Outlook

Re: Messages & Communications Doc. No. 38GL-26-2865 through 2871.

From Guam Legislature Clerks <clerks@guamlegislature.gov>
Date Mon 9/14/2026 3:24 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

From: 38th Committee On Rules <committeeonrules@guamlegislature.gov>
Sent: Monday, September 14, 2026 3:13 PM
To: Guam Legislature Clerks <clerks@guamlegislature.gov>
Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>
Subject: Messages & Communications Doc. No. 38GL-26-2865 through 2871.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2865 through 2871** for processing:

✓	**38GL-26-2865**	The Guam Board of Registration for Professional Engineers, Architects and Land Surveyors (PEALS)	Board Meeting Packet for September 10, 2026*
✓	**38GL-26-2866**	Guam Housing and Urban Renewal Authority	FY2025 Citizen-Centric Report*
✓	**38GL-26-2867**	Judiciary of Guam	Guam Criminal Law and Procedure Review Commission Plenary Meeting Packet for September 10, 2026*
✓	**38GL-26-2868**	A.B. Won Pat International Airport Authority	Board Meeting Packet for August 6, 2026*
✓	**38GL-26-2869**	Department of Administration	Notice of Proposed Creation of Positions Re: Health Professional Licensing Office Board Investigator and Proposed Amendment Re: Assistant Chief Aquatic and Wildlife Resources*
✓	**38GL-26-2870**	Port Authority of Guam	Revenues and Expenses Report for month ending June 30, 2025*
✓	**38GL-26-2871**	Department of Revenue and Taxation	Income Tax Refund Status Report for the Month Ending August 2026*

Please retrieve Doc. No. 38GL-26-2868 and 2869 from link below:

Messages & Communications Physical Scanned Copy - Google Drive

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

38th Committee On Rules <committeeonrules@guamlegislature.gov>

Messages and Communications 38GL-26-2869*

2 messages

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov> Fri, Sep 11, 2026 at 4:07 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-26-2869

38GL-26-2869	Department of Administration	Notice of Proposed Creation of Positions Re: Health Professional Licensing Office Board Investigator and Proposed Amendment Re: Assistant Chief Aquatic and Wildlife Resources*

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

---------- Forwarded message ---------
From: **Rosezette NT. Santos** <Rosezette.Santos@doa.guam.gov>
Date: Fri, Sep 11, 2026 at 1:52 PM
Subject: Legislative Filing of positions
To: speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>

Hafa Adai:

Please see the attached regarding the filing of the newly amended Assistant Chief Aquatic and Wildlife Resources and the creation of the Health Professional Licensing Office Board Investigator positions 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

3 attachments

Asst Chief Aquatic and Wildlife Resource.pdf
294K

Legislative filing- Board Investigator.pdf
4801K

38GL-26-2869.pdf
1092K

38th Committee On Rules <committeeonrules@guamlegislature.gov> Fri, Sep 11, 2026 at 5:00 PM
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

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

[Quoted text hidden]

THE GUAM LEGISLATURE

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

Legislative Filing of positions

2 messages

Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov> Fri, Sep 11, 2026 at 1:52 PM
To: "speakerblas@guamlegislature.gov" <speakerblas@guamlegislature.gov>

Hafa Adai:

Please see the attached regarding the filing of the newly amended Assistant Chief Aquatic and Wildlife Resources and the creation of the Health Professional Licensing Office Board Investigator positions with the Legislative Secretary.

Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos

Doc Type: 38GL-26-2869
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.
September 11, 2026
Time: 1:52 PM
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

2 attachments

Asst Chief Aquatic and Wildlife Resource.pdf
294K

Legislative filing- Board Investigator.pdf
4801K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov> Fri, Sep 11, 2026 at 2:02 PM
To: "Rosezette NT. Santos" <Rosezette.Santos@doa.guam.gov>

Håfa Adai,

Confirming receipt of your email.

Judy Shockley
Office Administrator

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

[Quoted text hidden]

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

DEPARTMENT OF ADMINISTRATION
DIFATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (*Telifon*): (671) 475-1101/1250 · Fax (*Faks*): (671) 477-3671

LOURDES A. LEON GUERRERO
Governor (Maga'hågo)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

August 7, 2026

HRD NO.: 25-491B

MEMORANDUM

To: Governor of Guam

From: Director of Administration

Subject: **Notice of Proposed Creation of Positions**
RE: Health Professional Licensing Office Board Investigator

Buenas yan Håfa Adai! This is to request your approval for the creation and establishment of classification specifications for the Health Professional Licensing Office Board Investigator position in the classified service. The Health Professional Licensing office under the Division of General Administration within the Department of Public Health and Social Services is tasked with supporting the licensing boards for various health professions, including but not limited to physicians, nurses, pharmacists, and allied health professionals.

