu, Jun 4, 2026 at 10:54 AM

To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Håfa Adai,

Please see attached M&C Doc. No. 38GL-26-2425

| | | |
|--------------|------------------------------|--|
| 38GL-26-2425 | Department of Administration | Creation of Positions Re: Regulatory and Compliance Officer* |
|--------------|------------------------------|--|

*Si Yu'os Ma'åse'**Bernice Rivera*

Administrative Assistant

**Office of Speaker Frank F. Blas, Jr.**I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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----- Forwarded message -----

From: **Rosezette NT. Santos** <Rosezette.Santos@doa.guam.gov>

Date: Thu, Jun 4, 2026 at 9:08 AM

Subject: Filing of Creation of Position

To: speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>

Hafa Adai:

Please see the attached regarding the filing of the newly created Regulatory and Compliance Officer position with the Legislative Secretary.


Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos**Classification & Pay Branch****Department of Administration****Human Resources Division**Email: rosezette.santos@doa.guam.gov

Tel # 475-1174

Fax #: 477-7100/3671

website: www.hr.doa.guam.gov

2 attachments **Legislative Filing.pdf**
988K **38GL-26-2425.pdf**
1125K

Håfa Adai,

Received, and thank you.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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[Quoted text hidden]



Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Filing of Creation of Position

2 messages

Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov>
To: "speakerblas@guamlegislature.gov" <speakerblas@guamlegislature.gov>

Thu, Jun 4, 2026 at 9:08 AM

Hafa Adai:

Please see the attached regarding the filing of the newly created Regulatory and Compliance Officer position with the Legislative Secretary.

Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos

Doc Type: 38GL-26-2425
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.
June 4, 2026
Time: 9:08 AM
Received:

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

Legislative Filing.pdf
988K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>
To: "Rosezette NT. Santos" <Rosezette.Santos@doa.guam.gov>

Thu, Jun 4, 2026 at 9:29 AM

Hâfa Adai,

Confirming receipt of your email.

Judy Shockley
Office Administrator



Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guâhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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[Quoted text hidden]



EDWARD M. BIRN
 Director (Direktot)
 RENA K. BORJA
 Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
 ADMINISTRATION**
 DIPATTAMENTON ATMENESTRASION
 DIRECTOR'S OFFICE
 (Ufisinan Direktot)
 Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEÓN GUERRERO
 Governor (Maga'håga)
 JOSHUA F. TENORIO
 Lt. Governor (Sigundo Maga'låhi)

June 3, 2026

HRD NO.: 26-173C

MEMORANDUM

Honorable Speaker Frank F. Blas, Jr.
I Mina'trentai Ocho Na Liheslaturan Guåhan
 Guam Congress Building
 163 Chalan Santo Papa
 Hagatna, Guam 96910

SUBJECT: Creation of Positions
RE: Regulatory and Compliance Officer

Dear Speaker Blas,

Buenas yan Håfa Adai! The Legislative Secretary is respectfully requested to file for the record, the creation of the Classification Specifications for the Regulatory and Compliance Officer position within the classified service pursuant to 4GCA §6303.

Pursuant to the Personnel Modernization Act of 2006, Public Law 28-112, all transparency and public disclosure requirements for the creation of the positions have been fulfilled.

Should you have any questions or require additional information, please contact the Classification and Pay Branch of our Human Resources Division at (671) 475-1174/1201.
Dångkolo na Agradesimiento!

EDWARD M. BIRN

Attachments



38GL-26-2425
 Messages and Communications

RECEIVED
 COMMITTEE ON RULES
 June 4, 2026
 10:54 a.m.

Marie Crisostomo



EDWARD M. BIRN
 Director (Direktot)
RENA K. BORJA
 Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
 ADMINISTRATION**
 DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
 (Ufisinan Direktot)
 Telephone (Telffon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
 Governor (Maga'håga)
JOSHUA F. TENORIO
 Lt. Governor (Sigundo Maga'håhi)

May 20, 2026

HRD NO.: 26-173B

MEMORANDUM

TO: Governor of Guam
FROM: Director of Administration
SUBJECT: Proposed Creation of Position
RE: Regulatory and Compliance Officer

2026 - 26000
OFFICE OF THE GOVERNOR
 CENTRAL FILES OFFICE
 Rec'd By: Moises Gomez
 Date: 5-20-26 Time: 1:50P

Buenas yan Håfa Adal! This memorandum is respectfully requesting your approval for the creation and establishment of classification specifications for the Regulatory and Compliance Officer position in the classified service within the Department of Administration (DOA).

