

GUAM POWER AUTHORITY EXECUTIVE REPORT

I. REQUEST:

To create the Chief Information Officer position to oversee and assure satisfactory controls over the Guam Power Authority's (GPA) computer systems; and to create the position in the unclassified service and in List B of the Certified, Technical and Professional positions.

II. AUTHORITY:

- a. 12 G.C.A. §8104.13
- b. P.L. 28-159, Section 5
- c. 4 G.C.A. §6303.d

III. METHODOLOGY:

The staff met with Randall Wiegand, Chief Financial Officer, Andriano Balajadia, Assistant General Manager, Operations, and John Cruz, SPORD Manager to discuss the organizational need for a Chief Information Officer (CIO) position to provide vision and leadership for all aspects of the Authority's information technology and systems. The staff reviewed the duties and responsibilities associated with the proposed creation as indicated in the position description form and conducted a web search of CIO positions and used them as benchmarks in creating this CIO position for GPA. The Strategic Pay Job Evaluation Methodology was utilized to determine the position's job evaluation based on a total of twelve (12) measurement factors. (Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisory/Managerial Responsibility). This position is a certified, technical and professional position. (Exhibit B)

IV. JUSTIFICATION:

According to the Chief Financial Officer, Randall Wiegand, the Guam Power Authority has had concerns for many years regarding the ability of an information technology team to support the mission and vision of the Authority. In 2006, GPA hired a consultant to provide a strategic plan for information technology within the Authority. One of the most urgent recommendations was to create a Chief Information Officer position.

The Authority also hired a consultant to perform a management and organizational assessment. Again, significant findings indicated that GPA needs a Chief Information Officer.

Finally, GPA's external auditor has expressed concern for a number of years that a Chief Information Officer position is required in order to assure satisfactory controls over GPA's computer systems.

According to the CFO, It is with belief that there is currently no position which provides the depth and breadth of expertise required to meet the information technology needs of the Authority. This position is senior level and is a direct report to the General Manager. It is also a recommendation that the CIO position be created in the unclassified service and serves at the pleasure of the General Manager. It is highly important that the position is responsive to the strategic initiatives and priorities of the Authority and shares the strategic vision of the General Manager.

V. CLASSIFICATION REVIEW:

The Chief Information Officer position shall be responsible for ensuring the streamlined operation of the IT Division in alignment with the business objectives of the Guam Power Authority. This position will plan, coordinate, direct and design IT related activities, as well as provide administrative direction and support for daily operational activities of the IT department. This position shall report directly to the General Manager and will ensure and identify, recommend, develop, implement and support cost-effective technology solutions for all aspects of the Authority.

The minimum experience and training requirements for the position are:

Ten (10) years responsible experience in the field of information technology including six (6) years supervisory experience and graduation from a recognized college or university with a bachelor’s degree in the field of computer science or electrical engineering (with strong background in management information systems).


The proposed minimum and maximum range of compensation at the 15th Market Percentile:

| Minimum Range (Step 4) | | | | Maximum Range (Step 16) | | | |
|------------------------|-------|------|----------|-------------------------|-------|------|----------|
| Base Salary | Grade | Step | Sub-step | Base Salary | Grade | Step | Sub-step |
| \$83,208 | O | 5 | D | \$93,761 | O | 8 | D |

VI. FINDING AND RECOMMENDATION:

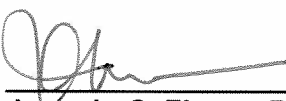
It has been determined that the creation of the Chief Information Officer position will be a major contributor in providing vision and leadership for all aspects of the Authority’s information technology and systems. Additionally, this position shall be responsive to the strategic initiatives and priorities of GPA and shall share in the strategic vision of the General Manager. As such the following is recommended for CCU approval:

- a. To create the Chief Information Officer position in the unclassified service;
- b. To compensate the position at Pay Grade O, Step 5, Substep D (O-5D) with the structural adjustment implementation range of Min. \$83,208 – Max. \$93,761 per annum (Exhibit D);
- c. To adopt the Market Percentiles table as illustrated in Exhibit C; and
- d. To add the position to List B of the Certified, Technical and Professional positions.


