

Re: Messages & Communications Doc. No. 38GL-26-2632 through 2636.

From: Guam Legislature Clerks <clerks@guamlegislature.gov>
 Date: Mon 7/20/2026 3:50 PM
 To: 38th Committee On Rules <committeeonrules@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 <committeeonrules@guamlegislature.gov>
 Sent: Monday, July 20, 2026 3:36 PM
 To: Guam Legislature Clerks <clerks@guamlegislature.gov>
 Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>
 Subject: Messages & Communications Doc. No. 38GL-26-2632 through 2636.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2632 through 2636** for processing:

✓	38GL-26-2632	Office of Senator Telo T. Taitague	AI Regulatory Task Force First Progress Report.
✓	38GL-26-2633	A.B. Won Pat International Airport Authority	FY2025 Citizen-Centric Report*
✓	38GL-26-2634	Department of Public Health and Social Services	Guam Board of Allied Health Examiners Regular Board Meeting Packet for July 17, 2026*
✓	38GL-26-2635	Department of Administration	Creation and Abolishment of Positions Re: Assistant Chief Financial Officer (DOA); Deputy Financial Manager; Deputy Controller (Department of Administration)*
✓	38GL-26-2636	Guam Power Authority	Emergency Procurement of Temporary Generation Capacity (20MW) Determination of Need.

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-26-2635*

2 messages

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

Mon, Jul 20, 2026 at 10:39 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-26-2635

38GL-26-2635	Department of Administration	Creation and Abolishment of Positions Re: Assistant Chief Financial Officer (DOA); Deputy Financial Manager; Deputy Controller (Department of Administration)*
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*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: Fri, Jul 17, 2026 at 3:10 PM

Subject: Legislative Filing

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

Hafa Adai:

Please see the attached regarding the filing of the newly created Assistant Chief Financial Officer (DOA) 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 Filing003.pdf**
757K **38GL-26-2635.pdf**
1072K**38th Committee On Rules** <committeeonrules@guamlegislature.gov>

Mon, Jul 20, 2026 at 3:11 PM

To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



Si Yu'os ma'ãse',

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>

Legislative Filing

2 messages

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

Fri, Jul 17, 2026 at 3:09 PM

Hafa Adai:

Please see the attached regarding the filing of the newly created Assistant Chief Financial Officer (DOA) 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

Doc Type: 38GL-26-2635
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.
July 17, 2026
Time: 3:09 PM
Received:

Legislative Filing003.pdf
757K

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

Fri, Jul 17, 2026 at 4:11 PM

Hafa Adai,

Confirming receipt of your email.

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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[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. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

July 16, 2026

HRD NO.: 26-262C

MEMORANDUM

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

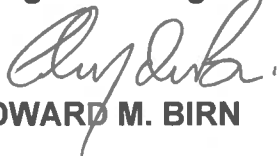
SUBJECT: Creation and Abolishment of Positions
RE: Assistant Chief Financial Officer (DOA)
Deputy Financial Manager
Deputy Controller (Department of Administration)

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 Assistant Chief Financial Officer (DOA) position pursuant to 4GCA §6303 and the abolishment of the Deputy Financial Manager and the Deputy Controller (Department of Administration) positions within the classified service.

Pursuant to the Personnel Modernization Act of 2006, Public Law 28-112, all transparency and public disclosure requirements for the creation and abolishment 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-26-2635
Messages and Communications

RECEIVED
COMMITTEE ON RULES
July 20, 2026
10:39 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 (Telifon): (671) 475-1101/1250



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

June 18, 2026

HRD NO.: 26-262B

To: Governor of Guam

From: Director of Administration

Subject: Proposed Creation and Abolishment of Positions
RE: Assistant Chief Financial Officer (DOA)
Deputy Financial Manager, Controller (DOA)
Deputy Controller (Department of Administration)

Buenas yan Håfa Adail This is to respectfully request your approval for the creation and establishment of classification specifications for the Assistant Chief Financial Officer (DOA) position in the classified service within the Division of Accounts, Department of Administration (DOA).

The creation is based on a request from the Chief Financial Officer and 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 DOA positions.