This position will serve to conduct in-depth investigations into complaints and violations brought before the professional licensing boards. It will enhance the ability to address complaints or allegations, reduce backlogs, and maintain the integrity of the licensing process. The Health Professional Licensing Office (HPLO) maintains compliance with local laws, regulations, and meets ethical standards for individuals licensed to practice in Guam. Therefore, the recommended Hay evaluation for the Health Professional Licensing Board Investigator is as follows:

POSITION TITLE	KNOW-HOW	PROBLEM-SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Health Professional Licensing Office Board Investigator	**E I 1 175**	**D 3 (33%) 57**	**D I C 66**	**298**	**L (GPP)**

Pursuant to 4 GCA §6303 (c)(2), all transparency and disclosure requirements for the creation of the position have been fulfilled. The Department of Public Health and Social Services received comments regarding the creation and addressed the concerns accordingly.

- Department of Administration Website Posting – 5/18/26 through 6/2/26
- Department of Public Health and Social Services Website Posting – 5/18/26 through 6/2/25
- Notification of media by DOA via electronic submission – 5/18/26

2026-2694D

590 South Marine Corps Drive, ITC Building, Suite 224, Tamuning, Guam 96913 • P. O. Box 7426, Tamuning, Guam 96931

- Notification of media by DPHSS via electronic submission – 6/22/26

Should you have any questions or need further information, please do not hesitate to contact our Classification and Pay Branch at 475-1174/1131/1201. ***Dångkolo na Agradesimiento!***

Rena Borja

EDWARD M. BIRN

Attachments

[X] APPROVED

[ ] DISAPPROVED

LOURDES A. LEON GUERRERO
Governor of Guam

Date: 8/27/2024

38GL-26-2869
Messages and Communications

RECEIVED
COMMITTEE ON RULES
September 11, 2026
4:07 p.m.
Marie Crisostomo

PSS-25-0508

NATURE OF WORK IN THIS CLASS:

This is routine investigative work involving the licensure and credentialing of various health professionals to maintain compliance with all applicable local and federal laws, rules and regulations governing health professional licensure.

An employee in this class conducts in-depth investigations into complaints and violations brought before the professional licensing boards to ensure validity of licensed individuals and meets professional and ethical standards.

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.)

Reviews initial complaints or allegations from the public, other licensees, or regulatory agencies to determine jurisdiction and establish an investigative plan.

Investigates complaints that were filed with the Board within the Health Professional Licensing Office.

Verifies that all regulatory policies and procedures have been documented, implemented, and communicated with stakeholders.

Investigate health care clinics, cosmetology establishments, Optometry Clinics, Dental Clinics, EMS Agencies, and other related facilities under the purview of the Health Professional Licensing Office to ensure compliance with the policies, rules and regulations.

Conducts comprehensive field investigations of healthcare clinics, cosmetology salons, and EMS agencies to verify adherence to HPLO statutory mandates, including auditing sterilization logs, verifying practitioner credentials, inspecting chemical storage, and securing physical evidence in response to formal public complaints or suspected unlicensed activity.

Collects information such as patient medical charts, billing statements, financial documents, and prescription logs to ensure compliance and adherence with laws, regulations, board policies, HIPAA and confidentiality laws and provides recommendations to make judgements.

Conducts investigative interviews using established professional and legal interviewing techniques to obtain sworn statements and relevant information.

Conducts field and desk investigations into allegations of unprofessional conduct, incompetence, negligence, criminal activity, or fraud.

Prepares comprehensive reports using information collected from investigations; presents findings to administrator, Board and/or legal counsel.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of principles, practices, and techniques of civil and criminal investigations.

Knowledge of the rules of legal evidence relative to the collection, preservation, and identification of evidence.

Knowledge of licensing and regulatory requirements to ensure they are properly implemented.

Knowledge of health professional licensing standards, rules and regulations.

Knowledge of medical/health training standards.

Ability to plan, organize and conduct investigations in accordance with local and federal laws.

Ability to gather facts and information through interview, research, observation and examination of records.

Ability to testify in court as a government witness.

Ability to maintain confidential records and prepare investigative reports.

Ability to work effectively with others.