 Sandra D. Perez
 Personnel Specialist IV


 Julie L. Quinata
 Personnel Services Administrator


 Randall V. Wegand
 Chief Financial Officer


 Joaquin C. Flores, P.E.
 General Manager

CHIEF INFORMATION OFFICER

NATURE OF WORK IN THIS CLASS:

Manages, directs, plans, coordinates, and designs computing and information technology (IT) related activities for the Guam Power Authority. The position alignment ensures the IT operations with strategic plans and business objectives of the Authority. The position works closely with the management to identify, recommend, develop, implement, and support cost-effective technology solutions for the Authority. This position reports to the General Manager of the Guam Power Authority.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

Leads and directs the IT Division operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources.

Establishes, acquires, and develops information technology initiatives, implements information technology projects, and measures the return on investment and benefits realization through the entire life cycle of the investment/project.

Improves IT controls and procedures, prioritizes and manages risks, establishes objectives and measures results, implements policies, guidelines and regulatory framework.

Manages and directs IT operations and maintenance, including Oracle, Citrix, Windows and Linux based client server applications.

Oversees application support including desktop workstation activities and mobile computing systems, printers, facsimile machines and presentation equipment (i.e. pc viewers). Supports electronic mail services and related contract/equipment.

Manages and oversees the help desk support functions including end-user and technical support services.

Manages IT assets and financials and optimizes services provided with acceptable total cost of ownership for all technology deployments.

Prepares and implements IT plans for the protection and security of information systems and related data, including disaster recovery plans.

Manages and oversees the supervision of personnel, including training and employee development.

Develops and manages the financial aspects of the IT Division, including purchasing, budgeting, and budget reviews.

Develops and implements IT departmental standard operating procedures and authority policies.

Prepares and maintains records and reports.

Serves a liaison between industry groups, associations, and local service organizations concerning matters relating to IT.

Performs other related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques of information technology such as information systems planning, database design, programming and systems implementation.

Knowledge of computer systems design, programming and operations.

Knowledge of computer hardware and software systems planning and technical support functions.

Knowledge in Wide Area Network (WAN) development enterprise and/or Voice Over Internet Protocol (VOIP) system development.

Knowledge of organization, management, control of complex computer equipment and data processing facilities.

Ability to perform a broad range of supervisory responsibility over others.

Ability to relate complexities to individuals.

Ability to think critically and strategically.

Ability to be persuasive and professional in verbal and written communications with multiple constituencies including employees and other stakeholders.

Ability to work effectively with the public and employees and effectively prioritize and execute tasks in a high-pressure environment.

Ability to provide management direction in an environment of change and willingness to make difficult and challenging decisions.

Ability to provide clear expectations and direction.

Ability to present ideas in business-friendly and user-friendly language.

Ability to conduct and direct research into IT issues and products as required.

MINIMUM EXPERIENCE AND TRAINING:

Ten (10) years responsible experience in the field of information technology including six (6) years supervisory experience and graduation from a recognized college or university with a bachelor's degree in the field of computer science or electrical engineering (with strong background in management information systems).

ESTABLISHED: MAY 2010

SIMON A. SANCHEZ, II, Chairman
Consolidated Commission on Utilities

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.
- (6) The completed questionnaire is subject to post-audit by the Civil Service Commission.

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.

CIVIL SERVICE COMMISSION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

| | |
|---|---|
| Official Position Title: <u>Chief Information Officer</u> | Official Position No.: _____ |
| Job Location: <u>Guam Power Authority</u> (Department/Agency) | (Division) _____ (Section/Unit) _____ |
| Name: _____ | |
| Last | First Middle Initial |
| Pay Grade: _____ [] Classified | [X] Unclassified [] Position Vacant |
| Supervisor: <u>Joaquin C. Flores, P.E.</u> (Name of Direct Supervisor) | <u>General Manager</u> Title of Supervisor |

II. DESCRIPTION OF DUTIES

| | |
|-----------------------|--|
| Duty NO. or % of Time | <p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [] (1), [] (2), [] (3)</p> |
| | <p>Leads and directs the IT Division operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources.</p> <p>Establishes, acquires, and develops information technology initiatives, implements information technology projects, and measures the return on investment and benefits realization through the entire life cycle of the investment/project.</p> <p>Improves IT controls and procedures, prioritizes and manages risks, establishes objectives and measures results, implements policies, guidelines and regulatory framework.</p> <p>Manages and directs IT operations and maintenance, including Oracle, Citrix, Windows and Linux based client server applications.</p> <p>Oversees application support including desktop workstation activities and mobile computing systems, printers, facsimile machines and presentation equipment (i.e. pc viewers). Supports electronic mail services and related contract/equipment.</p> <p>Manages and oversees the help desk support functions including end-user and technical support services.</p> <p>Manages IT assets and financials and optimizes services provided with acceptable total cost of ownership for all technology deployments.</p> <p>Prepares and implements IT plans for the protection and security of information systems and related data, including disaster recovery plans.</p> <p>Manages and oversees the supervision of personnel, including training and employee development.</p> <p>Develops and manages the financial aspects of the IT Division, including purchasing, budgeting, and budget reviews.</p> <p>Develops and implements IT departmental standard operating procedures and authority policies.</p> |

c. Vocational / Technical School

Show specific training that is required by this position.

