

PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT
1026 Cabras Highway, Suite 201 Piti, GU 96915
Phone: (671) 477-5931 Fax: (671) 477-2689
Website: www.portguam.com



NEWS RELEASE

Creation of Positions Port Terminal Worker and Port Terminal Supervisor

Piti, Guam, February 25, 2022: In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's request for the creation of the positions for Port Terminal Worker and Port Terminal Supervisor.

In the upcoming year, the Port will be embarking on major renovation and enhancement of its wharves, buildings, infrastructure and container yard to prepare for the demands of increased cargo movement as a result of the military build-up. The Port anticipates to see over 200,000 TEUs beginning in 2022 up to 2033.

The positions of Port Terminal Worker and Port Terminal Supervisor will assist the Operations Department in ensuring that vessel operations, stowage of cargoes within the terminal yard, issuance of cargoes to customers and other cargo handling services are not disrupted. By employing individuals to occupy these positions, it will allow management the flexibility to assign them to areas to ensure there is no bottlenecks in servicing our customers and the public, especially, during the peak of the military-build up.

Request to the Board of Directors and supporting documents are available on the Port's website under "Public Notices" <https://www.portofguam.com/news/public-notices> for public review and comment.

Please submit your comments to the Human Resources Division no later than March 14, 2022. For more information, please contact the Human Resources Division at 477-5931, ext. 307.



PORT OF GUAM
ATURIDATI PUETTON GUAHAN
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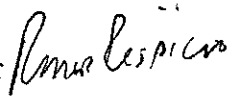


Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

February 25, 2022

INTER-OFFICE MEMORANDUM

To: All Division Heads

From: Rory J. Respicio, General Manager 

Subject: Proposed Creation of Position – Port Terminal Worker and
Port Terminal Worker (Casual)

Hafa Adai! The Board of Directors at their meeting of February 24, 2022 authorized management to begin the process to create the Port Terminal Worker position in the classified service. Doing so, gives me the corresponding authority to establish a Port Terminal Worker (Casual) position pursuant to the Port's Personnel Rules and Regulations.

Therefore, as reported in the Board meeting, because the nature of the position is to provide waterfront and support services involved in the loading and unloading of cargoes, the appointment of this position will also be "Short-Term" or known as a casual position.

To provide you with an opportunity to submit your inputs on the proposed position, we have posted the request to create the proposed position on the Port's website under "News – Public Notices" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than March 14, 2022.

Should you have any questions regarding this request, please feel free to contact the Human Resources Division.

Cc: Acting Personnel Services Administrator
Corporate Services Manager



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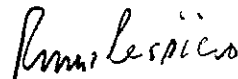


Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

February 21, 2022

MEMORANDUM

To: Board of Directors

From: Rory J. Respicio, General Manager 

Subject: Request for Creation of Position – Port Terminal Worker

Hafa Adai! To prepare for the anticipated increase in cargo as a result of the military build-up which is expected to begin this year and peaking in 2023 to 2026, as well as, meeting the ongoing demands from the island's organic growth, we have conducted manpower assessments to determine the Port's human resources requirements. The Port has hired individuals as Stevedores (Casuals) and assigned them to other Operations divisions to assist in their workload for vessel or special service request operations if they possess the necessary special requirements for the positions. We have also looked at different classifications within the Operations divisions to allow the Port to be flexible in assigning employees who meet the qualification requirements for positions, such as, equipment operators, stevedores, and cargo checkers, which there are none.

To establish a Port Terminal Worker position within the Port's Classification and Compensation Plan will assist the Operations Department in ensuring that vessel operations, stowage of cargoes within the terminal yard, issuance of cargoes to customers and other cargo handling services are not disrupted. By employing individuals to occupy this position will allow management the flexibility to assign them to areas where there is no bottleneck in servicing our customers and the public, especially, during the military-build up peak.

We are attaching classification report and analysis justifying the need to create a Port Terminal Worker position in the classified service under the Port Classification and Compensation Plan.

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service in accordance with Title 4, Guam Code Annotated, Section 6303(d). Rule 5.015 of the Personnel Rules and Regulations stipulates that the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of the duties and functions of the Port. The petition shall include:

1. The justification for the new position;
2. The essential details concerning the creation of the position;
3. An analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);
4. The position description;
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 *et seq.*; and any other pertinent information.