Ability to communicate effectively orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A. Two (2) years of civil or criminal investigative work, and a bachelor's degree in Criminal Justice, Business or Public Administration, political science, behavioral or social science; **or**

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Guam Driver's License

ESTABLISHED:	**AUGUST 2026**		
PAYGRADE:	**L (GPP)**		
HAY EVALUATION:	**KNOW-HOW:**	**E I I**	**175**
	PROBLEM SOLVING:	**D 3 (33%)**	**57**
	ACCOUNTABILITY:	**D 1 C**	**66**
	TOTAL POINTS:		**298**

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

Revised 06/07

Class Code _____

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: Health Professional Licensing (HPL) Board Investigator

Official Position No.: _____

Job Location: DPHSS/Health Professional Licensing Office
(Department/Agency) (Division) (Section/Unit)

Name: Vacant
Last First Middle Initial

Pay Grade: _____ [ ] Classified [ ] Unclassified [X] Position Vacant

Supervisor: Breanna Sablan (Name of Direct Supervisor)

Acting HPL Administrator (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)
73%	Conducts routine investigations relating to civil/criminal cases or complaints of alleged violations of laws, rules and Regulations filed with the Boards within the Health Professional Licensing Office.
	Interviews victims, witnesses and suspects; collects and preserves evidence; examines records and documents;
	Serves warrants for arrests, searches and seizures as necessary.
	Maintains records and prepares reports of investigations. May testify in court as a government witness.
	Case Management and Documentation
	Work closely with the Board's legal counsel or the Attorney General's office to prepare cases for administrative hearings
	Investigates consumer complaints submitted to the various boards within the DPHSS/Health Professional Licensing Office; gathers, analyzes, evaluates, and determines facts from information obtained in each complaint
	Lodged and prepares case file for the boards/commission legal counsel to act upon;
	Conducts investigations in cosmetology establishments, pharmacies, medical clinics, chiropractor clinics, acupuncture clinics and other establishments to be determined.
	Ability to communicate effectively, orally and in writing. Ability to interpret, apply and make decisions in Accordance with laws, regulations and other board policies.
25%	**Compliance and Inspections**
	Perform routine and unannounced inspections of clinics or facilities to ensure they meet health and safety standards
	Monitor licensees who are under board orders, probation, or restricted practice to ensure they are complying with all stipulations
	Prepare and serve subpoenas for records or testimony required for board proceedings
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that **may be** performed, as assigned.
2%	Maintains records and prepares reports of investigations.
	May testify in court as a government witness.

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

(1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.

(2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.

(3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.

(4) The direct supervisor completes the questionnaire for vacant positions.

(5) Section IX is completed by the Human Resources Office.

I. JOB IDENTIFICATION:

Position Title: Show the official (payroll) title only.

Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.

Job Location: Show the exact location of the position within the organization.

Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

(1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.

(2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.

(3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

	Performs related duties as required.
	Ability to work effectively with employees and the public.
	Skill in the safe operation of motor vehicles

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

[X] 15 – 50% of total working hours [ ] Over 50%

B. Outside your department / agency. Mark (X or √)

[ ] None [ ] Up to 15% of total working hours

[X] 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.
[x]	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
[ ]	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

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

Number Supervised	Position Title	Description of Responsibilities

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Personal Computer- MS Word, Excel, Power Point, Email, Scanner	70%
Communication Devices: telephone, fax, mobile phones	5%
Copier Machine	2%
Multi-media, Camera	1%
Official Vehicle	1%
Typewriter	1%
Calculator	1%
Camera	1%

VII. JOB REQUIREMENTS

[X] 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: Has knowledge of the principles, practices and techniques of civil/criminal	2 years
Investigations. Knowledge of the rules of legal evidence. Ability to gather facts and	
Information through interviews, research, observation and examinations and maintain	
	1 year

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.

Two years of civil or criminal investigative work and graduation from a recognized college or university or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

d. [ ] Some College

Show number of [ ] Semester Hours _____ or [ ] Quarter Hours _____

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

NA

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

[ ] Associate's : _____

[X] Bachelor's: *BA/BS in Criminal Justice, Business or Public Administration, political science, behavioral or social science.*

[ ] Master's: _____

[ ] Beyond Masters: _____

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

Ability to gather facts and information through interviews, research, observation and examinations and maintain Confidentiality.

Ability to interpret, apply and make decisions in accordance with laws, regulations and other board guidelines.

Ability to maintain records and prepare investigative reports.

4. LICENSE, REGISTRATION OR CERTIFICATION:

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

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.

[X]	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.
[X]	Speaking	The job requires expressing ideas by the spoken word.
[X]	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.

[X] 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.)

[X] Verbal Intelligence (typical for counselors, customer service representatives, etc.)

