

From: committeeonrules@guamlegislature.gov
Sent: Wednesday, February 5, 2025 4:07 PM
To: clerks@guamlegislature.gov
Cc: 'Speaker Frank Blas Jr.'
Subject: Messages & Communications Doc. No. 38GL-25-0132 through 0150.
Attachments: 2425 COMM Doc. No. 38GL-25-0132.pdf; 2425 COMM Doc. No. 38GL-25-0133.pdf; 2425 COMM Doc. No. 38GL-25-0134.pdf; 2425 COMM Doc. No. 38GL-25-0135.pdf; 2425 COMM Doc. No. 38GL-25-0136.pdf; 2425 COMM Doc. No. 38GL-25-0137.pdf; 2425 COMM Doc. No. 38GL-25-0138.pdf; 2425 COMM Doc. No. 38GL-25-0139.pdf

Håfa Adai Clerk’s Office,

Please see attached, **Messages & Communications Doc. No. 38GL-25-0132 through 0150** for processing:

✓	38GL-25-0132	Department of Administration	Creation of Positions- Insurance Administrator, Insurance Program & Contract Specialist III, Insurance Program & Contract Specialist II, and Insurance Program & Contract Specialist I*
✓	38GL-25-0133	Guam Community College	FY2025 1st Quarter Apprenticeship Training Program- October to December 2024, 1st Quarter Enrollment Report, 1st Quarter Associate of Science in Practical Nursing Report, 1st Quarter Staffing Pattern, 1st Quarter BOT Consolidated Monthly Financial Report, 1st Quarter BOT Un-audited Financial Report* FY2025 Reports: 1st Quarter Apprenticeship Training Program (October to December 2024), 1st Quarter Enrollment Report, 1st Quarter Associate of Science in Practical Nursing Report, 1st Quarter Staffing Pattern, 1st Quarter BOT Consolidated Monthly Financial Report, 1st Quarter BOT Unaudited Financial Report*
✓	38GL-25-0134	A.B. Won Pat International Airport Authority	Sole Source Procurement/Emergency Procurement- December 2024*
✓	38GL-25-0135	University of Guam	FY2025 1st Quarter Staffing Pattern ending December 31, 2024*
✓	38GL-25-0136	Department of Parks and Recreation	FY2025 1st Quarter Staffing Pattern*
✓	38GL-25-0137	A.B. Won Pat International Airport Authority	FY2025 1st Quarter Staffing Pattern*
✓	38GL-25-0138	Port Authority of Guam	Revenues and Expenses Report for month ending September 30, 2024 and October 31, 2024*
✓	38GL-25-0139	A.B. Won Pat International Airport Authority	FY2025 Travel Report- 1st Quarter * FY2025 1st Quarter Travel Report *
✓	38GL-25-0140	A.B. Won Pat International Airport Authority	Small Purchases and Construction- December 2024* Small Purchases and Construction for the month of December 2024*

✓	38GL-25-0141	Department of Administration	FY2025 1st Quarter Limited Gaming Fund Report*
✓	38GL-25-0142	Department of Administration	Draft Quarterly Statement of Revenue, Expenditures and Changes in Fund Balance for the First (1st) Quarter of FY 2025* Draft Quarterly Statement of Revenue, Expenditures and Changes in Fund Balance for 1st Quarter FY 2025*
	38GL-25-0143	Guam Memorial Hospital Authority	Notification of Temporary Assignment or Detail- Jeffrey A. Saliva, Electrician, 1/31/25*
✓	38GL-25-0144	A.B. Won Pat International Airport Authority	Statement of Revenues and Expenses-December 2024*
✓	38GL-25-0145	Mayors Council of Guam	Civil Weddings Report solemnized by a Village Mayor or Vice Mayor 1st Quarter FY 2025*
✓	38GL-25-0146	Guam Behavioral Health and Wellness Center	Guam Behavioral Health and Wellness Center Acting Director Designation effective from February 2, 2025 to February 11, 2025* Acting Director Designation of Dr. James Cooper-Nurse effective February 2, 2025 to February 11, 2025*
✓	38GL-25-0147	Department of Public Health and Social Services	Department of Public Health and Social Services Acting Director Designation effective from February 3, 2025 to February 10, 2025* Acting Director Designation of PeterJohn D. Camacho effective February 3, 2025 to February 10, 2025*
✓	38GL-25-0148	Guam Preservation Trust	GPT Board of Directors Filled and Vacant Positions*
✓	38GL-25-0149	Office of the Governor of Guam - Medical Referral Assistance Office	FY2025 1st Quarter Activities and Expenditures Report*
✓	38GL-25-0150	Bureau of Budget and Management Research	FY2025 Appropriation Reserve Report as of December 31, 2024* Appropriation Reserve Report for the Quarter Ending December 31, 2024*