The request is based on the Classification Branch's review of the duties and responsibilities currently being performed by the positions that exist on the current staffing pattern and are being utilized by the Division, and are inherently HRD positions.

To properly classify the position and to appropriately align the duties and responsibilities of the Division structurally and organizationally within the overall composition of DOA, we propose the creation of the above-referenced position that best represents and is specific to the Division, in order for it to effectively carry out its mission and goals.

The Regulatory and Compliance Officer position is based on the need to create a more comprehensive position that is responsible for the development and administration of government policies, procedures and laws that align with current federal and local mandates and compliance requirements. The position is vital in providing analytical and consultative work involving the specialized services and regulatory and compliance programs of DOA, and ensuring adherence to laws, regulations, policies and standards government-wide including semi- and autonomous agencies.

Accordingly, the following is our recommended Hay Evaluation for the proposed position:

| POSITION TITLE | KNOW-HOW | PROBLEM SOLVING | ACCOUNTABILITY | TOTAL POINTS | PAY GRADE |
|-----------------------------------|-----------|-----------------|----------------|--------------|-----------|
| Regulatory and Compliance Officer | F 1 3 264 | E 4 43% 115 | E 3 C 132 | 511 | P |


Pursuant to 4 GCA §6303 (c)(2), all transparency and disclosure requirements for the creation of position have been fulfilled. No comments or concerns were received regarding the creation. The proposal was posted as follows:

- Department of Administration Website Posting – 4/8/26 through 4/29/26
- Notification of media via electronic submission – 4/8/26

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201. *Dangkolo na Agradesimiento!*

Renato
EDWARD M. BIRN

Attachments

| |
|---|
| <input checked="" type="checkbox"/> APPROVED |
| <input type="checkbox"/> DISAPPROVED |
|  |
| LOURDES A. LEON GUERRERO Governor of Guam |
| Date: 6/1/2024 |

Regulatory and Compliance Office (DOA)

NATURE OF WORK IN THIS CLASS:

This is complex professional analytical and consultative work involving the specialized services and regulatory and compliance programs of the Department of Administration (DOA)

This class oversees, supervises and participates in a variety of special projects and program evaluations requiring extensive research and analysis of human resource issues, problems and conditions relating to the adherence to laws, regulations, policies and standards government-wide including semi- and autonomous agencies. Receives direction and serves as a team leader or works independently depending on size and scope of assigned program or project.

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.)

Develops administrative procedures and guidelines to be followed in the implementation of projects and activities to ensure compliance with regulations and standard operating procedures within the government of Guam.

Provides interpretation and guidance on appropriate application of existing and revised human resource related federal or local laws, rules and policies; provides training and/or advises other human resource professionals on regulatory and compliance issues that involve the application or methods and procedures to certain personnel management functions.

Conducts research, investigations and analysis of laws and rules or related issues having government-wide impact; performs internal and external audits of personnel rules and other related references and resources to evaluate adherence to government policies; prepares written analysis including recommendations and alternative courses of action for resolving problems or issues

Oversees the review of legislative bills and the preparation of reports required by the Guam Legislature, Civil Service Commission, Office of the Attorney General (AG), Office of the Governor or other regulatory agencies, requests for opinion of the AG as needed.

Reviews and responds to requests for documents in compliance with the Freedom of Information Act (FOIA) and Health Insurance Portability and Accountability Act (HIPAA.)

Reviews existing and newly created federal and local legislation and regulations including case law and court standards; assists in the revision or development of human resource policies, procedures and systems to reflect changes or updates

Develops policies and formulates updates for human resources standard operating procedures, workflow processes for various sections within HR, personnel rules and regulations and government-wide circulars.

Compiles and maintains regulatory and compliance documentation database or systems; maintains records and prepares descriptive, narrative, statistical and analytical reports.

May serve as Human Resource consultant for one-or-more line departments, provides direct departmental support and advice on human resource management regulatory and compliance practices as appropriate.

Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS.

Knowledge of technical practices and procedures involved in the administration of compliance and regulatory programs including organizational and functional relationships within the public sector.

Knowledge of personnel laws, rules and regulations and government policies

Knowledge of regulatory and compliance laws, regulations and related guidelines.

Knowledge of the principles and techniques of analytical research applicable to complex organizations.

Knowledge of automated human resource systems and associated software such as spreadsheet, word processing, and database management systems.

Ability to communicate complex regulatory requirements to internal and external stakeholders.