In addition to the proposed creation, this memorandum also requests to abolish the Deputy Financial Manager and Deputy Controller (Department of Administration) positions. The head of the Division of Accounts was previously held by a Financial Manager, which has since been changed to the position title of Chief Financial Manager. However, the assistant's position was not addressed. 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 and abolishment of the above-referenced positions for the division to effectively carry out its mission and goals.

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

POSITION TITLE	KNOWHOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Assistant Chief Financial Officer	F II 3 460	F 4 50% 230	F 2 S 264	954	T

2026-26157

OFFICE OF THE GOVERNOR CENTRAL FILES OFFICE	
Rec'd By: <u>Moises Gomez</u>	
Date: <u>6-18-26</u>	Time: <u>10:05A</u>

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

- Department of Administration Website Posting – 5/14/26 through 5/29/26
- Notification of media via electronic submission – 5/14/26

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!

EDWARD M. BIRN

Attachments

☒ APPROVED

☐ DISAPPROVED



LOURDES A. LEON GUERRERO
Governor of Guam

Date:

NATURE OF WORK IN THIS CLASS:

This is highly responsible professional managerial finance and accounting work involved in the formulation, direction, maintenance and control of the financial management program, activities and operations of the central accounting departments within the Division of Accounts, Department of Administration.

This position assists the Chief Financial Officer in directing the government of Guam's financial goals and objectives and is responsible in overseeing complex budget, accounting and payroll functions having government-wide impact. An employee in this class works with wide latitude and exercises independent judgment in accordance with established applicable laws, rules, regulations, accounting system and principles and program objectives. Work is performed under general direction of the Chief Financial Officer.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples represent many of the duties which may be assigned to incumbents of this position. However, it may not include all duties that are required of the position.)

Advises and coordinates financial management matters for departments/agencies government-wide, such as developing, consolidating, modernizing and maintaining integrated financial and accounting management systems, improving quality of financial data and information standards, strengthening internal controls and developing legislation affecting financial operations and organizations.

Directs and manages the government of Guam's financial goals, objectives and budgets.

Monitors the financial execution of the budget in relation to actual expenditures, including timely financial reports.

Develops, coordinates and implements a computerized accounting system and fixed asset accounting program.

Oversees control of various accounts including Federal Funds; reviews monthly revenue and expenditure reports; quarterly/annual financial statements and fiscal reports for General Funds, Special and Trust Funds and related funds as needed.

Develops procedures and guidelines in the formulation and administration of the budget, billing and collection activities and other related fiscal functions.

Provides advice and recommendations on problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with legislative or administrative procedures and requirements.

Develops policy and program planning to improve or enhance current accounting practices and procedures.

ASSISTANT CHIEF FINANCIAL OFFICER (DOA)

2.369

Analyzes reports, financial statements, and other records, using accepted accounting procedures to assess financial conditions to assist in the facilitation of financial planning and fiscal policy.

Oversees the investment of funds and supervise cash management activities; invests cash accounts with the concurrence of top management review within the cognizance of legislative constraints.

Ensures compliance with legal regulations and fiscal accountability in regard to bond indentures, internal and external audits and Special Revenue Funds to ensure compliance and fiscal accountability

Provides recommendations and advisement to the Bureau of Budget and Management Research as to which fund types are insufficient to release allotments.

Review and provide recommendations on bills established through legislation and attend legislative hearings.

Reviews, corrects and advises the Department of Revenue and Taxation of any erroneous postings to tax revenues.

Assists the Guam Economic Development and Commerce Authority in compiling required data such as cash collections and disbursements as well as the government of Guam's liabilities to issue new bonds for the government of Guam.

Compiles financial reports on non-appropriated checking accounts maintained by line departments/agencies.

Compiles required supplemental schedules and statistics for the Comprehensive Annual Financial Report for the government of Guam.

Review and prepares a response to performance audits conducted by the Office of the Public Auditor.

Oversees the recruitment and selection of potential personnel as well as provide training for personnel to carry out financial management functions.

Perform related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of management, budget and financial management principles and practices.

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Knowledge of federal and local laws, policies, regulations and procedures relating to financial management and control and budgeting.

ASSISTANT CHIEF FINANCIAL OFFICER (DOA)

2.369

Knowledge of principles and processes involved in organizational planning, coordination and execution which includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.