d. Some College

Show number of Semester Hours _____ or Quarter Hours _____.

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

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

Associate's : _____

Bachelor's: Computer Science or Electrical Engineering (with strong background in management information systems).

Master's: _____

Beyond Masters: _____

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

4. LICENSE, REGISTRATION OR CERTIFICATION:

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

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) 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.
- 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.

| | | |
|-------------------------------------|------------------------|--|
| <input type="checkbox"/> | Lifting | Employee is required to raise or lower objects from one level to another regularly. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input type="checkbox"/> | Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input type="checkbox"/> | Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| <input type="checkbox"/> | Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| <input checked="" type="checkbox"/> | Speaking | The job requires expressing ideas by the spoken word. |
| <input checked="" type="checkbox"/> | Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input type="checkbox"/> | Other | Describe the requirement. _____ _____ _____ |

2. Mark (✓ or X) 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 (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- 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)

- 100 % 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.)
- ____ % 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 bearing 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:

- ____ % Other hazards. Describe:

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:

- Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

 Signature of Employee

 Date

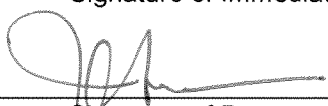
VIII. SUPERVISOR'S REVIEW

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? [] 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? [] 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: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table> | Name | Title | _____ | _____ | _____ | _____ | _____ | _____ |
| Name | Title | | | | | | | | |
| _____ | _____ | | | | | | | | |
| _____ | _____ | | | | | | | | |
| _____ | _____ | | | | | | | | |
| d. | Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision. | | | | | | | | |
| e. | Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency/Department policy. Give examples: _____ _____ _____ | | | | | | | | |
| f. | The employee (mark one) [] Performs routine, well-defined tasks, [] 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. | | | | | | | | |

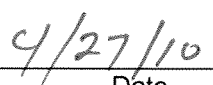
I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be 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.

Signature of Immediate Supervisor



Signature of Department/Agency Head

Date



Date

Market Percentiles

| Agency | Position | JEP Points | Market Percentiles | | | | | | | | | | | | | | | | | | |
|--------|---------------------------|------------|--------------------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | 5th | 10th | 15th | 20th | 25th | 30th | 35th | 40th | 45th | 50th | 55th | 60th | 65th | 70th | 75th | 80th | 85th | 90th | 95th |
| GPA | Chief Information Officer | 1173 | 87,272 | 91,011 | 94,751 | 98,490 | 102,229 | 106,308 | 110,387 | 114,465 | 118,544 | 122,623 | 126,023 | 129,422 | 132,822 | 136,221 | 139,621 | 143,360 | 147,099 | 150,839 | 154,578 |

Determining Implementatin Range - 15th Market Percentile (Step 4)

| Unity | CTP Position | GPA | Y | Chief Information Officer | MARKET DATA (at 15th Market Percentile) | JF Points | Market Base Salary | Regression Base Salary | Midpoint (Market Base Salary and Regression Base Salary) | Midpoint Base Salary as a % of Market Base Salary | Adjusted Base Salary to 95% Cap | Adjusted Base Salary to 105% Cap | Structural Adjustment - MIN | | | | Structural Adjustment - MAX | | | |
|-------|--------------|-----|---|---------------------------|--|-----------|--------------------|------------------------|--|---|---------------------------------|----------------------------------|-----------------------------|-------|------|----------|-----------------------------|-------|------|----------|
| | | | | | | | | | | | | | Base Salary | Grade | Step | Sub Step | Base Salary | Grade | Step | Sub Step |
| | | | | | | 1173 | 94,751 | 93,478 | 94,115 | 99.33 | | | 83,208 | O | 5 | D | 93,761 | O | 8 | D |

**PROPOSED
INFORMATION TECHNOLOGY DIVISION
ORGANIZATIONAL CHART**