[X] 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)

50% 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.)

50 % 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:

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:

[X] Regular / Irregular – Overtime hours without overtime pay entitlement

The information given on this position is complete and correct.

VACANT
Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

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

a. (1) Has the employee correctly stated his or her official payroll position title?

[X] Yes [ ] No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?

[X] Yes [ ] No

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

_____

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

Name	Title

d. Does this position require (mark one)

[ ] Immediate supervision on a regular basis,

[ ] Immediate supervision only for new/complex tasks, or

[X] Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the

[X] Formulation, [X] Interpretation, and/or [X] Application of Agency/Department policy. Give examples:

Develop standard operating procedures, interpret Federal and local regulations, and apply agency/department policies as provided.

f. The employee (mark one)

[ ] Performs routine, well-defined tasks,

[X] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or

[ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

BREANNA B.F. SABLAN, Acting HPL Administrator
Signature of Immediate Supervisor

04/09/2026
Date

THERESA C. ARRIOLA, MBA, DPHSS DIRECTOR
Signature of Department/Agency Head

04/09/26
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

GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SEYBISION SUSLAT

LOURDES A. LEON GUERRERO
Maga'lahen Guåhan
Governor of Guam

JOSHUA F. TENORIO
Sigundo Maga'lahen Guåhan
Lt. Governor of Guam

THERESA C. ARRIOLA, MBA
DIRECTOR

PETERJOHN D. CAMACHO, MPH
DEPUTY DIRECTOR

AMANDA LEE SHELTON, MPA
DEPUTY DIRECTOR

DEC 17 2025

RECEIVED
DEC 29 2025
Department of Administration
Director's Office

MEMORANDUM

To: Director, Department of Administration

From: Director, Department of Public Health & Social Services

Subject: Creation of a New Position
Health Professional Licensing Office (HPLO) Board Investigator I

Pursuant to Title 4, Guam Code Annotated, Chapter 6 §6303(c), the Director of the Department of Public Health and Social Services (DPHSS) request the creation of the Health Professional Licensing Office Board Investigator I position.

The Division of General Administration – Health Professional Licensing Office (HPLO), under the Department of Public Health and Social Services, is tasked with supporting the licensing boards for various health professions, including but not limited to physicians, nurses, pharmacists, and allied health professionals. The HPLO plays a critical role in safeguarding public health by ensuring that individuals licensed to practice in Guam meet professional and ethical standards.

Due to the increasing complexity and volume of cases handled by the HPLO, there is a pressing need to establish the position of HPLO Board Investigator I. This position will serve to conduct in-depth investigations into complaints and violations brought before the professional licensing boards. These investigations may include, but are not limited to, gathering evidence, interviewing complainants and witnesses, preparing investigative reports, and providing testimony before licensing boards or administrative hearings.

The creation of this position will significantly enhance the office's ability to address complaints in a timely and thorough manner, reduce backlogs, and maintain the integrity of the licensing process. The HPLO Board Investigator I will also assist in ensuring compliance with local laws, regulations, and ethical standards governing licensed health professionals.

It is therefore recommended that the Department of Administration approve the classification and establishment of this new position within the HPLO. The responsibilities, qualifications, and salary range for the HPLO Board Investigator I will be outlined in the accompanying position description.

Department of Administration
Human Resources Division
2025
Classification & Pay Branch

Attached are the required documentation to accompany our request to create this position. Your support in expediting the approval process for this essential position is greatly appreciated.

Sincerely,

THERESA C. ARRIOLA, MBA

Proposed Creation of Position: Health Professional Licensing Board Investigator

Board: HPLO

Date Posted: 05/18/2026

Topic(s): HPLO Announcement

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HPLO Board Investigator Job Specs

HPL Board Investigator PD

GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
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MAGA'HÅGAN GUÅHAN
GOVERNOR OF GUAM

JOSHUA F. TENORIO
SEGUNDO MAGA'LÅHEN GUÅHAN
LT. GOVERNOR OF GUAM

THERESA C. ARRIOLA, MBA
DIRECTOR

PETERJOHN D. CAMACHO, MPH
DEPUTY DIRECTOR

PRESS RELEASE PR26-117

June 22, 2026

Proposed Health Professional Licensing Board Investigator Position Advances
Public notice completed pursuant to 4 GCA § 6303.1, Transparency and Disclosure

Hagåtña, Guam – The Department of Public Health and Social Services (DPHSS) is informing the community that the public notice period for the proposed creation of a Health Professional Licensing Board Investigator position has concluded.

