

Re: Messages & Communications Doc. No. 38GL-26-2693 through 2699

From: Guam Legislature Clerks <clerks@guamlegislature.gov>
 Date: Wed 8/5/2026 1:55 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

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Thank you

From: 38th Committee On Rules <committeeonrules@guamlegislature.gov>
 Sent: Wednesday, August 5, 2026 12:13 PM
 To: Guam Legislature Clerks <clerks@guamlegislature.gov>
 Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>
 Subject: Messages & Communications Doc. No. 38GL-26-2693 through 2699

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2693 through 2699** for processing:

✓	38GL-26-2693	Department of Education	Consolidated Expenditure Report FY2026 3rd Quarter*
✓	38GL-26-2694	Guam Community College	Unaudited Revenues and Expenditures Report and Staffing Pattern as of June 30, 2026*
✓	38GL-26-2695	Guam Community College	Board of Trustees Quarterly Attendance Report for April, May and June 2026*
✓	38GL-26-2696	Office of Public Accountability - Guam	Guam Memorial Hospital Authority FY2025 Financial Statements, Reports on Compliance and Internal Controls, Management Letter and the Auditor's Communication with Those Charged with Governance.*
✓	38GL-26-2697	Department of Agriculture	Acting Director Designation of Glen Takai, for the Department of Agriculture from August 3, 2026 to August 7, 2026*
✓	38GL-26-2698	Guam Waterworks Authority	Filing of Creation of Position Re: Assistant Staff Attorney (Unclassified)*
✓	38GL-26-2699	Department of Public Health and Social Services	Guam Department of Education (GDOE) Public Schools Variance Report for the month of July 2026*

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-26-2698*

2 messages

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

Mon, Aug 3, 2026 at 4:57 PM

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-26-2698

38GL-26-2698	Guam Waterworks Authority	Filing of Creation of Position Re: Assistant Staff Attorney (Unclassified)*
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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: <mschniep@guamwaterworks.org>

Date: Mon, Aug 3, 2026 at 8:53 AM

Subject: Creation of Position Filing: Assistant Staff Attorney (Unclassified)

To: <office.senatorbri@guamlegislature.gov>Cc: <speakerblas@guamlegislature.gov>, <hrclassc@guamwaterworks.org>

Good morning, Honorable Legislative Secretary Sabrina Salas Matanane,

On behalf of the Guam Waterworks Authority (GWA), please see CCU Resolution No. 10-FY2026 regarding the creation and approval of the position classification for the Assistant Staff Attorney.

In accordance with Title 4, Chapter 6, §6303 (3), no new position may be filled until thirty (30) days have elapsed from the date of filing with the Legislative Secretary, which will lapse on Wednesday, September 2, 2026

Thank you,

MICHAEL W. SCHNIEP

Personnel Specialist IV

**GUAM WATERWORKS AUTHORITY**

Gloria B. Nelson Public Service Building

688 Route 15, Mangilao, Guam 96913

Tel: (671) 300-6852 | Fax: (671) 300-6896

Email: mschniep@guamwaterworks.org

2 attachments

 **GUAM_LEGISLATURE_FILING_-_ASSISTANT_STAFF_ATTORNEY_(UNCLASSIFIED).pdf**
1907K

 **38GL-26-2698.pdf**
1123K

38th Committee On Rules <committeeonrules@guamlegislature.gov>
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Tue, Aug 4, 2026 at 2:39 PM

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>

Creation of Position Filing: Assistant Staff Attorney (Unclassified)

5 messages

mschniep@guamwaterworks.org <mschniep@guamwaterworks.org>

Mon, Aug 3, 2026 at 8:50 AM

To: office.senatorbri@guamlegislature.gov

Cc: speakerblas@guamlegislature.gov, hrclassc@guamwaterworks.org

Good morning, Honorable Legislative Secretary Sabrina Salas Matanane,

On behalf of the Guam Waterworks Authority (GWA), please see CCU Resolution No. 10-FY2026 regarding the creation and approval of the position classification for the Assistant Staff Attorney.

In accordance with Title 4, Chapter 6, §6303 (3), no new position may be filled until thirty (30) days have elapsed from the date of filing with the Legislative Secretary, which will lapse on Wednesday, September 2, 2026

Thank you,

Doc Type: 38GL-26-2698
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.