If the Board agrees to establish the Port Terminal Worker position, Rule 5.016 of the Personnel Rules and Regulations would need to be complied with regarding transparency and disclosure. The requirements of this Rule are as follows:

1. The petition for request for creation is posted on the Port’s website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted);
2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

After the transparency process has been completed, this office shall forward the petition, along with evidence of compliance to the Board. If the Board is satisfied that all requirements have been met, the petition for creation of positions is approved by resolution, which copies is transmitted to the Director of Administration and Guam Legislative Secretary.

Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:

| PROCESS | ESTIMATED TIMELINE |
|---|-------------------------------|
| Request to be submitted to the Board for their initial review and approval to proceed with the transparency process for the creation of the position, i.e., posting such request on the Port’s website. | February 24, 2022 |
| If Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments. | February 25, 2022 |
| Posting of proposed creation of position on Port’s website. | February 25 to March 11, 2022 |
| Notification to be provided by way of electronic and written media outlets of the Port’s request, its availability on the website; and possible Board meeting date the request may be approved. | February 25, 2022 |
| Request to be re-submitted to the Board for final approval and adoption by resolution. | March 24, 2022 |
| Creation of position documents transmitted to the Director of Administration and Guam Legislative Secretary. | March 25, 2022 |
| Process job announcement for positions and/or effective date of reallocation of positions. | March 28, 2022 |

Subject: Request for Creation of Position – Port Terminal Worker
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In light of the above, we are transmitting our request to create the Port Terminal Worker position in the classified service for your initial review and approval to begin the transparency and disclosure process for the creation.

Your kind approval of the above is greatly appreciated.

Attachments

Cc: Deputy General Manager, Administration & Finance
Deputy General Manager, Operations & Maintenance
Corporate Services Manager
Acting Personnel Services Administrator

PORT AUTHORITY OF GUAM
Jose D. Leon Guerrero Commercial Port
Piti, Guam

**PETITION FOR
CREATION OF POSITION – PORT TERMINAL WORKER POSITION**

REQUEST:

The General Manager requested the Human Resources Division to review the Port's current organizational structure and establish a Port Terminal Worker position.

AUTHORITY:

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation of New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, GCA, the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
 1. *the justification for the new position;*
 2. *the essential details concerning the creation of the position;*
 3. *the analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);*
 4. *the position description;*
 5. *the proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
 6. *a fiscal note as that term is described in Title 2, GCA, Section 9101 et seq.; and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*
- D. *No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Positions or Classes of Positions*, states:

- A. *Prompt notice of the postings required by Title 4, GCA. Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. *The petitions required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. *Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

References of Compliance:

2 GCA §9101, Restrictions Against Unfunded Appropriations, *“All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available....”*

4 GCA §4105(a) Departmental Rules *“Rules subject to criteria established by this Chapter governing the selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment.”*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *“The Director of Administration shall perform the following functions... (d) Maintain, post and keep current on the Department’s website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position....”*

4 GCA §6301. Compensation Policy.

- “(a) Employee compensation shall be based on internal equity and external competitiveness.*
- (b) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (c) Internal equity shall be reviewed annually and external competitiveness at least every three (3) years.*
- (d) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (e) All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- (f) A program of ongoing communications and training shall be a critical component of compensation administration.”*

AGENCY BACKGROUND:

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping recreational, commercial/boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

JUSTIFICATION:

To prepare for the anticipated increase in cargo as a result of the military build-up which is expected to begin this year and peaking in 2023 to 2026, as well as, meeting the ongoing demands from the island's organic growth, we have conducted manpower assessments to determine the Port's human resources requirements. The Port has hired individuals as Stevedores (Casuals) and assigned them to other Operations divisions to assist in their workload for vessel or special service request operations if they possess the necessary special requirements for the positions. We have also looked at different classifications within the Operations divisions to allow the Port to be flexible in assigning employees who meet the qualification requirements for positions, such as, equipment operators, stevedores, and cargo checkers, which there are none.

To establish a Port Terminal Worker position within the Port's Classification and Compensation Plan will assist the Operations Department in ensuring that vessel operations, stowage of cargoes within the terminal yard, issuance of cargoes to customers and other cargo handling services are not disrupted. By employing individuals to occupy this position will allow management the flexibility to assign them to areas where there is no bottlenecks in servicing our customers and the public, especially, during the military-build up peak.

