

GUAM POWER AUTHORITY EXECUTIVE REPORT

I. REQUEST:

The Generation management requests to amend the Assistant Plant Superintendent position class standard in order to implement functions of the position at all electric generating power plants within the Authority.

II. AUTHORITY:

- a. Guam Power Authority Personnel Rules and Regulations, Section 15.00
- b. P.L. 28-159, Section 7.03 (c)

III. METHODOLOGY:

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). However, the job evaluation points and pay implementation range varies according to the type of power plant in which the duties of the Assistant Plant Superintendent is performed. These positions have been identified and approved by the CCU as a certified, technical and professional position.

IV. JUSTIFICATION:

The Generation Division is one of the largest division within the Guam Power Authority with approximately 181 employees. It is comprised of two steam power plants (Cabras 1&2 and Tanguisson), one slow speed diesel plant (Cabras 3&4), four medium speed diesel (Tenjo, Talofofo, Manengon, and Dededo), five combustion turbine plants (Dededo CT-1 and CT-2, Macheche, Marbo and Yigo), a centralized maintenance section, and the water system diesel generator section with over 550 megawatts of power plant and emergency diesel generator rating capability.

V. CLASSIFICATION REVIEW:

The Assistant Plant Superintendent is responsible for assisting the Plant Superintendent and/or management contractor in administering all programs and activities in an electric generating power plant. It shall assist in controlling the safe, efficient, economical and dependable operation of the power station as well as its compliance of safety and environmental programs, policies and regulations.

The amendments of the class standard:

- a) Removing the term "steam" from the description in "Nature of Work" paragraph;
- b) Include the words "management contractor" in the description of the nature of work paragraph;
- c) Include the duties describing the administrative, planning, and coordinating functions of the job and other minor cosmetic changes under the Illustrative Examples of Work; and
- d) Include the notation that the job evaluation points and pay implementation range will vary according to the type of power plant in which the duties of the Assistant Plant Superintendent is performed.

The minimum experience and training requirements for the position are:

- a) Seven (7) years experience in the operation and/or maintenance of an electric power generating plant, including work in the skilled level and also including two (2) years in a supervisory capacity; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The minimum and maximum ranges of compensation at the 15th Market Percentile are:

Minimum Range				Maximum Range			
Base Salary	Grade	Step	Sub-step	Base Salary	Grade	Step	Sub-step
Cabras 1 & 2							
\$69,447	N	4	C	\$78,255	N	7	C
Cabras 3 & 4							
\$67,405	N	3	D	\$75,953	N	6	D
Tanguisson							
\$68,645	M	7	C	\$77,350	M	10	C
CT/Diesel							
\$62,143	M	5	A	\$70,024	M	8	A

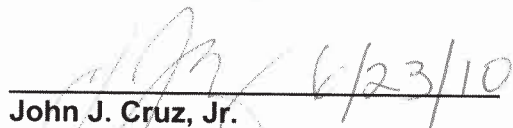
VI. FINDING AND RECOMMENDATION:

It has been determined that since the Authority manages over 550 megawatts of power plant and emergency diesel generator rating capability, amending the classification standard of the Assistant Plant Superintendent position will accurately depict the overall duties and responsibilities assigned to each plant. As such the following is recommended for CCU approval:

- a. To amend the classification standard of the Assistant Plant Superintendent position;
- b. To compensate the position at each respective pay ranges (see above chart) in accordance with the Strategic Pay Plan compensation methodology.


 Sandra D. Perez
 Personnel Specialist IV


 Julie L. Quinata
 Personnel Services Administrator


 John J. Cruz, Jr.
 Assistant General Manager, Operations (A)


 Corazon R. Montellano
 General Manager (A)

**ASSISTANT PLANT SUPERINTENDENT (GPA)
(Proposed Amendment)**

NATURE OF WORK IN THIS CLASS:

Assists the Plant Superintendent and/or management contractor in coordinating the overall administration of programs and activities in an electric power generating plant.

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).

Assists the Plant Superintendent and/or management contractor in administering all programs and activities in an electric generating power plant.

Assists in long and short range planning activities; gathers information and prepares budget estimates for operation, maintenance, capital improvement projects and other costs associated with station operations; makes recommendations to improve operational efficiency.