August 3, 2026

Time: 8:50 AM

Received: 

MICHAEL W. SCHNIEP

Personnel Specialist IV



GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building

688 Route 15, Mangilao, Guam 96913

Tel: (671) 300-6852 | Fax: (671) 300-6896

Email: mschniep@guamwaterworks.org

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GUAM_LEGISLATURE_FILING_-_ASSISTANT_STAFF_ATTORNEY_(UNCLASSIFIED).pdf

1907K

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

Mon, Aug 3, 2026 at 9:31 AM

To: mschniep@guamwaterworks.org

Cc: office.senatorbri@guamlegislature.gov, hrclassc@guamwaterworks.org

Håfa 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]

speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>

Mon, Aug 3, 2026 at 9:32 AM

To: mschniep@guamwaterworks.org, mschniep@guamwaterworks.org

Your message

To: mschniep@guamwaterworks.org

Subject: Creation of Position Filing: Assistant Staff Attorney (Unclassified)

Sent: 8/3/26, 8:50:43 AM GMT+10

was read on 8/3/26, 9:32:44 AM GMT+10

mschniep@guamwaterworks.org <mschniep@guamwaterworks.org>

Mon, Aug 3, 2026 at 9:48 AM

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

Cc: office.senatorbri@guamlegislature.gov, hrclassc@guamwaterworks.org

Good morning,

Thank you,

MICHAEL W. SCHNIEP

Personnel Specialist IV



GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building

688 Route 15, Mangilao, Guam 96913

Tel: (671) 300-6852 | Fax: (671) 300-6896

Email: mschniep@guamwaterworks.org

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[Quoted text hidden]

speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>
To: mschniep@guamwaterworks.org, mschniep@guamwaterworks.org

Mon, Aug 3, 2026 at 9:53 AM

Your message

To: mschniep@guamwaterworks.org
Subject: RE: Creation of Position Filing: Assistant Staff Attorney (Unclassified)
Sent: 8/3/26, 9:48:28 AM GMT+10

was read on 8/3/26, 9:53:37 AM GMT+10

GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P.O. Box 3010, Hagåtña, Guam 96932

Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

July 31, 2026

ELECTRONIC FILING

To: **Honorable Legislative Secretary Sabrina Salas Matanane**
I Minå'trentai Ocho Na Liheslaturån Guåhan
office.senatorbri@guamlegislature.gov

From: General Manager, Guam Waterworks Authority

CC: **Honorable Speaker Frank Blas, Jr.**
I Minå'trentai Ocho Na Liheslaturån Guåhan
speakerblas@guamlegislature.gov

Subject: **Filing of Creation of Position**
RE: Assistant Staff Attorney (Unclassified)

Buenas yan Håfa Adai! In accordance with §6303 (d) of Title 4, Guam Code Annotated, transmitted herewith is a copy of the GWA Resolution No. 10-FY2026 adopted and approved by the Consolidated Commission on Utilities (CCU) on July 28, 2026, relative to the creation of the Assistant Staff Attorney (Unclassified) as a certified, technical, and professional position.

Should you have any questions and/or concerns, please contact our Human Resources Division at 671.300.6073 or via email at hrclassc@guamwaterworks.org



MIGUEL C. BORDALLO, P.E.
GENERAL MANAGER 



38GL-26-2698
Messages and Communications

RECEIVED
COMMITTEE ON RULES
August 3, 2026

4:57 p.m.

Marie Crisostomo

Attachments 



CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org



GWA RESOLUTION NO. 36-FY2026

**RELATIVE TO THE CREATION AND APPROVAL OF POSITION CLASSIFICATION
SPECIFICATION FOR THE ASSISTANT STAFF ATTORNEY (UNCLASSIFIED)**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual, and policy matters relative to the Guam Waterworks Authority (“GWA”); and

WHEREAS, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, the Guam Waterworks Authority (“GWA”) is responsible for the production, treatment, distribution, and management of Guam’s water supply, as well as the collection and treatment of wastewater, ensuring the continued delivery of safe and reliable water and wastewater services to the community; and