The Port Terminal Worker will be used under the three (3) divisions of Operations, e.g., Stevedoring, Transportation and Terminal and will report to the respective supervisors under these divisions.

METHODOLOGY:

Human Resources staff reviewed the duties and responsibilities of the proposed Port Terminal Worker position using the job evaluation systematic process for assessing the content, relative size and importance of the job within our organization using a total of 12 measurement factors. Each factor indicates a point rating and sum of all points representing the total "points" value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative worth of each job;

2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. Objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.

CLASSIFICATION REVIEW:

The duties and responsibilities of the proposed Port Terminal Worker position will be loading and unloading cargoes from vessels; operates material handling equipment to transfer cargo into or from the hold of vessels and around dock area; directs stevedores and operators as to where cargo is to be staged within the terminal yard or onto the vessel and hatches; inspects cargoes upon discharge and records seal numbers and condition of such cargoes; conducts inventory of containers stowed in the terminal yard; and issue and receive cargoes to and from trucking companies.

The position requires knowledge of:

- The methods, techniques and equipment used in seaport cargo handling operations.
- Traffic laws, regulations and safe driving practices in the operation of material handling equipment;

The position requires the ability to:

- Apply safe work practices on the job;
- Work in high places;
- Work effectively with public and employees;
- Understand and follow oral and written instructions;
- Maintain records and prepare reports.

Skill in the safe operation of a material handling equipment.

The position reports to either a Stevedore Supervisor, Cargo Checker Supervisor or Transportation Supervisor. The position will be assigned to a leader who will provide guidance and instructions regarding the work tasks being provided.

Guidelines to be used by this position includes established standard operating procedures and policies on the seaport cargo handling operations and the operation of cargo handling equipment.

The experience and training of the position requires 1 year of experience in the transportation field and graduation from high school or successful completion of a General Education Development (GED) Test.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

ANALYSIS OF SIMILARITIES AND DIFFERENCES:

A review of the Port's Classification Plan's Occupational Listing revealed that there are no positions established that is closely associated with the proposed Port Terminal Worker position.

As a result, it is recommended that Port Terminal Worker position be established under the Port's Classification and Compensation Plan.

FISCAL NOTE:

The full-time equivalency (FTE) and funding has been identified and approved by the Board.

RECOMMENDATION:

Our review has determined the following pay grade allocation for the Port Terminal Worker:

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 425 | F-9-C | \$36,870 | F-10C | \$38,367 |

Based on the above and the attached analysis and documents, it is recommended that the Board of Directors approve the creation of the Port Terminal Worker position and the resultant pay grade allocation at the pay grade indicated above in the classified service.



SHAWN B. CEPEDA
Acting Personnel Services Administrator

PORT TERMINAL WORKER

NATURE OF WORK:

Performs routine work in the loading, unloading and storage of containerized and breakbulk cargoes between vessels and Port terminal facilities; or receive, issue, inspect and record cargoes from vessels and Port terminal facilities; or operate material cargo handling equipment within the Port terminal facilities.

ILLUSTRATIVE EXAMPLES OF DUTIES: (These examples do not include the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Loads and unloads cargoes from vessels; lashes and unlashes cargoes; palletizes breakbulk cargoes; braces and piles and sorts cargoes.

Inspects discharged containerized and breakbulk cargoes for damages or irregularities; informs operators and vessel planners as to where cargoes are to be staged.

Records all containers and breakbulk cargoes to be loaded onto vessel and verifies such numbers and stowage of cargoes onto vessel with vessel planners.

Operates cargo handling equipment, such as, forklifts and similar equipment.

Maintains records and prepare reports.

Skill in the safe operation of a forklift and similar equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- The methods, techniques and equipment used in seaport cargo handling operations.
- Traffic laws, regulations and safe driving practices in the operation of material handling equipment;

Ability to:

- Apply safe work practices on the job;
- Work in high places;
- Work effectively with public and employees;
- Understand and follow oral and written instructions;
- Maintain records and prepare reports.

Skill in the operation of a forklift and/or similar equipment.