Ability to maintain current knowledge of existing and emerging regulations, standards, policies and laws.

Ability to train and/or supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing

Skill in the analysis and interpretation of management information or data and devise solutions to problems and/or implement changes in personnel laws, rules and regulations, policies and procedures

Skill in conducting research, gathering facts and analyzing issues and making decisions in accordance with human resource laws, rules, regulations, policies and other appropriate guidelines.

Skill in maintaining records and preparing reports.

Skill in the safe operation of a motor vehicle

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of professional public personnel administration work with specialized experience in regulatory and compliance programs which demonstrates the ability to explain, apply or interpret rules, regulations, procedures, policies or precedents and two (2) years of experience in a supervisory capacity, and graduation from a recognized or accredited college or university with a Master's degree in public or business administration, human resources or related field; or

- B. Four (4) years of professional public personnel administration work with specialized experience in regulatory and compliance programs which demonstrates the ability to explain, apply or interpret rules, regulations, procedures, policies or precedents and two (2) years of experience in a supervisory capacity, and graduation from a recognized or accredited college or university with a bachelor's degree in public or business administration, human resources or related field; or
- C. **Four (4) years of experience as a paralegal, two (2) years in a supervisory capacity and graduation from a recognized or accredited college or university with a bachelor's degree in legal studies.**

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: APRIL 2026

PAYGRADE: P (GPP)

| | | | | | |
|------------------------|-------------------------|---|---|-----|------------|
| HAY EVALUATION: | KNOW-HOW: | F | 1 | 3 | 264 |
| | PROBLEM SOLVING: | E | 4 | 43% | 115 |
| | ACCOUNTABILITY: | E | 3 | C | <u>132</u> |
| | TOTAL POINTS | | | | 511 |



EDWARD M. BIRN, Director
Department of Administration



LOURDES A. LEON GUERRERO
Governor of Guam

MEDIA RELEASE

April 8, 2026

Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

PETITION FOR CREATION OF POSITIONS

The Department of Administration is petitioning to create the following position:

REGULATORY AND COMPLIANCE OFFICER

This position will be established in the Classified Service, within the Human Resources Division. Please visit our website at www.hr.doa.guam.gov

Comments are welcomed and may be submitted to the Personnel Services Administrator, Tony Aguon at tony.aguon@doa.guam.gov or Rosezette Santos at rosezette.santos@doa.guam.gov, no later than April 22, 2026. Should you require additional information, please contact the Human Resources Division, Classification and Pay Branch at 475-1174/1131/1201.



Media Release

From Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov>

Date Wed 4/8/2026 9:13 AM

To news@guampdn.com <news@guampdn.com>; editor@postguam.com <editor@postguam.com>; bettyann@kuam.com <bettyann@kuam.com>; kstokish@gmail.com <kstokish@gmail.com>; publisher@glimpsesofofguam.com <publisher@glimpsesofofguam.com>; kishfm102.9@gmail.com <kishfm102.9@gmail.com>; news@kanditnews.com <news@kanditnews.com>; newsdirector@kuam.com <newsdirector@kuam.com>; raygibsonshow@gmail.com <raygibsonshow@gmail.com>

1 attachment (58 KB)

MEDIA RELEASE.pdf;

Hafa Adai,

Please see attached Notice of Proposed Creation of Position for the Department of Administration, Human Resources Division.

Regards,
Rosezette Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

Posted 9/3/2025—Proposed Amendment of Position: Health Professional Licensing Administrator (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/09/Notice-of-Proposed-Amendment-HPL-Admin.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Manager (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Manager.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Operator I (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Operator-I.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Operator II (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Operator-II.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Operator III (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Operator-III.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Programmer I (<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Programmer-I.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Programmer II (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Programmer-II.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Programmer III (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Programmer-III.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Supervisor (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Supervisor.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Systems Administrator (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Systems-Administrator.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Systems Analyst I (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Systems-Analyst-I.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Systems Analyst II (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Systems-Analyst-II.pdf>)

Posted 8/15/2025—Proposed Amendment of Position: IT Systems Programmer (<http://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Systems-Programmer.pdf>)



CREATION OF POSITIONS

Please email comments on any proposed creation of positions that maybe listed to doa.admin@doa.guam.gov (<mailto:doa.admin@doa.guam.gov>).