Assists in supervising and controlling the safe, efficient, economical and dependable operation of the power station, coordinates station activities with general office and operations procedures and implements any changes in station operation as required.

Plans, schedules, directs and monitors the progress of subordinates and unit work activities; conducts meetings to review and assess performance goals and objectives; follow-up and provide feedback on performance statuses.

Assumes responsibility for construction, maintenance and repair work conducted within generation facilities as delegated; conducts site inspections of work progress and regulatory compliance

Assists in ensuring the power station's compliance of safety and environmental programs, policies and regulations; coordinates with the Safety and Planning and Regulatory offices in developing safe and environmental work practices, protective equipment and devices.

Participates in investigating and analyzing station operation to determine, establish, revise and recommend methods, procedures, operations and equipment to improve the electrical, mechanical or thermal efficiency of the station.

Observes and ensures efficient and economical use of vehicles and the handling of operating and maintenance of materials, tools and supplies.

Assists in coordinating in programs and activities involving plant personnel among generation facilities; establishes a good working climate to encourage participation in achieving goals and objectives promoting efficient and effective operations.

Confers with management, personnel, customers and others to determine technical or administrative problems and resolutions and discuss matters.

ASSISTANT PLANT SUPERINTENDENT (CONT.)

10.958

Supervises the accounting and clerical work performed by the power station employees and approves documents and invoices, as authorized.

Prepares and maintains reports.

Performs other related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of all phases of the operation and maintenance, mechanical and electrical systems, auxiliaries and major components of an electric generating power plant.

Ability to administer the programs and activities of electric steam generating power plants.

Ability to evaluate operational effectiveness and implement changes in policies and procedures to improve effectiveness.

Ability to make decisions in accordance with the laws, rules and regulations and appropriate guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively orally and in writing with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Seven (7) years experience in the operation and/or maintenance of an electric power generating plant, including work in the skilled level and also including two (2) years in a supervisory capacity; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NOTE: The job evaluation points and pay implementation range will vary according to type of power plant in which the duties of the Assistant Plant Superintendent is performed.

Established: July 1980

Amended: July 2010

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

ASSISTANT PLANT SUPERINTENDENT (GPA)

10.958

NATURE OF WORK IN THIS CLASS:

Assists the Plant Superintendent in coordinating the overall administration of programs and activities in a steam electric power generating plant.

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).

Assists the Plant Superintendent in administering all programs and activities in a steam electric generating power plant.

Assists in supervising and controlling the safe, efficient, economical and dependable operation of the power station, coordinates station activities with general office procedures and effects such changes in station as may be necessitated by emergency conditions.

Assumes responsibilities as delegated for minor construction, maintenance and repair work.

Assists in enforcing the power station safety program and coordinates with the Safety Department in developing safe working practices, protective equipment and devices.

Participates in the continuing investigation and analysis of station operation for the purpose of determining, establishing, revising and recommending methods, procedures, operations and equipment to improve the electrical, mechanical or thermal efficiency of the station.

Observes and enforces the efficient and economical use of vehicles and the handling of operating and maintenance materials, tools and supplies.

Follows progress of work and gives subordinates necessary assistance and advice in order to maintain maximum efficiency, safety and reliability of operation.

Assists in the general employee relations and personnel programs at the Power Plant.

Supervises the accounting and clerical work performed by Power Station employees and approves documents and invoices, as authorized.

Directs the preparation of records and submission of administrative, operating, maintenance and other reports and directs the preparation of certain phases of the station operating and capital budgets.

Performs other related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of all phases of the operation and maintenance, mechanical and electrical systems, auxiliaries and major components of a high pressure steam generating power plant.

Ability to administer the programs and activities of an electric steam generating power plants.

Ability to evaluate operational effectiveness and implement changes in policies and procedures to improve effectiveness.

Ability to make decisions in accordance with the laws, rules and regulations and appropriate guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:


(a) Seven (7) years experience in the operation and maintenance of an electric power generating plant, including work in the skilled level and also including (2) years in a supervisory capacity; or

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

Established: July 1980

Date Issued: December 1989

Pay Range: Opt_2 Opt_1
 R44 R51



FELIX P. CAMACHO
Executive Director
Civil Service Commission