Please retrieve Doc. No. 38GL-25-0140 through 0142 and 0144 through 0150 from link below:

[Messages & Communications Physical Scanned Copy - Google Drive](#)

Kindly reply to this email.



si Yu'os ma'äse',

Colleen B. Chargualaf
Committee on Rules Deputy
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 for 38GL-25-0132*

2 messages

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

Mon, Feb 3, 2025 at 9:57 AM

To: committeeonrules@guamlegislature.gov, Office Senator Bri <office.senatorbri@guamlegislature.gov>

Hafa Adái,

Please see attached M&C Doc. No. 38GL-25-0132

38GL-25-0132	Department of Administration	Creation of Positions- Insurance Administrator, Insurance Program & Contract Specialist III, Insurance Program & Contract Specialist II, and Insurance Program & Contract Specialist I*
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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 Lihenslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

Guam Legislature (@GuamLegislature) | Twitter

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

From: **Catherine P Borja** <Catherine.Borja@doa.guam.gov>

Date: Fri, Jan 24, 2025 at 8:20 AM

Subject: DOA Insurance Division Creation of Positions

To: speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>***Buenas yan Háfa Adai!***

Attached is an electronic submission of HRD No. 24-370B which is the request to file for record the newly created positions as follows:

- Insurance Administrator
- Insurance Program & Contract Specialist III
- Insurance Program & Contract Specialist II
- Insurance Program & Contract Specialist I

Kindly acknowledge receipt and returned the signed acknowledgement via e-mail to Catherine.Borja@doa.guam.gov

We look forward to your response

*Si Yu'os Ma'åse!***CATHY P. BORJA**

Personnel Specialist


Classification & Pay Branch


Ph: (671) 475-1131 Fax: (671) 477-3671



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2 attachments

 **HRD No. 24-370B RE Insurance Division.pdf**
456K

 **38GL-25-0132.pdf**
744K

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

Tue, Feb 4, 2025 at 3:45 PM

Håfa Adai!

Received and thank you.



si Yu'os ma'åse',

Colleen B. Chargualaf

Committee on Rules Deputy

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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

DOA Insurance Division Creation of Positions

2 messages

Catherine P Borja <Catherine.Borja@doa.guam.gov>

Fri, Jan 24, 2025 at 8:19 AM

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

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- Insurance Administrator
- Insurance Program & Contract Specialist III
- Insurance Program & Contract Specialist II
- Insurance Program & Contract Specialist I

Kindly acknowledge receipt and returned the signed acknowledgement via e-mail to Catherine.Borja@doa.guam.gov

We look forward to your response

Doc Type: 38GL-25-0132
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.

Jan 24, 2025

Time: 8:19 AM

Received:

Si Yu'os Ma'ase!

CATHY P. BORJA

Personnel Specialist

Classification & Pay Branch

Ph: (671) 475-1131 Fax: (671) 477-3671



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HRD No. 24-370B RE Insurance Division.pdf
456K

2/3/25, 9:45 AM

Guam Legislature Mail - DOA Insurance Division Creation of Positions

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>
To: Catherine P Borja <Catherine.Borja@doa.guam.gov>

Fri, Jan 24, 2025 at 8:20 AM

Confirming receipt.