Knowledge of the Generally Accepted Accounting Principles (GAAP), Generally Accepted Government Accounting Standards (GAGAS), and practices of accounting.

Knowledge of the functions and organization of the government of Guam and the principles and practices of public administration as they apply to governmental accounting.

Knowledge of automated accounting systems and associated software including the Financial Management Information Systems (FMIS).

Ability to develop an integrated financial service program which covers developing budget plans, controlling expenditures and related activities.

Ability to analyze, identify and implement information technology solutions in a complex setting.

Ability to analyze legal, operational, statistical and financial data and reports; apply sound budgetary and fiscal theories and principles.

Ability to develop and maintain effective budgetary control policies and procedures and accounting information systems; devise solutions and/or recommend changes to regulations, policies and procedures.

Ability to make decisions in accordance with appropriate guidelines and make recommendations concerning current financial problems.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with coworkers, representatives of other agencies and the general public.

Skill in recognizing and identifying potential and existing financial system problems.

Skill in the analysis and interpretation of complex financial data and audit findings effectively, efficiently and accurately.

Skill in the preparation of financial statements, balance sheets and comprehensive statistical and graphic reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Seven (7) years of executive or administrative experience with financial management responsibilities in a large public service organization, three (3) years in a supervisory

ASSISTANT CHIEF FINANCIAL OFFICER (DOA)

2.369

capacity, and graduation from a recognized college or university with a master's degree in accounting, finance, economics, business administration or related field; or

- B. Eight (8) years of professional managerial work responsible for general accounting and fiscal services, two (2) years in a supervisory capacity, and graduation from a recognized college or university with a bachelor's degree in accounting, finance, economics, business administration or related field.

NECESSARY SPECIAL REQUIREMENT

A valid and current Certified Public Accountant (CPA) Certificate

ESTABLISHED: MAY 2026

PAY GRADE: T

HAY EVALUATION:	KNOW-HOW:	F II 3	460
	PROBLEM SOLVING:	F 4 50%	230
	ACCOUNTABILITY:	F 2 S	<u>264</u>
	TOTAL POINTS		954


EDWARD M. BIRON
Director, Department of Administration


LOURDES A. LEON GUERRERO
Governor of Guam

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 5/14/2026—Proposed Creation of Position: Assistant CFO

(<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/Notice-of-Creation-Assistant-CFO.pdf>)

Posted 4/15/2026—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 5/14/2026—Proposed Abolishment of Position: Deputy Financial Manager & Deputy Controller (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/Notice-of-Creation-Assistant-CFO.pdf>)

Posted 8/15/2025—Proposed Abolishment of Position: Computer Data Librarian (<https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/Notice-of-Abolishment-Deputy-FM-and-Controller-.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>)

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

Media Release

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

Date Thu 5/14/2026 12:11 PM

To news@guampdn.com <news@guampdn.com>; editor@postguam.com <editor@postguam.com>;
kstokish@gmail.com <kstokish@gmail.com>; publisher@glimpsesofiguam.com
<publisher@glimpsesofiguam.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 (101 KB)

MEDIA RELEASE - Notice of Creation and Abolishment.pdf;

Hafa Adai,

Please see attached Notice of Proposed Creation and Abolishment of Positions 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