The proposed position is intended to be established within the Classified Service under the Division of General Administration's Health Professional Licensing Office.

Pursuant to 4 GCA § 6303.1, Transparency and Disclosure, the Department of Administration publicly noticed the proposed position on May 18, 2026 and provided an opportunity for public comment as part of the position creation process.

The public comment period concluded on June 1, 2026.

The proposed position will continue through the applicable review and personnel processes in accordance with Guam law, rules, and regulations.

For the latest news and updates from DPHSS, follow @dphssguam on Instagram and @guamdphss on Facebook, or visit dphss.guam.gov.

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Hafa Adai All,

Please find the press release attached and included below from the Department of Public Health and Social Services (DPHSS) for **PR26-117 Proposed Health Professional Licensing Board Investigator Position Advances**.

In Service,
Julia Naputi Rivera
Public Information Officer
Division of General Administration, Directors Office
Department of Public Health & Social Services
Office: (671) 922-2521
Email: **pio@dphss.guam.gov**

PRESS RELEASE PR26-117

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Outlook

PR26-117 Proposed Health Professional Licensing Board Investigator Position Advances

From Julia N. Rivera <julia.N.rivera@dphss.guam.gov>

Date Mon 6/22/2026 1:45 PM

Bcc DPHSS_Everyone <DPHSS_EVERYONE@DPHSS.GUAM.GOV>; reporters@kuam.com <reporters@kuam.com>; news@guampdn.com <news@guampdn.com>; reporters@postguam.com <reporters@postguam.com>; publisher@glimpsesofguam.com <publisher@glimpsesofguam.com>; managingeditor@glimpsesofguam.com <managingeditor@glimpsesofguam.com>; publisher@pacificislandtimes.com <publisher@pacificislandtimes.com>; pacificislandtimes@gmail.com <pacificislandtimes@gmail.com>; news@kanditnews.com <news@kanditnews.com>; [redacted]; Raygibsonshow@gmail.com <Raygibsonshow@gmail.com>; news@guamnewsonline.com <news@guamnewsonline.com>; kishfm102.9@gmail.com <kishfm102.9@gmail.com>; kstokish@gmail.com <kstokish@gmail.com>; publisher@glimpsesofguam.com <publisher@glimpsesofguam.com>; managingeditor@glimpsesofguam.com <managingeditor@glimpsesofguam.com>; editor@glimpsesofguam.com <editor@glimpsesofguam.com>; reporter2@glimpsesofguam.com <reporter2@glimpsesofguam.com>; radio_ops@glimpsesofguam.com <radio_ops@glimpsesofguam.com>; patti@thewave105.com <patti@thewave105.com>; dice@power98.com <dice@power98.com>; Wilson.Alex@stripes.com <Wilson.Alex@stripes.com>; [redacted]; nrao@triton.uog.edu <nrao@triton.uog.edu>; [redacted]; reporter2@glimpsesofguam.com <reporter2@glimpsesofguam.com>; mabuhaynews@yahoo.com <mabuhaynews@yahoo.com>; kmead@reorg.com <kmead@reorg.com>; [redacted] thomas.manglona@marianaspress.com <thomas.manglona@marianaspress.com>; kritters@nlga.us <kritters@nlga.us>; leann.abonales@picguam.com <leann.abonales@picguam.com>; clynton.ridgell@guam.gov <clynton.ridgell@guam.gov>; daren.burrier <daren.burrier@GFD.guam.gov>; Elizabeth T. Fisher <lisa.fisher@doa.guam.gov>; Marie P. Lizama <Marie.Lizama@revtax.guam.gov>; [redacted]; Laureal B. Villagomez <Laureal.Villagomez@dphss.guam.gov>; Bertha Pereda <Bertha.Pereda@doa.guam.gov>; cepoh-pa@usace.army.mil <cepoh-pa@usace.army.mil>; leslie.travis@guam.gov <leslie.travis@guam.gov>; Valerie.sablan@visitguam.org <Valerie.sablan@visitguam.org>; cme@ocmeguam.com <cme@ocmeguam.com>; reese@mix96now.com <reese@mix96now.com>; [redacted]; Jenna Blas <jenna.g.blas@ghs.guam.gov>; editor@mvariety.com <editor@mvariety.com>; paul.tapao@gpd.guam.gov <paul.tapao@gpd.guam.gov>; tony.diaz@archagana.org <tony.diaz@archagana.org>; bmeno@portofguam.com <bmeno@portofguam.com>; jmac@triton.uog.edu <jmac@triton.uog.edu>; cindy.hanson@grmc.gu <cindy.hanson@grmc.gu>; jhanson@triton.uog.edu <jhanson@triton.uog.edu>; spcscommunications@gmail.com <spcscommunications@gmail.com>; [redacted]; chalorna.lauron@grmc.gu <chalorna.lauron@grmc.gu>; 36wg.igstafforg@us.af.mil <36wg.igstafforg@us.af.mil>; tbalajadia@fbi.gov <tbalajadia@fbi.gov>; msolson@fbi.gov <msolson@fbi.gov>; kconsul_guam@mofa.go.kr <kconsul_guam@mofa.go.kr>; oikawa.t-eq@nhk.or.jp <oikawa.t-eq@nhk.or.jp>; fema-r9watchofficer@dhs.gov <fema-r9watchofficer@dhs.gov>; Pat.S.Gomes@uscis.dhs.gov <Pat.S.Gomes@uscis.dhs.gov>; jessica.egli@hq.dhs.gov <jessica.egli@hq.dhs.gov>; [redacted] Rebecca.F.Maliuwelur@uscis.dhs.gov <Rebecca.F.Maliuwelur@uscis.dhs.gov>; jpncon@ag.mofa.go.jp <jpncon@ag.mofa.go.jp>; seccgj@ag.mofa.go.jp <seccgj@ag.mofa.go.jp>; cnmi_eoc1@cnmihsem.gov.mp <cnmi_eoc1@cnmihsem.gov.mp>; Christopher.m.chase@uscg.mil <Christopher.m.chase@uscg.mil>; fbcsprincipal@gmail.com <fbcsprincipal@gmail.com>; matthew.chargualaf@bankofguam.com <matthew.chargualaf@bankofguam.com>; lisa.bazacruz@sfcscrusaders.com <lisa.bazacruz@sfcscrusaders.com>; lucille.mayo@guamcc.edu <lucille.mayo@guamcc.edu>; lyann.cruz@visitguam.org <lyann.cruz@visitguam.org>; mjfuller@lotte.net <mjfuller@lotte.net>; nadine.leonguerrero@visitguam.org <nadine.leonguerrero@visitguam.org>; Vote@gec.guam.gov <Vote@gec.guam.gov>; tlimtiaco@gpagwa.com <tlimtiaco@gpagwa.com>; cjones@ap.org <cjones@ap.org>; ready@guamwebz.com <ready@guamwebz.com>; webcare@guamwebz.com