[Quoted text hidden]



EDWARD M. BIRN
 Director (Direktot)
 ELIZABETH T. FISHER
 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'hága)
 JOSHUA F. TENORIO
 Lt. Governor (Sigundo Maga'lóhi)

1/17/25

January 17, 2025

HRD NO.: 24-370B

Honorable Speaker Frank F. Blas, Jr.
 38th Guam Legislature
I Mina'trentai Ocho Na Liheslaturan Guáhan
 Guam Congress Building
 163 Chalan Santo Papa
 Hagatna, Guam 96910

**RE: Creation of Positions – Insurance Administrator
 Insurance Program & Contract Specialist Series**

Dear Speaker Blas:

Buenas yan Háfa Adai! *i Mina'trentai Ocho Na Liheslaturan Guáhan* is respectfully requested to file for record, the creation of the Insurance Administrator and the Insurance Program & Specialist III, II and I positions within the classified service, pursuant to 4 GCA §6303.

The above-named positions will be located within the Insurance Division, Department of Administration. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, all requirements for the creation of the position have been fulfilled (attachments).

Should you have any questions or require additional information, please do not hesitate to contact the Classification and Pay Branch, Human Resources Division at (671) 475-1131/1265.

Dangko na Agradesimiento!

EDWARD M. BIRN
 Director of Administration

Attachments

Acknowledged By:
Office of the Speaker <i>I Mina'trentai Ocho Na Liheslaturan Guáhan</i>
Date:



38GL-25-0132
 Messages and Communications

RECEIVED
 COMMITTEE ON RULES
 February 3, 2025
 9:57 a.m.
Colleen Chargualaf

**NATURE OF WORK IN THIS CLASS:**

This position participates in contract negotiations and oversees the administration of all insurance benefits for the Government of Guam's Group Insurance Program.

Employees in this class administer and oversee the Government of Guam insurance program; ensures that bids are administered pursuant to established contracts, applicable laws, rules and regulations, policies and procedures, and in accordance with member eligibility.

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.)*

Plans and directs the administration of the government's Group Health and Life Insurance Programs; develops and initiates direct contracting with medical, pharmaceutical, dental providers, and other health entities; develops and initiates contracts with reinsurance providers, vendors, Third Party Administrators (TPA) and other services providers; maintains all proposals and ensures the confidentiality of the process.

Administers and oversees the issuance of the Request for Proposal (RFP) for the government's Group Health and Life Insurance programs, direct contracting and, and actuarial services; ensures the relevant changes or amendments to any procurement and/or insurance administration requirements are complied with; establishes a relative weight factor and scoring process during contract review and negotiations; oversees the compliance of procurement regulations; and oversees compliance with all insurance rules and regulations.

Directs and oversees the development of the scope of services and program changes for insurance and actuarial services and other program; responsible for the final development and scoring process for the RFP.

Communicates directly with insurance actuaries in the development of the RFP with regard to plan development, expansion of services, contractual changes, premiums, audits, and other areas of concerns.

Directs the monitoring, analyzing, and evaluating of insurance programs performance to ensue compliance with contractual requirements. Executes corrective measures for compliance.

Oversees the preliminary and final review of proposals received. Receives proposals to determine those that meet RFP requirements, or are deemed non-responsive and non-compliant. Issues final determination in consultation with the negotiating team and legal counsel.

Establishes and manages strategic partnerships with medical and pharmacy providers to expand and improve services. Develops direct network contracts to provide the most beneficial



and economical plans and services. Plans and oversees the process and contract for captive insurance.

Develops and monitors related plans, procedures and methodologies, and/or analyzes quality initiatives and processes to meet organizational objectives, customer needs, enhancing teamwork and improving overall organizational performance.