MINIMUM EXPERIENCE AND TRAINING:

- A. One (1) year of experience in the transportation field, including operation of material cargo handling equipment; or
- B. Any equivalent combination of experience which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

- A. Graduation from high school or successful completion of a General Education Development (GED) Test; and
- B. Possession of a valid operator's license.

Fiscal Year 2022
FUNCTIONAL STATEMENT FOR
OPERATIONS DEPARTMENT

INTRODUCTION

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

BOARD OF DIRECTORS

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

GENERAL MANAGER

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

DEPUTY GENERAL MANAGER, OPERATIONS & MAINTENANCE

The Deputy General Manager, Operations & Maintenance is under the general supervision of the General Manager. In the absence of the General Manager, may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors. The Deputy General Manager for Operations & Maintenance is responsible for the overall operations and administration of Compliance/Control, Operations and Maintenance departments.

OPERATIONS DEPARTMENT

The Operations Manager is under the general supervision of the Deputy General Manager of Operations & Maintenance. The position is responsible for the day-to-day operations and administration of the Transportation, Terminal, and Stevedoring divisions.

TERMINAL DIVISION

The division administers the programs, projects and activities functionally charged with the responsibility for receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses.

Cargo Control Section: The section accounts and issues containers received from vessel/customers; maintains control of container movements; records/verifies container locations; operates and accounts for receiving, storage, and issuing breakbulk cargoes in the transit warehouses. The section processes and physically inspects all transit vehicles or equipment prior to its issuance or export to consignees. The section is responsible for the vessel planning activities prior to the ship arriving to port; ensures the load and discharge activities are performed accurately and timely; and prepares documents and reports for expenses chargeable to the carrier and other billing purposes.

STEVEDORING DIVISION

The division administers the operations, programs and activities involved in providing vessel operations with the necessary manpower, such as, lashing and unlashng of containers, loading and unloading of containerized and breakbulk cargoes, and stuffing and devanning of containers. The division manufactures and repairs a variety of rigging equipment and devices.

Cargo Handling Section: Provides all manual work for vessel operations, such as, lashing activities, rigging of cargoes, stuffing and devanning of containers, etc. and operates vessel winches to load and unload cargoes.

Rigging Section: Manufactures, repairs and operates a variety of rigging equipment and devices, as well as, stocks up and provides necessary rigging equipment and devices for all vessel and special cargo handling operations.

TRANSPORTATION DIVISION

The division administers the programs, projects and activities involved in the operation of cargo handling equipment, such as, gantry cranes, top loaders, side loaders, forklifts, tractors and other similar equipment for vessel operations and special service requests.

Dispatcher Section: Charged with the responsibility of dispatching personnel and equipment assigned to vessel operations; relaying and recording messages; and the maintenance of records of activities of the division.

Equipment Operator Section: Responsible for operating tractors, top lifters, forklifts and other related cargo handling equipment involved in the movement and storage of containerized and breakbulk cargoes during vessel and normal operations.

Crane Operator Section: Responsible for operating gantry and stick cranes for the loading and unloading of containerized and breakbulk cargoes during vessel and normal operations.

JOB EVALUATION
For
PORT TERMINAL WORKER

| Factors | Points | Comments |
|-------------------------------------|---------------|--|
| Education | G 66 | Secondary: Requires 4 – 5 years of high school or training at a more advanced level than Occupational education. Has the ability to prepare reports and perform more complex calculations or has received training at a more advanced level. Has gained occupational skills to a high level of competence through school or full/part-time occupational courses. |
| Experience | F 57 | Semi-Skilled (Low): The job requires semi-skilled experience in a technical, scientific or professional field. This is still relatively short-term experience but predominately focused on acquiring the specific job skills required of the position, e.g., 1-2 years related experience. |
| Complexity | C 30 123 36.9 | Defined: The end results are defined and general policies and procedures specified, however, some independent thought is required in order to coordinate conflicting demands and optimize efficiency. The term “conflicting demands” means that an awareness of the cause and effect of each decision exists. |
| Scope of Work | A 5 123. 6.2 | Highly Specific: Performance of specific tasks and activities that do not involved supervision or close liaison with others. Note: Teamwork is not part of the job requirement. The job holder is able to perform the required tasks without dependence or reliance on others. There is no supervision of others. |
| Problem Solving | B 38 | Routine: Problems are minor although some individual judgement is required to interpret rules and instructions. Note: Solutions may be found after a quick perusal of a procedures manual or set of instructions. Some interpretation of instructions may be involved but generally the answer is readily accessible. Problems which cannot be solve din this way or by the application of straightforward common sense tend to be referred to a higher authority. |
| Freedom to Act/Supervision Received | C 38 | Procedures: The work conforms to specified procedures and the results are clearly defined. Work is subject to in-progress review and guidance and assistance is readily available. Note: the end results are clearly defined, but how the tasks and activities are to be carried out is not necessarily stated in the form of detailed instructions. Guidance and assistance from others exists, even though the jobholder seldom refers to it. |