WHEREAS, the CCU recognizes the critical importance of maintaining operational efficiency, infrastructure integrity, and technical expertise to meet GWA’s objectives and to support its growing water and wastewater demands; and

WHEREAS, the GWA has identified the need to create the position classification specification for the Assistant Staff Attorney (Unclassified) to strengthen the Legal Division’s capacity to support the GWA growing legal workload; and

WHEREAS GWA’s regulatory and risk management responsibilities have grown in volume and complexity requiring dedicated professional legal support to manage its workload effectively; and

//

WHEREAS, pursuant to 4 GCA § 6303(d), as amended by Public Law 34-131, § 2, autonomous agencies and public corporations are authorized to create new positions or classes of positions when necessary for the efficient performance of agency duties and functions; and

WHEREAS, pursuant to the GWA and GPA Personnel Rules and Regulations authorized by Public Law 28-159, § 3(C), the CCU is authorized to amend, modify, or add positions to the Certified, Technical, and Professional (CTP) list of positions; and

WHEREAS, pursuant to 12 G.C.A. § 14109(a), the Board may appoint an Attorney, who shall serve at the pleasure of the Board and whose duties and compensation shall be fixed by the Board, and the Board may further appoint one or more assistants to any such office; and

WHEREAS, the Assistant Staff Attorney position is created as an assistant to the office of Attorney and shall be under the direct supervision of the Staff Attorney, who shall be responsible for the assignment and oversight of all duties of the position, and for the hiring, performance evaluation, discipline, and all other personnel actions pertaining to the position, consistent with applicable law and the GWA and GPA Personnel Rules and Regulations; and

WHEREAS, after consulting with its classification expert and reviewing the Assistant Staff Attorney job specifications, GWA management proposes the following minimum and maximum compensation ranges under its Strategic Pay Methodology as follows for implementation:

40 th Market Percentile (2022 Market Data – 5 Sub-Steps) – GWA											
Benchmark Position	Structural Adjustment- MIN						Structural Adjustment- MAX				
	JE Points	Base Salary	Hourly	Grade	Step	Sub-Step	Base Salary	Hourly	Grade	Step	Sub-Step
Assistant Staff Attorney	895	\$108,639	\$52.23	O	3	A	\$113,050	\$54.35	O	4	A

NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities does hereby approve the following:

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The CCU finds that the creation of the Assistant Staff Attorney position in the Unclassified service, as an assistant to the office of Attorney pursuant to 12 G.C.A. § 14109(a), is necessary for the efficient and compliant administration of GWA's Legal Division functions.
3. The Assistant Staff Attorney shall report to and serve under the direct supervision of the Staff Attorney. The Staff Attorney shall be responsible for the selection and hiring of the Assistant Staff Attorney, the assignment and supervision of all duties and work product of the position, and the performance evaluations, discipline, and all other personnel actions pertaining to the position, in accordance with applicable law and the GWA and GPA Personnel Rules and Regulations.
4. The CCU hereby authorizes GWA to add the Assistant Staff Attorney to the Certified, Technical, and Professional (CTP) list of positions.
5. The CCU hereby further authorizes GWA management to adopt the proposed minimum and maximum compensation ranges for the Assistant Staff Attorney position as aligned under GWA's Strategic Pay Methodology as follows:

40 th Market Percentile (2022 Market Data – 5 Sub-Steps) – GWA											
Benchmark Position	Structural Adjustment- MIN						Structural Adjustment- MAX				
	JE Points	Base Salary	Hourly	Grade	Step	Sub-Step	Base Salary	Hourly	Grade	Step	Sub-Step
Assistant Staff Attorney	895	\$108,639	\$52.23	O	3	A	\$113,050	\$54.35	O	4	A

6. GWA shall comply with the posting, notice, and filing requirements of 4 GCA § 6303(d), and no recruitment or appointment action shall occur until thirty (30) days have elapsed after the petition, and this resolution are filed with the Legislative Secretary and the Department of Administration.

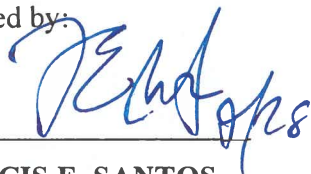
//

RESOLVED, that the Chairman certified, and the Board Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED, this 28th day of July 2026.