Directs research and evaluation of insurance coverage needs and advises the Director of Administration of findings and recommendations for changes; provides reporting and analytics related to insurance benefits including cost analysis, usage trends, and other relevant data.

Works directly with the Director of Administration, actuaries, and negotiating team in the development of proposed plan designs, rates, and/or schedule of benefits and program requirements. Collaborates with actuaries for rate settings, and assessment of plan administration; discusses steps to achieve improvements; makes recommendations to the department head.

Provides professional assistance and guidance to the director negotiating team during team meetings and negotiations; provides insights and recommendations for plan improvement.

Identifies area of concerns; provides direction for improvement.

Interface with agency heads to partner on strategizing group insurance program sustainability and collaborate on the development of policies and procedures to improve and streamline processes and initiatives.

Directs the planning and creation of the annual open enrollment period for health and life insurance programs. Announces insurance coverage and verifies insurance premium rates.

Directs the development of communication and partnerships with stakeholders, insurance carriers, vendors and other business partners. Participates or attends legislative informational or government-wide meetings, governor's briefings, and/or other insurance-related meetings. Prepares comments and provides recommendations on legislative bills impacting insurance, procurement transactions or actuarial services.

Oversees the finalizing of insurance contracts and certificates to ensure that negotiated items and conditions are incorporated in the final product. Subjectively formulates and implements corresponding policies and procedures based on approved contract terms.

Maintains all insurance and insurance-related procurement records and/or documents for the Executive Branch and ensures their confidentiality.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of local and federal laws and regulations governing public health, dental and life group insurance programs and administration, and procurement of such services.

Knowledge of the Department of Administration Personnel Rules and Regulations.

Knowledge of health and life insurance trends and developments.

Knowledge of supervision and management, modern businesses practices, and the principles and practices of contract negotiations.

Ability to plan and direct programs and activities.

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

Ability to make decisions in conformance with established laws, regulations, policies and other program guidelines.

Ability to identify problems and identify solutions.

Ability to evaluate program effectiveness, and initiate/implement changes to enhance programs and operations.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work effectively with consultants, the negotiation team, employees, and the public.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of public health, dental and life insurance program administration experience, one (1) year of which must be in insurance contract development and procurement, and graduation from a recognized or accredited institution of higher learning with a Master's degree in public or business administration, human resources, finance or closely related fields; or
- B. Four (4) years of health, dental and life insurance program administration experience, one (1) year of which must be in insurance contract development and procurement, (1) year of supervisory experience, and graduation from a recognized or accredited institution of higher learning with a Baccalaureate degree in public or business administration, human resources, finance or closely related fields, or



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

ESTABLISHED: **JANUARY, 2025**

PAY GRADE: **Q (GPP)**

HAY EVALUATION:	KNOW-HOW:	E II 3	350
	PROBLEM SOLVING:	E 3 38%	132
	ACCOUNTABILITY:	E 3 C	175
	TOTAL POINTS		657

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

**NATURE OF WORK IN THIS CLASS:**

This is supervisory group insurance administration work.

Employees in this class supervise complex program development, contractual review and compliance, executes the formulation and creation of the Request for Proposal; advises the negotiation team; and oversees the administration of the group insurance programs and activities for the government.

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.)*

Supervises, monitors and analyzes programs and activities involving the administration of group medical, dental, pharmacy and life insurance mandates and compliance with contract terms and conditions. Anticipates program needs, develops innovative solutions of improvement, makes resolutions, and takes corrective measures for compliance with local and federal statutes.

Conducts research on expansion of services, laws applicable to programs, emerging industry practices and insurance issues, plan designs, and direct contracting with hospitals, providers, and pharmacies; determines relative impact to programs and reports findings or recommendations to Insurance Administrator and presentation to the Director.

Conducts research on federal grants for the overall improvement of insurance programs and professional development training for Insurance Division Staff to remain up-to-date with industry practices.