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Theresa.tayama@doc.guam.gov <Theresa.tayama@doc.guam.gov>; vince.arriola@dpw.guam.gov <vince.arriola@dpw.guam.gov>; Michael Unpingco <Michael.Unpingco@dphss.guam.gov>; cedrick.castillon@investguam.com <cedrick.castillon@investguam.com>; estrelladoh@triton.uog.edu <estrelladoh@triton.uog.edu>; GBHWC Directors Office <directors.office@gbhwc.guam.gov>; [redacted] Sara Beatrize D. Harrell <SaraBeatrize.Harrell@gbhwc.guam.gov>; [redacted] nicolas.garrido <nicolas.garrido@gfd.guam.gov>; [redacted] CoryJo Mantanona <CoryJo.Mantanona@dphss.guam.gov>; daylin.pelletier@guam.gov <daylin.pelletier@guam.gov>; Peter Cruz <peter.cruz@guam.gov>; pbulaon@matson.com <pbulaon@matson.com>; [redacted] phil@shermanpacific.com <phil@shermanpacific.com>; [redacted] Roy Gamboa <Roy.Gamboa@doag.guam.gov>; info@ghra.org <info@ghra.org>; danielle@ghra.org <danielle@ghra.org>; eleanor.mesa@us.af.mil <eleanor.mesa@us.af.mil>; jsayama@gpagwa.com <jsayama@gpagwa.com>; jmborja@guamcourts.gov <jmborja@guamcourts.gov>; jleonguerrero@guamcourts.gov <jleonguerrero@guamcourts.gov>; sdiaz@guamcourts.gov <sdiaz@guamcourts.gov>; fernandezj9941@triton.uog.edu <fernandezj9941@triton.uog.edu>; robert.barcinas@guam.gov <robert.barcinas@guam.gov>; cjurquico@hilton.com <cjurquico@hilton.com>; ibarra.hernandez@dol.guam.gov <ibarra.hernandez@dol.guam.gov>; angie.taitague@caha.guam.gov <angie.taitague@caha.guam.gov>; jacqueline.balbas@caha.guam.gov <jacqueline.balbas@caha.guam.gov>; noah.sablan@caha.guam.gov <noah.sablan@caha.guam.gov>; mark.duenas@caha.guam.gov <mark.duenas@caha.guam.gov>; pattim@bankpacific.com <pattim@bankpacific.com>; info@caha.guam.gov <info@caha.guam.gov>; amurer@gmail.com <amurer@gmail.com>; jsamson@guamcourts.gov <jsamson@guamcourts.gov>; rob.sanagustin@guam.gov <rob.sanagustin@guam.gov>; Doris Aguon <Doris.Aguon@sgc.guam.gov>; Marian C. Aguon <marian.aguon@sgc.guam.gov>; glenn.paulino@bsp.guam.gov <glenn.paulino@bsp.guam.gov>; mlafrozont@gmail.com <mlafrozont@gmail.com>; [redacted] cynthia.ignacio@bsp.guam.gov <cynthia.ignacio@bsp.guam.gov>; michelle.leyaroftul@bsp.guam.gov <michelle.leyaroftul@bsp.guam.gov>; americorpsuog@triton.uog.edu <americorpsuog@triton.uog.edu>; speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>; vicespeakertonyada@guamlegislature.gov <vicespeakertonyada@guamlegislature.gov>; office.senatorbri@guamlegislature.gov <office.senatorbri@guamlegislature.gov>; senator.lujan@guamlegislature.gov <senator.lujan@guamlegislature.gov>; chief@gpd.guam.gov <chief@gpd.guam.gov>; senator.duenas@guamlegislature.gov <senator.duenas@guamlegislature.gov>; officeofsenatorshellycalvo@guamlegislature.gov <officeofsenatorshellycalvo@guamlegislature.gov>; vince.borja@guamlegislature.gov <vince.borja@guamlegislature.gov>; office.senatorshawn@guamlegislature.gov <office.senatorshawn@guamlegislature.gov>; senatortelot@gmail.com <senatortelot@gmail.com>; senator.munabarnes@guamlegislature.gov <senator.munabarnes@guamlegislature.gov>; malafunkshun@guamlegislature.gov <malafunkshun@guamlegislature.gov>; senator.parkinson@guamlegislature.gov <senator.parkinson@guamlegislature.gov>; office.senatorperez@guamlegislature.gov <office.senatorperez@guamlegislature.gov>; senatorjoessanagustin@gmail.com <senatorjoessanagustin@gmail.com>; senatorterlajeguam@gmail.com <senatorterlajeguam@gmail.com>; [redacted] alana.c.afaisen@cqa.guam.gov <alana.c.afaisen@cqa.guam.gov>; communications@gmha.org <communications@gmha.org>; danielle.camacho@dya.guam.gov <danielle.camacho@dya.guam.gov>; lisa.bordallo@visitguam.org <lisa.bordallo@visitguam.org>; Carlina MN. Charfauros <Carlina.Charfauros@revtax.guam.gov>; Berlyn.savella@gpd.guam.gov <Berlyn.savella@gpd.guam.gov>; Norman.analista@gpd.guam.gov <Norman.analista@gpd.guam.gov>; [redacted]; MAryann Chamberlain <MB.Chamberlain@dphss.guam.gov>; Ronna Rosario <Ronna.Rosario@dphss.guam.gov>; dorene.kanoh@goodwindcorp.com <dorene.kanoh@goodwindcorp.com>; mall@goodwindcorp.com <mall@goodwindcorp.com>; ready@guamwebz.com <ready@guamwebz.com>; Steven John Q. Sablan <steven.sablan@dphss.guam.gov>; john.ryan@guam.gov <john.ryan@guam.gov>; Meera Salas <meera.salas@dphss.guam.gov>; don@kuam.com <don@kuam.com>; LaDonna Engichy <LaDonna.Engichy@dphss.guam.gov>; sshinkle@guamcourts.gov <sshinkle@guamcourts.gov>