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>ASSISTANT CHIEF FINANCIAL OFFICER</u>		Official Position No.: _____
Job Location: <u>ADMINISTRATON</u>	<u>ACCOUNTS</u>	
(Department/Agency)	(Division)	(Section/Unit)
Name: <u>VACANT</u>		
Last	First	Middle Initial
Pay Grade: <u>TX</u>	☒ Classified	☐ Unclassified
Supervisor: <u>THERESA RIVERS</u>	<u>CHIEF FINANCIAL OFFICER</u>	
(Name of Direct Supervisor)	Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below. (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (✓ or X) one format only: ☐ (1), ☐ (2), ☒ (3)
1	Assists the Chief Financial Officer in advising and coordinating financial management matters for departments/agencies such as developing, consolidating, monetizing, and maintaining integrated accounting and financial management systems, improving quality of financial data and information standards, strengthening internal controls affecting financial operations and organizations.
2	Monitors the financial execution of the budget in relation to actual expenditures, including timely financial reports..
3	Oversees Investment of funds and supervises cash management activities for federal draw downs to ensure compliance with Cash Management Agreement and Federal Grant Guidelines
4	Reviews the Guam Financial Management Information System (GFMIS) to determine if functions comply with mandates outlined by public laws or executive orders.
5	Reviews Legislative-mandated Financial Reports (i.e CRER, SRF, Cash/Bond Balance Reports, including Quarterly/Annually Financial Statements
6	Reviews Monthly Revenues in collaboration with DRT to ensure correct and timely recording of Tax Revenues.
7	Reviews and provides recommendations on bills established through legislation that directly impacts the government financials.
8	Assist CFO with recruitment and selection of Accounting Personnel to carry out financial management functions.
9	Audit Coordinator with responsibilities of coordinating Division Audits, including the GovGuam Annual FS and UG Audit
10	Compiles required supplemental schedules and statistics for the Comprehensive Annual Financial Report for GovGuam.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
1	Manages and supervises the accounting of financial statements for the bond funds and/or special revenue funds.
2	Assists GEDA in compiling required data to support issuance of new bonds
3	Perform other accounting Management duties as required and allocated by the Division and/or Department Head.

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:		
☐ None	☐ Up to 15% of total working hours	
	☒ 15 – 50% of total working hours	☐ Over 50%
B. Outside your department / agency. Mark (X or √)		
☐ None	☐ Up to 15% of total working hours	
	☒ 15 – 50% of total working hours	☐ 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.

☐	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
6	General Accounting Supervisors	Oversees section operations

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 and Software Use	80%
Use of Office Equipment such as Printers, Photocopiers, Scanners and Shredders	10%
Use of Office Supplies such as Cutter, Markers, etc.	5%
Power Point Projector and software	5%

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:	
Specialized:	
Supervisor / Management:	
7 years of executive or administrative experience with financial management responsibilities in a large public service org. or 8 years of experience as Controller or CFO General accounting and fiscal services	
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. ☐ 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 <u>24</u> or ☐ Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	
Accounting and Auditing Subjects	
e. College Degree (Show major area of study required.)	
☐ Associate's : _____	
☒ Bachelor's: <u>with 24 semester credit hours of accounting/auditing subjects</u>	
☒ Master's: <u>accounting, finance, economic, business, or public administration</u>	
☐ Beyond Masters: _____	

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.
1. Knowledge of the principles and practices of accounting and accounting management
2. Knowledge of electronic data programming, equipment and systems analysis.
3. Knowledge of organizational planning, coordination, execution, strategic planning, resource allocation, and leadership techniques.
4. Ability to make decisions in accordance with program guidelines and requirements.
4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.

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.) |
| ☐ 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 bearing loss or fatigue).
- ____ % An improperly illuminated or awkward and confining work space.
- ____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- ____ % Lifting or carrying items or objects. Describe item/object and weight:

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

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

- ____ % Other hazards. Describe:

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

[] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

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

☒	Regular – Standard Eight (8) hours daily, Monday – Friday
☐	Irregular – Shift work – A 24-hour work operation.
☐	Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____
☐	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____

The information given on this position is complete and correct.

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

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

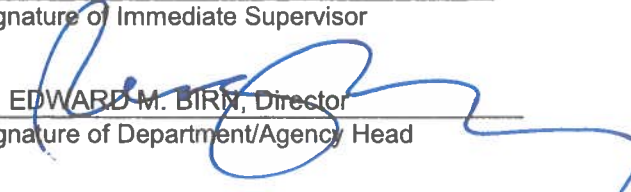
a.	(1)	Has the employee correctly stated his or her official payroll position title? ☐ Yes ☐ No								
	(2)	If not, what is the correct title? _____								
b.	(1)	Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? ☐ Yes ☐ No								
	(2)	If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><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) ☐ 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: Is a complex professional accounting and fiscal management work. Which is responsible for budget and fiscal functions in large departments and agencies, federal grants. _____ _____									
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.



THERESA RIVERS,

Signature of Immediate Supervisor



EDWARD M. BIRN, Director

Signature of Department/Agency Head

05/06/2026

Date



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