Certified by:

Attested by:




FRANCIS E. SANTOS

MELVIN F. DUENAS

Chairperson

Secretary

SECRETARY'S CERTIFICATE

I, **MELVIN F. DUENAS**, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

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

AYES:

5

NAYS:

0

ABSENT:

0

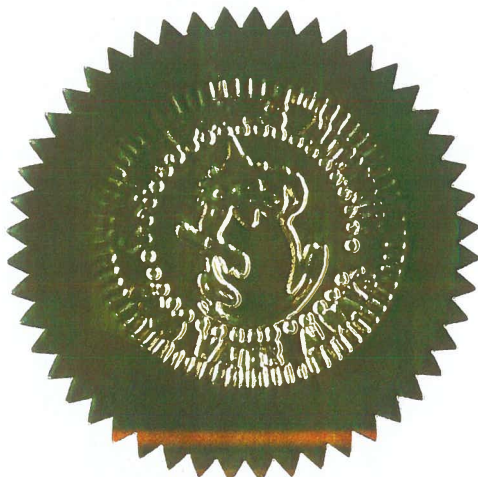
ABSTAIN:

0

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GUAM WATERWORKS AUTHORITY

ASSISTANT STAFF ATTORNEY (UNCLASSIFIED)

NATURE OF WORK IN THE CLASS:

Under the general direction of the Staff Attorney, the Assistant Staff Attorney performs professional legal work in support of the Guam Waterworks Authority (GWA), with primary emphasis on administrative law, government of Guam procurement, and personnel/employment matters. The position provides research, drafting, and analytical support to the Staff Attorney on more complex legal matters, including litigation and administrative or regulatory hearings.

ILLUSTRATIVE EXAMPLES OF WORK:

(This list is of examples only and does not indicate all job-related duties required of this position.)

Procurement

- Assists in ensuring that solicitations, contracts, and other legal instruments comply with Guam procurement law, applicable federal regulations, grant terms and conditions and GWA procurement policies and regulations.
- Reviews, drafts, negotiates, revises, and approves as to legal form procurement contracts, solicitations, amendments, RFPs, IFBs, RFQs, RFIs, professional services agreements, construction contracts, procurement determinations, scopes of work, memoranda of understanding, cooperative agreements, and related legal documents.
- Provides legal oversight and guidance throughout all phases of procurement, including planning, solicitation development, pre-bid/pre-proposal conferences, bid and proposal evaluation, protests, contract award, contract administration, change orders, claims, disputes, renewals, and closeout.
- Conducts detailed legal analysis of contract terms, including indemnification, insurance and bonding, warranties, liquidated damages, default and termination provisions, dispute resolution clauses, and regulatory compliance requirements.
- Reviews procurement actions for legal sufficiency and advises the Staff Attorney and procurement staff on legal exposure, procurement risk, and compliance obligations, including federally funded and grant-funded projects.
- Assists in the preparation of responses to bid protests, appeals, and procurement-related administrative proceedings.

Personnel and Employment Matters

- Provides legal support on personnel and employment matters, including recruitment, classification, discipline, grievances, adverse actions, reasonable accommodation, leave administration, and separation, in coordination with GWA Human Resources.
- Reviews and advises on compliance with the Guam Civil Service Rules and Regulations, applicable collective bargaining agreements, and federal employment laws such as Title VII, the ADA, the FMLA, and the FLSA.
- Assists in preparing, reviewing, and revising personnel policies, personnel rules and regulations, standard operating procedures, and disciplinary or adverse action documentation.

ASSISTANT STAFF ATTORNEY

- Prepares for and represents, or assists the Staff Attorney in representing, GWA at Civil Service Commission (CSC) hearings, appeals, and related pre-hearing proceedings, including drafting pleadings, position statements, and hearing exhibits.
- Advises management and Human Resources on legal risk associated with proposed personnel actions and assists in investigations of workplace complaints as needed.