Formulates and develops in-house training programs; develops informational materials to work as teaching aids for progressive learning regarding the benefit programs' processes and procedures. Provides guidance to staff on the proper application of administrative requirements or established policies and procedures.

Prepares response to Freedom of Information Act (FOIA) received relative to health and life insurance programs within specified FOIA timeframes.

Oversees and maintains insurance and insurance-related records.

Performs other related duties as assigned.

(Insurance Program Development)

Responsible for the formulation and development of the Request for Proposal (RFP) for the health and life insurance programs, captive insurance, direct contracting, actuarial services, program expansions, and other services needed to administer programs for review. Ensures actuarial services and procurement requirements are met; verifies that any impacted changes do not contradict any other components of the RFP; and organizes RFP for final review by the Insurance Administrator.



Closely monitors the RFP and negotiations process and ensures compliance with all procurement laws and regulations to avoid any potential protest, procurement non-compliance issues, or breach of confidentiality. Prepares draft documents in response to any protests or filed motions of stay for Insurance Administrator's review.

Provides technical guidance to subordinates in preparing documentation for inclusion in the Request for Proposal.

Oversees preliminary review of proposals submitted; ensures confidentiality of proposals, ensures that negotiated changes during proposal submission and contract negotiations are accurately tracked; provides guidance and feedback to the negotiations team or Insurance Administrator on issues.

Attends and provides assistance for meetings with the negotiations team and stakeholders during contract negotiations.

(Contract)

Responsible for administering and finalizing health, life, and actuarial contracts for compliance with negotiated terms, applicable procurement requirements, and insurance laws. Communicates with stakeholders and/or insurance company on the interpretation and verification of contract terms and conditions. Submits recommendations for corrections, improvements and compliance to the Insurance Administrator for final approval.

Reviews and prepares any contract activities to include, but not limited to, items such as renewals, scope of services, amendments, rates, and memorandums. Identifies issues of contractual and policy non-compliance; provides recommendation and action plan to correct areas of non-compliance and improvement needs to Insurance Administrator.

Tracks performance guarantees with contract terms. Communicates with carriers for reports and briefs the Insurance Administrator on recommended course of action. Seeks penalties for non-compliance of performance guarantees.

Creates and administers assessments on health and life insurance program effectiveness and member satisfaction, develops evaluation criteria, and analyzes the validity of the responses to improve the quality of the programs for the next plan year.

Maintains communications with stakeholders and insurance carriers or third-party administrators (TPA) to plan open enrollment activities for the health and life insurance programs; such as, the review and approval of brochures, enrollment forms, marketing materials, disbursement of open enrollment information [i.e., circulars, schedules, carrier/TPA presentations, implementation guidelines, Q&A (question and answer), flyers, etc.].

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of local and federal laws and regulations governing public group insurance programs and administration, and procurement of such services.



Knowledge of the Department of Administration Personnel Rules and Regulations.

Knowledge of the principles and practices of supervision and management.

Ability to make decisions in conformance with established laws, regulations, policies and other program guidelines.

Ability to identify problems and identify solutions.

Ability to evaluate program effectiveness, and initiate/implement changes to enhance programs and operations.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of health, dental and life insurance program administration experience, six (6) months of which must be in insurance contract development and procurement, and graduation from a recognized or accredited institution of higher learning with a Baccalaureate degree in public or business administration, human resources, finance or closely related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JANUARY, 2025

PAY GRADE: N (GPP)

HAY EVALUATION:	KNOW-HOW:	E I 3	230
	PROBLEM SOLVING:	E 3 33%	76
	ACCOUNTABILITY:	E 1 C	<u>100</u>
	TOTAL POINTS		406

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

**NATURE OF WORK IN THIS CLASS:**

This is moderately complex program development, coordination, and implementation work in the administration of the group insurance programs and activities for government employees.

Employees in this class perform duties independently after initial training and work under general supervision on a variety of more complex developmental assignments.