1 attachment (199 KB)

PR26-117 Proposed Health Professional Licensing Board Investigator Position Advances.pdf;

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 6/17/2026—**Proposed Creation of Position**; HR Technician I and II (https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Creation-HR-Technician-series.pdf)
Posted 6/17/2026—**Proposed Creation of Position:** HR Analyst I, II, III, and IV (https://hr.doa.guam.gov/wp-hr-content/uploads/2026/06/Proposed-Creation-HR-Analyst-series.pdf)
Posted 5/18/2026—**Proposed Creation of Position:** Health Professional Licensing Board Investigator (https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/DOA-Memorandum-HRD-No.-25-491-Notice-of-Proposed-Creation-HPPLO-Board-Investigator.pdf) (See Position Description (https://hr.doa.guam.gov/wp-hr-content/uploads/2026/05/HPL-Board-Investigator-PD.pdf))
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).

MEDIA RELEASE

May 18, 2026
Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

PETITION FOR CREATION OF POSITIONS

The Department of Public Health and Social Services is petitioning to create the following position:

HEALTH PROFESSIONAL LICENSING BOARD INVESTIGATOR

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 John Paul Dungca at john.dungca@doa.guam.gov, no later than June 1, 2026. Should you require additional information, please contact the Human Resources Division, Classification and Pay Branch at 475-1174/1131/1201.

Outlook

Notice of Proposed Creation: Health Professional Licensing Board Investigator

From John Paul S. Dungca <John.Dungca@doa.guam.gov>

Date Mon 5/18/2026 3:44 PM

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@glimpsesofguam.com <publisher@glimpsesofguam.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>

Cc Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov>; Dolores F. Perez <dolores.perez@doa.guam.gov>

1 attachment (12 KB)

MEDIA RELEASE.pdf;

Hafa Adai,

Please see attached notice of proposed creation for the Health Professional Licensing Board Investigator position.

Regards,

John Paul S. Dungca
Personnel Specialist
Classification and Pay Branch
Ph: (671) 475-1201 Fax: (671) 477-3671

NATURE OF WORK IN THIS CLASS:

Assists the Chief in administering all programs and activities associated with the Division of Aquatic and Wildlife Resources.

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.)

Assists in the daily management of all sections of the Division of Aquatic and Wildlife Resources to include Fisheries, Wildlife, Coral Reef, Technical Guidance and Administration, at the personnel programmatic, budgetary and policy levels.

Provides direct operational oversight of Division activities for review and analysis at the management level.

Assists in fulfilling local mandates as well as maintaining fiscal and program compliance for all federal funds received.

Assists in the development and implementation of program plans and policies.

Assists in evaluating research planning and program effectiveness.

Assists in the review of proposed scientific work on aquatic and wildlife species and impact to species and associated habitats.

Keeps abreast of local and federal laws and regulations as they pertain to fish and wildlife programs and staff.

Prepares, reviews and submits grant requests seeking funding for aquatic and wildlife resources programs.

Conducts research, completes analysis and writes scientific reports consistent with accepted professional standards.

Represents division and department in writing and orally at meetings and public forums including newspapers, radio and television interviews or presentations.

Responsible for hearing and resolving employee complaints or issues and/or provides guidance, counsel, instruction, supervision and recommendations on formal resolutions.

Reviews Work Planning and Performance Evaluation of employees and provides counsel on measures to improve performance.

Plans, assigns and assists in overseeing the work of subordinates; approves leave requests and may modify staff schedules to provide for the efficiency of Division operations.

Performs related duties as directed or required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of both local and federal laws and regulations as they pertain to aquatic and wildlife programs.

Knowledge of the principles and practice of aquatic and wildlife research, development and management to include the ecosystem appreach to conservation management.

Knowledge of commercial and game aquatic species of the pacific area.

Knowledge of the principles and practices of administration, supervision and management.

Knowledge of budget formulation and process.

Knowledge in the preparation of federal grant applications and compliance requirements.

Knowledge of research and statistical methods and techniques.

Knowledge of federal natural resource laws (Endangered Species Act, Migratory Bird Treaty Act, Magnuson-Stevens Act, Marine Mammals Protection Act).

Ability to manage aquatic and wildlife resource programs.

Ability to supervise the work of others.

Ability to provide guidance and training.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend appropriate changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, both orally and in writing.

Ability to analyze data and prepare scientific and technical papers and reports.

MINIMUM EXPERIENCE AND TRAINING:

A.) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management and at least one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a bachelor's degree in biology, general science or related aquatic and/or wildlife field; **or**

B.) Three (3) years of progressively responsible biological professional experience in the field of fish and/or wildlife management and at least one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a master's degree in biology, general science or related aquatic and/or wildlife field.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license.

AMENDED: **JULY 2026**
MAY 2006

ESTABLISHED: **JULY 1980**

PAYGRADE: **R (GPP)**

HAY EVALUATION:

KNOW-HOW:	**E II**	**3**	**350**
PROBLEM SOLVING:	**E 4**	**43%**	**152**
ACCOUNTABILITY:	**E 2**	**C**	**175**
TOTAL POINTS			**677**

This standard revises and supersedes the standard established in July 1980 and amended May 2006.

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

Doc. No. 38GL-26-2869.*