Litigation and Regulatory Hearing Support

- Conducts research on case law, statutes, and regulations to support the Staff Attorney and General Counsel on litigation and administrative matters, and prepares legal opinions and analyses on related questions.
- Drafts legal documents such as pleadings, motions, briefs, discovery responses, subpoenas, memoranda, and correspondence presenting research findings, legal analysis, and recommendations.
- Assists with hearing and trial preparation, including organizing exhibits, preparing witness and exhibit lists, coordinating with outside counsel and expert witnesses, and building case timelines.
- Attend hearings, depositions, mediations, and other proceedings to observe, take notes, or handle routine matters such as status conferences, scheduling matters, or uncontested motions under the direction of the Staff Attorney.
- Assists in the preparation of filings and testimony for administrative and regulatory hearings, including rate proceedings and other matters before the Guam Public Utilities Commission (PUC).

Representation at PUC, CSC, and Other Public Bodies

- Attends and, as directed, represents GWA at PUC meetings, workshops, and dockets, including rate cases, tariff filings, service rules, and other regulatory matters affecting GWA.
- Attends and, as directed, represents GWA at CSC hearings and related proceedings involving GWA personnel matters.
- Prepares briefing materials, talking points, and legal memoranda in advance of appearances before the PUC, CSC, the Consolidated Commission on Utilities (CCU), legislative committees, or other public bodies.
- Coordinates with compliance, engineering, and finance staff to ensure legal positions presented to the PUC and other regulators are consistent and well-supported.

General Legal Support, Compliance, and Document Management

- Responds to internal inquiries, gathers information, and maintains regular contact with internal stakeholders across GWA divisions.
- Researches and monitors compliance with applicable Guam and federal laws and regulations, including environmental and public-health requirements relevant to a public water and wastewater utility (e.g., Safe Drinking Water Act, Clean Water Act, and Guam Environmental Protection Agency permitting requirements), and assists in permitting processes.
- Reviews, manages, and organizes documents of all types — including contracts, case files, and project records, often involving large volumes of material requiring careful analysis, such as responses to Guam Sunshine Reform Act public records requests.
- Assists in reviewing and drafting easements, rights-of-way, and other real property instruments related to GWA infrastructure.
- Assists in identifying and addressing ethics and conflict-of-interest questions applicable to GWA, consistent with Guam ethics laws and GWA policy.

ASSISTANT STAFF ATTORNEY

- Develops internal procedures, compliance standards, legal review protocols, and procurement or personnel controls to improve efficiency and reduce legal risk.
- Performs semi-complex to complex legal research and prepares legal opinions, memoranda, correspondence, policy recommendations, and advisory reports on procurement law, administrative law, public utility regulation, contract interpretation, compliance, and employment law.
- Performs other duties as assigned or required.

Performs related duties as assigned or required.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles, methods, and practices of legal research;

Knowledge in the areas of procurement, contracts, administrative law, and land condemnation;

Knowledge of Guam procurement law (5 GCA Chapter 5 and 2 GAR Division 4) and implementing regulations, and federal procurement/grants requirements applicable to federally funded projects.

Knowledge of general principles of civil procedure, rules of evidence, and legal research and writing methodology.

Ability to prepare legal briefs and other legal documents and instruments; define issues, perform legal research, analyze problems, evaluate alternatives, and develop sound conclusions and recommendations;

Ability to draft, review, and negotiate clear, accurate, and legally sound contracts, pleadings, memoranda, and correspondence.

Ability to manage multiple assignments and competing deadlines in a fast-paced public utility environment.

Ability to communicate clearly and persuasively, both orally and in writing, including in public hearings and regulatory settings.

Ability to analyze complex factual and legal issues and exercise sound, independent legal judgment appropriate to the level of the position.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree and licensure to practice law, plus a minimum of two (2) years of professional experience in any combination of procurement, government supply, or legal practice.

LICENSURE REQUIREMENTS:

Possession of a current OR temporary license to practice law on Guam and a current certificate of good standing.

ASSISTANT STAFF ATTORNEY

Title 7, Guam Code Annotated, Chapter 9A, the Supreme Court of Guam's Rules and Governing Admissions to Practice Law for applicants not currently licensed to practice law in Guam.

ESTABLISHED: JULY 2026

JE POINTS: 895

FLSA STATUS: EXEMPT

A handwritten signature in blue ink, appearing to read 'F. Santos', with a date '7/28' written to the right.

Francis Santos, Chairman
Consolidated Commission on Utilities