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 existing laws as it relates to insurance programs and benefits; conducts research on industry standard programs and propose and/or recommends changes for improvement.

Plans logistical activities involving the procurement of services, contract negotiations, communications of open enrollment, and marketing of employee benefits and plans.

Prepares memorandums and circulars, statistical reports, and other correspondence.

Attends meetings as required; maintains insurance and insurance-related records.

Performs related duties as required.

(Insurance Program Development)

Prepares the Request for Proposals (RFP) for improvement in plan administration and benefits. Prepares procurement documentations and other necessary reports to include written determinations, requests for personnel services and scope of services for the Request for Proposals for insurance, actuarial services, or other services needed. Verifies rating and weight factors. Compiles reports for census data, claims data and other pertinent information for the Request for Proposal. Submits RFP for supervisory review.

Conducts preliminary review of proposals submitted; ensures for completeness of required information and material in accordance with procurement and Request for Proposal (RFP) requirements; prepares findings to supervisor for action; prepares preliminary communications to offerors of non-compliance or non-responsiveness; prepares letters of selection and non-selection in compliance with procurement rules.

Staffs the Negotiations Team and director during the development of the RFP, pre-negotiations briefings, pre-proposal conferences and negotiations; may advise of issues of concerns and areas in need of compliance and improvements.

Closely monitors the RFP and negotiations process in avoidance of any filed protest or non-compliance issues; prepares draft responses and documents in response to any protests or filed motions of stay.



Conducts audits of moderately complex insurance processing and administration protocols; makes recommendations for improvement to supervisor.

Assists in researching expansion of services, emerging insurance industry practices and issues, plans designs and direct contracting with hospitals, pharmacies, and compliance. Provides report to supervisor for review and direction and presentation to the Insurance Administrator.

(Contracts)

Conducts research for direct contracting options for medical, pharmacy and hospital benefits, reports findings to supervisor.

Participates in the administration of group insurance mandates and compiles contract and program issues of concern during contract plan year; identifies areas of non-compliance; prepares reports in an organized manner for presentation to supervisor. Provides general recommendations for improvement.

Assists in the resolution of moderately complex membership enrollment, discrepancies and contractual issues.

Responds to inquires and issues regarding the insurance benefit program and requirements; explains program benefit coverages.

Monitors program effectiveness; formulates recommendations for improvement and policy changes.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of local and federal laws and regulations governing public group insurance programs and administration, and procurement of such services.

Knowledge of the Department of Administration Personnel Rules and Regulations.

Ability to make decisions in conformance with established laws, regulations, policies and other program guidelines.

Ability to identify problems and identify solutions.

Ability to evaluate program effectiveness, and initiate/implement changes to enhance programs and operations.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.



MINIMUM EXPERIENCE AND TRAINING:

- A. One (1) year of health, dental and life insurance program administration experience and graduation from a recognized or accredited institution of higher learning with a Baccalaureate degree in public or business administration, human resources, finance or closely related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JANUARY, 2025

PAY GRADE: M (GPP)

HAY EVALUATION:	KNOW-HOW:	E 1 2	200
	PROBLEM SOLVING:	E 3 33%	66
	ACCOUNTABILITY:	D 2 C	76
	TOTAL POINTS		342

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam



NATURE OF WORK IN THIS CLASS:

This is routine technical program development, coordination, and implementation work in the administration of the group insurance program and activities for government employees.

Employees in this class perform routine duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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.)*

Prepares memorandums and circulars, statistical reports and other correspondence.

Attends meetings as required; maintains insurance and insurance-related records.

Performs other related duties as assigned.

(Insurance Program Development)

Assists in the research of expansion of services and benefits for program improvement; reports findings to upper-level specialist.

Assists in the formulation of scope of services and benefits for inclusion into the Request for Proposal (RFP). Assists in the assignment of relative weights and score factors of the RFP. Assists in compiling reports for census data, claims data and other pertinent information for the RFP. Assists in conducting audits of insurance processing and administration protocols; prepares recommendations for improvement.