| Factors | Points | Comments |
|---|------------|---|
| Work Environment | D2 57 | Work is primarily performed outdoors but not required to remain in extreme adverse weather conditions. |
| Physical Demand | D3 76 | Work frequently involves stooping, kneeling, bending or climbing |
| Impact of Discretionary Decisions | B1 25 | Direct impact of a single decision causes some impact which can be expressed in dollar terms of hundreds of dollars: \$101 to \$300 |
| Human Relations Skills/Contacts | B2 25 | Routine: Discusses work with employees and communications information to other personnel External contacts: medium |
| Authority Exercised | A0 0 | No authority to commit capital expenditure, approve loans, extend credit or incur routine expenditure |
| Supervisory & Managerial Responsibility | A1 0 | Controls no staff. At the middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility and perhaps on a rotational team leader basis or with some involvement in training/guiding staff within the organization or project management. |
| TOTAL POINTS | 425 | |

PAY GRADE ALLOCATION

| Job Evaluation Points | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|-----------------------|---------------------------|----------------|---------------------------|----------------|
| 425 | F-9C | \$36,870 | F-10-C | \$38,367 |

PORT AUTHORITY OF GUAM



POSITION DESCRIPTION

1.0 IDENTIFICATION

| | |
|---|--|
| POSITION TITLE | Port Terminal Worker |
| POSITION NUMBER | |
| NAME OF EMPLOYEE | New |
| NAME OF DIRECT SUPERVISOR | |
| TITLE OF DIRECT SUPERVISOR | Cargo Checker Supervisor, Stevedore Supervisor or Transportation Supervisor |
| JOB LOCATION (Department / Agency) | Port Authority of Guam |
| DIVISION | Terminal, Stevedoring and Transportation |
| DEPARTMENT | Operations |
| SECTION / UNIT | |
| FLSA | |
| CLASSIFICATION | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant |
| JOB EVALUATION POINTS | 425 |
| PAY GRADE | F-9-C |
| POSITION DESCRIPTION (Reviewed) | |

| Duty No or % of Time | Duties and/or Responsibilities |
|----------------------------|--------------------------------|
| | |
| | |
| | |
| | |
| | |

3.0 CONTACTS

Departments, agencies and/or individuals you deal with during the course of your daily activities:

3.1 WITHIN DEPARTMENT / AGENCY

Mark one correct response below with an [X]

| | |
|---|----------------------------------|
| | None |
| | Up to 15% of total working hours |
| | 15 - 50% of total working hours |
| X | Over 50% of total working hours |

3.2 OUTSIDE DEPARTMENT / AGENCY

Mark one correct response below with an [X]

| | |
|---|----------------------------------|
| | None |
| X | Up to 15% of total working hours |
| | 15 - 50% of total working hours |
| | Over 50% of total working hours |

4.0 SUPERVISION RECEIVED

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [X]

| | |
|---|--|
| | 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, managers and supervisors. |
| | 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.) |

5.0 SUPERVISION EXERCISED

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [X] in this box

| No Supervised | Position Title | Description of Responsibilities |
|---------------|----------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |

6.0 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 |
|---|---|
| | Forklifts |
| | Tractor trailers |
| | Vehicles |
| | Hand Held Radio or Communication device |
| | |
| | |
| | |

7.0 JOB REQUIREMENTS

Mark [X] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [X] in box a) "No work experience required."

a) No work experience required

b) General Years Months

| | | |
|---|---|--|
| Transportation field including operation of material cargo handling equipment | 1 | |
| | | |

c) Specialized Years Months

| | | |
|--|--|--|
| | | |
| | | |

d) Supervisor / Management Years Months

| | | |
|--|--|--|
| | | |
| | | |

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years Months

| | | |
|--|--|--|
| | | |
| | | |

7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [X] in the box that indicates the most applicable education level required:

Below High School. Show number of years :

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position :

| |
|--|
| |
| |
| |
| |

Some College. Show number of Semester Hours, or
 Quarter Hours

Detail below specific courses required by the essential functions of this position:

| |
|--|
| |
| |
| |
| |

College Degree. Show major area of study required :

| | |
|------------------|--|
| Associates : | |
| Bachelors : | |
| Masters : | |
| Beyond Masters : | |

7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions:

| |
|--|
| Skill in the operation of material cargo handling equipment (forklift) |
| |
| |
| |
| |
| |

7.1.4 LICENCE / REGISTRATION OR CERTIFICATION

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

| |
|--|
| Possession of a valid operator's license |
| |
| |
| |
| |

7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS

7.2.1 PHYSICAL REQUIREMENTS

Mark with an [X] below the most appropriate physical requirement(s) for the job.

| | | |
|---|--------------------------|--|
| | Sitting | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| | Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| X | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time. |
| X | Climbing | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas. |
| X | 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 | See description below |

Describe any other physical job requirements below:

| |
|--|
| |
| |
| |

7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [X] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

| |
|--|
| |
| |

7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent:

%

- Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 90 Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 10 Outdoors but in an enclosed vehicle protected from extreme weather conditions.

7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [X] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- 80 Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- 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.
- 10 Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- 10 Lifting or carrying items or objects. Describe item/object and weight:

| |
|--------------|
| Lashing road |
| |

Heat. Describe source and degree of high temperature.

| |
|--|
| |
| |

Cold. Describe source and degree of cold temperature:

| |
|--|
| |
| |

Other hazards. Describe:

| |
|---|
| Unstable foundation – vessels (rocking back and forth as a result of wave activity) |
| |
| |

7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

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

Mark an [X] in the box if not applicable

| Condition | Frequency of Exposure |
|-----------|-----------------------|
| Dirty Pay | 90 |
| | |
| | |

7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [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 average total hours required per pay period:

| |
|--|
| |
| |
| |

Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

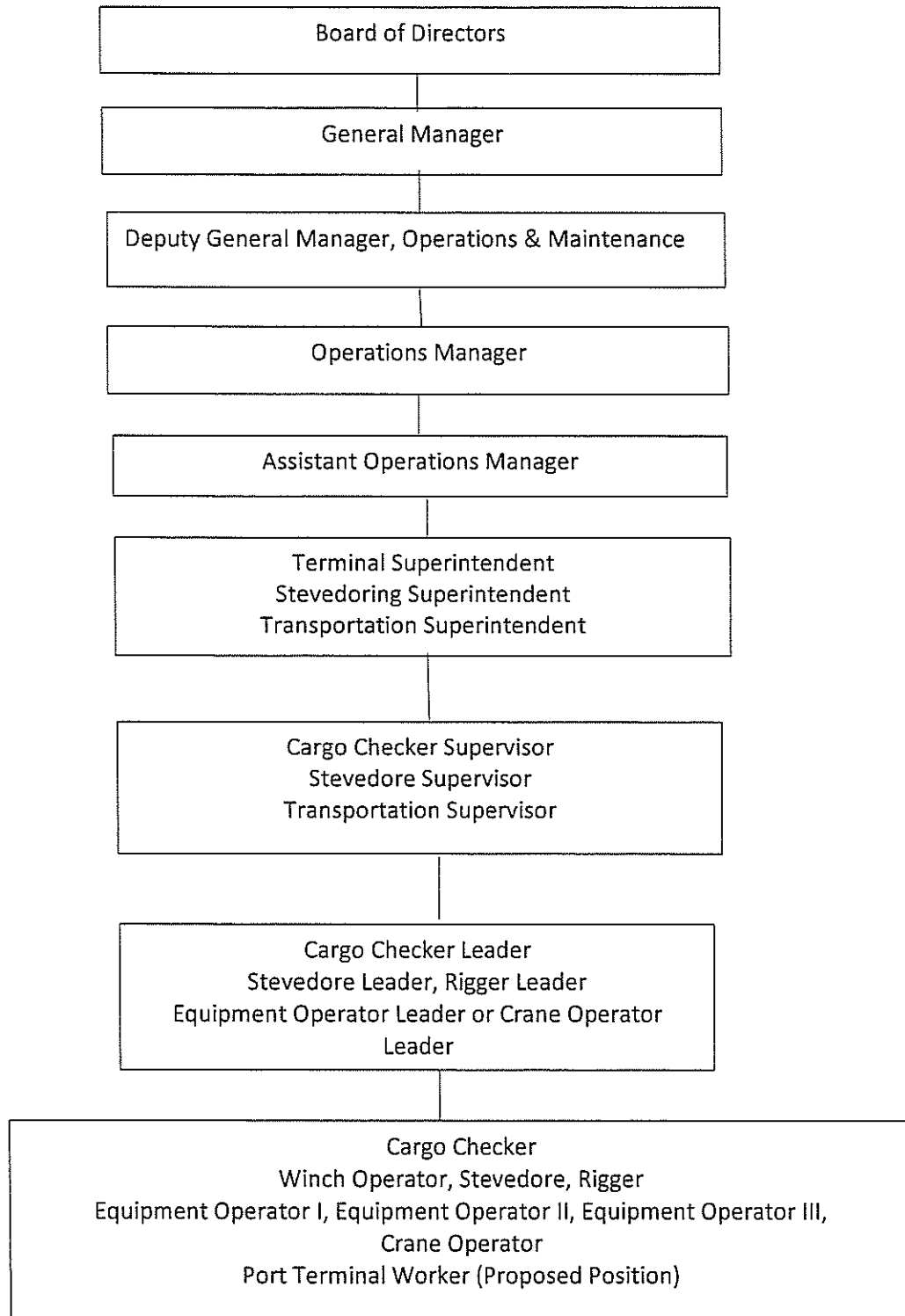
| |
|--|
| |
| |
| |

The information given on this position is complete and correct.

Signature of Employee

Date

OPERATIONS DEPARTMENT



FISCAL NOTE

1. A. Fiscal effect: Identify the fiscal effect on the agency appropriations compared to funding levels and appropriations anticipated under current Budget.

| | FY 2022 | | | | FY 2023 | | | |
|--------------|----------|-----------------|-----|---------|-----------|-----------------|-----|---------|
| | General | Crane Surcharge | FMF | Marinas | General | Crane Surcharge | FMF | Marinas |
| Revenues | | | | | | | | |
| Expenditures | \$68,338 | | | | \$115,378 | | | |
| Budget | | | | | | | | |

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact*

The Port is in the process of petitioning the creation of a Port Terminal Supervisor and Port Terminal Worker under the Port's Classification and Compensation Plan. The salaries and benefits for the positions has also been identified. The following are different levels recommended for the Port Terminal Supervisor and Port Terminal Worker positions and their corresponding salary ranges.

Port Terminal Supervisor:

| Job Points | Evaluation | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|------------|------------|---------------------------|----------------|---------------------------|----------------|
| 937 | | K-10B | \$78,508.00 | K-11B | \$81,695.00 |

Port Terminal Worker:

| Job Points | Evaluation | Pay Grade/Step & Sub-Step | Minimum Salary | Pay Grade/Step & Sub-Step | Maximum Salary |
|------------|------------|---------------------------|----------------|---------------------------|----------------|
| 425 | | F-9-C | \$36,870 | F-10-C | \$38,367 |

- B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

The General Manager will be presenting to the Board on February 24, 2022, (2) two creation of positions – Port Terminal Supervisor and Port Terminal Worker. The funding for the two positions will come from the Vacancy Pool.

3. Fiscal effect detail: *For information shown under state fiscal effect in 1.A, please:*

A. Revenues:

B. Expenditures:

If the Port decides to hire based on the minimum salary for both positions starting March 1, 2022, the total pro-rated amount for FY 2022 is \$68,338. The hiring of the two new positions will increase the salary for FY 2023 to \$115,378.

C. Budget: *Explain the appropriations amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.*

The appropriations for the two new position creations will come from the Vacancy Pool budget based on the YTD for FY 2022. The expenditures for FY 2022 and FY 2023 are indicated in section 1.A.

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Division: Finance Division
Telephone: (671) 477-5931
Date Prepared: 2/22/2022