If you wish to comment in writing, please send it to the mailing address listed on our contact page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

Posted 04/08/2026—Proposed Creation of Position: Regulatory and Compliance Officer
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/04/Regulatory-and-Compliance-Officer.pdf>)

Posted 11/25/2025—Proposed Creation of Position: Landfill Superintendent
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/11/NEWS-RELEASE-CREATION-OF-LANDFILL-MANAGER-AND-LADFILL-SUPINT-11-25-2025-FINAL.pdf>)

Posted 11/25/2025—Proposed Creation of Position: Landfill Manager
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/11/NEWS-RELEASE-CREATION-OF-LANDFILL-MANAGER-AND-LADFILL-SUPINT-11-25-2025-FINAL.pdf>)

Posted 8/15/2025—Proposed Creation of Position: IT Network and Systems Design Specialist
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/IT-Network-and-Systems-Design-Specialist.pdf>)



ABOLISHMENT OF POSITIONS

Please email comments on any proposed abolishment of positions that maybe listed to doa.admin@doa.guam.gov (<mailto:doa.admin@doa.guam.gov>).

If you wish to comment in writing, please send it to the mailing address listed on our contact page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

Posted 8/15/2025—Proposed Abolishment of Position: Computer Data Librarian
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/HRD-No.-25-121-OTECH-Amendment-Creation-and-Abolish-1.pdf>)

Posted 8/15/2025—Proposed Abolishment of Position: Computer Image Recorder
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/HRD-No.-25-121-OTECH-Amendment-Creation-and-Abolish-1.pdf>)

Posted 8/15/2025—Proposed Abolishment of Position: Computer Operations Administrator (DOA)
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/HRD-No.-25-121-OTECH-Amendment-Creation-and-Abolish-1.pdf>)

Posted 8/15/2025—Proposed Abolishment of Position: Computer Operations Supervisor
(<https://hr.doa.guam.gov/wp-hr-content/uploads/2025/08/HRD-No.-25-121-OTECH-Amendment-Creation-and-Abolish-1.pdf>)

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

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

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Detailed and specific instructions / procedures received or followed for each assignment. |
| <input 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. |
| <input type="checkbox"/> | Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.) |
| <input 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 | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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 |
|------------------------|------------------------------|
| Computer/ Printer | 80% |
| Copier Machine/Scanner | 10% |
| Telephone | 10% |
| | |
| | |
| | |

VII. JOB REQUIREMENTS

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

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

| | |
|--|---------|
| 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 checked="" type="checkbox"/> No work experience is required. | |
| General: | |
| Specialized: Three (3) years of specialized experience in regulatory and compliance programs which demonstrates the ability to explain, apply or interpret rules, regulations, procedures, policies or precedents. | 3 years |
| Supervisor / Management: Two (2) years in a supervisory capacity. | 2 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. | |
| _____ _____ _____ | |
| 2. FORMAL EDUCATION OR TRAINING: Mark (✓ or X) the most applicable education level required. | |
| a <input type="checkbox"/> Below High School – Show Number of Years | |
| b <input checked="" type="checkbox"/> High School Graduation / GED | |
| c <input type="checkbox"/> Vocational / Technical School | |
| Show specific training that is required by this position. | |
| _____ _____ _____ _____ | |
| d <input type="checkbox"/> Some College | |
| Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____ | |
| Show specific courses required by the essential functions of this job | |
| _____ _____ _____ _____ | |

- Master's Public Administration or Human Resources Law or related field.
 Beyond Masters _____

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 Guam Driver's License

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

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

- Sitting** The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting** Employee is required to sit for extended periods or time without being able to leave the work area.
- 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.)

 Numerical Intelligence (typical for all jobs) ✓
 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.

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

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Regular – Standard Eight (8) hours daily, Monday – Friday |
| <input type="checkbox"/> | Irregular – Shift work – A 24-hour work operation. |
| <input type="checkbox"/> | Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____ |
| <input type="checkbox"/> | Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____ |

The information given on this position is complete and correct

Signature of Employee

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____ | | | | | | |
| c. | What positions under your supervision perform the same essential functions Give name and title: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Name</th> <th style="width: 40%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | Name | Title | _____ | _____ | _____ | _____ |
| Name | Title | | | | | | |
| _____ | _____ | | | | | | |
| _____ | _____ | | | | | | |
| d. | Does this position require (mark one) <input type="checkbox"/> Immediate supervision on a regular basis, <input type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision. | | | | | | |
| e. | Does the employee participate in (mark those appropriate) the <input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy Give examples: _____ _____ _____ | | | | | | |
| f. | The employee (mark one) <input type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> 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

9/8/20

 Date

 Signature of Department/Agency Head

4/8/20

 Date