(Contract)

Participates on the administration of group insurance mandates and compliance with contract terms and conditions.

Assist in the research for direct contracting options and insurance industry practices for medical, pharmacy and hospital benefits.

Assists in the review of insurance contracts for compliance with negotiated terms on specific problems or procedures; seeks clarification on the interpretation and verification of contract terms and conditions; ensures for compliance of minor issues.

Assist higher-level specialists in evaluating and monitoring program effectiveness; record areas for improvements and submits recommendations for change for supervisor review.

Assists in the development of cost-effective initiatives, program benefit administration, program policies and procedures; assist in formulating recommendations for improvements and policy changes.

Responds to specific inquiries and issues regarding the insurance benefit program and requirements; explains program benefit coverages.



Assists in logistical activities involving contract negotiations, communications of open enrollment, and marketing of employee benefits and plans.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to interpret, apply and make decisions in accordance with local and federal laws and regulations governing public group insurance programs and administration, and procurement of such services.

Ability to evaluate program effectiveness, and initiate/implement changes to enhance programs and operations.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized or accredited institution of higher learning with a Baccalaureate degree in public or business administration, human resources, finance or closely related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JANUARY, 2025

PAY GRADE: L (GPP)

HAY EVALUATION:	KNOW-HOW:	E 1 1	175
	PROBLEM SOLVING:	D 2 29%	50
	ACCOUNTABILITY:	D 1 C	<u>66</u>
	TOTAL POINTS		291

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

Chamorro Standard Time: Wednesday, December 18, 2024 - 11:12 AM



CREATION OF POSITIONS

Please email comments on any proposed creation of positions that maybe listed to Ms. Catherine Borja at catherine.borja@doa.guam.gov, Ms. Lora Mojica at lora.mojica@doa.guam.gov, and Ms. Rosezette Santos at rosezette.santos@doa.guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

Posted 12/18/2024—Proposed Creation of Positions: Insurance Administrator + Insurance Program & Contract Specialists

Request to Create: Solid Waste Dispatcher

ABOLISHMENT OF POSITIONS

Please email comments on any proposed abolishment of positions that maybe listed to Ms. Catherine Borja at catherine.borja@doa.guam.gov, Ms. Lora Mojica at lora.mojica@doa.guam.gov, and Ms. Rosezette Santos at rosezette.santos@doa.guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

- Catherine P Borja

From: Catherine P Borja
Sent: Wednesday, December 18, 2024 8:25 AM
To: joan@kuam.com; john@postguam.com; kstokish@gmail.com; mindy@postguam.com; nestor@kuam.com; news@guampdn.com; 'editor@postguam.com'; news@guampdn.com; news@k57.com; parroyo@spbgum.com
Cc: Francis N Flisco; Carmen Astorga; James Pasion
Subject: Media Release
Attachments: MEDIA RELEASE.docx

Hafa Adai:

In accordance with 4GCA §6303.1 – Transparency and Disclosure, the attached Media Release is provided.

Si Yu'os Ma'ase!

CATHY P. BORJA
Personnel Specialist
Classification & Pay Branch
Ph: (671) 475-1131 Fax: (671) 477-3671



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MEDIA RELEASE

December 18, 2024

PETITION FOR CREATION OF POSITIONS

Pursuant to 4GCA §6303.1 – Transparency and Disclosure

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

Insurance Administrator
Insurance Program & Contract Specialist III
Insurance Program & Contract Specialist II
Insurance & Program Contract Specialist I

These positions will be established in the Classified Service within the Department of Administration. Please visit our website at www.hr.doa.guam.gov.

Comments are welcomed and may be submitted to the Personnel Specialist IV, Francis A. Flisco at Francis.Flisco@doa.guam.gov, no later than January 3, 2025. Should you require additional information, please contact the Human Resources Division, Classification and Pay Branch at (671) 475-1131/1201/1265.