



GUAM WATERWORKS AUTHORITY
PERSONNEL SERVICES DIVISION
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Tumon, Guam 96913
Telephone: (671) 647-1230/1340

PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) pursuant to Public Law 28-112, Section 9; 4GCA, Chapter 6, Article 3, §6303 to add the position onto the Certified, Technical, and Professional (CTP) List, Category B:

ASSISTANT GENERAL MANAGER – ADMINISTRATION (AGMA)
(Unclassified)

Background Information

The Guam Waterworks Authority (GWA) has determined a need to amend the position in order to further carry out and achieve our mission towards providing “Good Water Always” to the people of Guam.

Guam Waterworks Authority has opted to add the Job Standards reflecting the need for the candidate to be knowledgeable and experienced with Procurement Laws, its applications, policies, and procedures in order to effectively and efficiently carry out the duties and responsibilities of the position.

Justification to Add

The addition of the Assistant General Manager – Administration (AGMA) position is necessary as this position will perform a variety of work in managing the development and implementation of GWA’s organizational policies while developing goals and objectives toward service effectiveness and efficiency.

Analysis of similarities and differences between the position being amended and the positions listed pursuant to 4GCA, Chapter 4, Article 1, §4101.

This position will provide management and leadership throughout the agency within its administrative practices, delivery of customer service, human resources practices and procedures, not limited to procurement, supply, and MIS.

The minimum experience and training requirements for the position of **Assistant General Manager – Administration (AGMA)** are as follows:

- Six (6) years of progressively responsible experience at the middle or senior management level working with the administration and management of water / wastewater utility; a diverse back ground in utility management is preferred; *and*
- Possess a Bachelor’s Degree in Public Administration, Engineering, or equivalent from a United States accredited college or university. A Masters in Public Administration, Engineering, or equivalent from a United States accredited college or university may be substituted for one year of experience.

Position Description: (Attached)

Proposed pay range and demonstration of compliance with 4GCA, §6301

When the job description and qualification of factors are taken into consideration and the new positions are slotted, the resultant new pay grade under the recently implemented compensation structure and per annum is as follows:

JOB TITLE: ASSISTANT GENERAL MANAGER – ADMINISTRATION (AGMA)

JOB EVALUATION POINTS: 1392

PAY GRADE, STEP, SUB-STEP: Minimum Q4-B, \$101,870.00
Maximum Q7-B, \$114,790.00

As indicated in the table above, the salary ranges shown in minimum and maximum are at the 15th Market Percentile for these classified certified, technical and professional positions and are comparable with other U.S. jurisdictions and/or the American Waterworks Association (AWWA) salary surveys.

Fiscal note as required by 2GCA, §9109 et seq. Guam Waterworks Authority certifies that this position is budgeted and that funds are available for the creation, filling and retention of its certified, technical, and professional amended position. The funding of this position does not have an impact on the General Fund.



MARTIN L. ROUSH, PE
GENERAL MANAGER