

GUAM POWER AUTHORITY STAFF REPORT

I. REQUEST:

The General Manager, Guam Power Authority requests the Consolidated Commission on Utilities (CCU) to amend the classification standards for the Generation Manager position.

II. AUTHORITY:

Public Law 28-159, Section 3(c) Amendment of Certified, Technical, and Professional Positions.

Manager may petition the CCU to amend, to include, but not limited to, deleting, adding, or modifying such positions, the approved list of the Authority's Certified, Technical, and Professional Positions:

- (1) The Petition shall include:
 - a) The justification for the amendment.
 - b) The essential details of the amendment.
 - c) An analysis of similarities or differences between the existing position and the Amendment.*
- (2) The General Manager shall post the petition on the Authority'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 that prompt notice of the posting was provided each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam, to the CCU. The CCU shall approve, disapprove, or amend the petition at any regularly scheduled CCU meeting.*

III. METHODOLOGY:

The Human Resources office in collaboration with the Assistant General Manager (A) reviewed the duties and responsibilities associated with the Generation Manager position and posited recommendations to amend the classification standards based on the current functionality of the position as described in the positions description form. These changes were recommended in alignment with the overall job evaluation points assigned to the position in accordance with the Strategic Pay Job Evaluation Methodology. The overall job evaluation points were determined 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). No change was recommended in the job evaluation points assigned to the Generation Manager position.

IV. PETITION:

A.) JUSTIFICATION FOR AMENDMENT:

Since its inception the Manager of Generation position has managed and oversaw the daily operations and maintenance of electric generating power plants at the Guam Power Authority. The position oversaw technical staff and monitored the operations for efficiency and ensured compliance of safety requirements and Authority policies, rules and regulations. Over the years, the position's management of three (3) base load plants grew to include nine (9) peaking power plants. However, as the generation facilities and operations expanded and required an increase in performance management and preventative maintenance projects, the policies and procedures to ensure adequate materials and equipment remained status quo. As such to ensure that the generations operations are managed with efficacy, the Authority implemented contractual management to assist in ensuring materials and equipment, and technical expertise are available to augment plant personnel during emergencies and overhauls, and to ensure materials and equipment are available minimizing long delays in procuring these items.

The implementation of performance management contractors (PMCs) also required the Manager of Generation position to be poised in contractual management, project management and to upgrade and improve its coordination and administrative managerial skills. The job also required a wide degree of creativity and latitude in working with both the internal and external management. These requirements have impacted the growth and development of the Manager of Generation position functions.

In light of the discussion above, it is necessary to amend the Manager of Generation position duties to include the oversight of PMCs and broadened the job's requirements to a wider range of expertise to include administrative, contract and project management.

B.) ESSENTIAL DETAILS OF THE AMENDMENT:

The Generation Manager classification standard includes the following:

1. Inclusion of the following under the illustrative examples of work section.

"This is inclusive of monitoring and coordinating with the Performance Management Contractors (PMCs), who manage the operation of the Authority's three (3) base load power plants; monitoring performance guarantees for plant availability, plant efficiency, employee development and training, and facility maintenance and housekeeping. (The Generation Division is additionally supplemented with nine (9) peaking power plants which can produce up to 150 MW). Effective planning and coordination with the Independent Power Producers (IPPS) to support generation requirements is also required".

2. Amendment of the minimum experience and training required requirements to read:

- a.) A bachelor's degree in electrical or mechanical engineering and ten (10) years experience in the supervision and management of an electric utility or in the management of engineering projects related to power production or transmission;
or
- b.) Any equivalent combination of experience or training which provides the minimum knowledge, abilities and skills.

C.) ANALYSIS OF SIMILARITIES OR DIFFERENCES BETWEEN THE EXISTING POSITION AND THE AMENDMENT:

A significant change in the Manager of Generation's duties is its increased administrative management skills and the coordination and collaboration with the PMCs and other contractors to maximize the efficacy and efficiency of operations and maintenance of the electric generating power plants. Prior to the implementation of the PMCs, the Manager of Generation position's focus was mainly on the managing the technical and operational aspects of the job. The position spent less attention to administrative management activities such as project management and improving the procurement process for materials and equipment necessary for preventive maintenance.

It is also necessary to amend the Manager of Generation position duties to include the oversight of PMCs and broadened the job's requirements to a wider range of expertise that includes administrative, contract and project management. This additional feature will provide an array of knowledge, experience, and skills in various facets of managing electric generating power plants.

V. RECOMMENDATION:

To approve the proposed amendments to the Generation Manager position classification standard as delineated in Exhibit 1.

Prepared by:



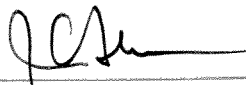
JULIE L. QUINATA
Personnel Services Administrator

Concurred by:



Melinda Camacho
Assistant General Manager-Operations, (A)

Approved by:



JOAQUIN C. FLORES, P.E.
General Manager, GPA

MANAGER OF GENERATION (GPA)

NATURE OF WORK IN THIS CLASS:

The Manager of Generation is responsible for the staffing, direction, and coordination of the Guam Power Authority's power generation facilities, including power plant operations, maintenance, testing, and repair facilities, in a manner which will assure the most efficient and safe production of power consistent with modern technology.

The Manager of Generation is responsible to the Assistant General Manager – Operations for the effective operation of all electric power production facilities within the framework of authorized policies and budgets. The Manager of Generation is responsible for keeping the Assistant General Manager – Operations informed of the Authority's electric generating capabilities and the need for maintenance, repair, and replacement of generating power equipment; for the operation, maintenance, and repair of the generating facilities in accordance with methods which make economical use of personnel and materials; and for supervision establishing and maintaining a high level of morale and efficiency of the employees under his.

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).

The following duties are illustrative of the work for which the Manager of Generation is responsible, either directly or through delegation to subordinates, as appropriate:

Plans, organizes, staffs, directs, and coordinates the operations of the Authority's electric generation facilities This is inclusive of monitoring and coordinating with the Performance Management Contractors (PMCs), who manage the operation of the Authority's three (3) base load power plants; monitoring performance guarantees for plant availability, plant efficiency, employee development and training, and facility maintenance and housekeeping. (The Generation Division is additionally supplemented with nine (9) peaking power plants which can produce up to 150 MW). Effective planning and coordination with the Independent Power Producers (IPPS) to support generation requirements is also required.

Implements procedures which will maintain a high level of power supply reliability and accomplish other objectives and standards set by the Assistant General Manager, Operations, including the training of employees and the evaluation of results.

Records and develops data which will permit analysis of the performance, operation and maintenance costs of generating plants and puts into practice actions as directed or as required to assure optimum efficiency, reliability and safety of operation.

Prepares budget estimates for operation, maintenance and repair of the Authority's generation facilities; approve, direct, and supervise modifications, replacements and major repairs within the budget framework approved by the General Manager and Board.

Plans, organizes, and trains operations and maintenance personnel in routine and emergency procedures designed to achieve effective use of manpower, to protect equipment and employees, and to assure prompt corrective action in the event of equipment failure and other emergency situations.

Provides complete and timely reports on system operations, production, and plant capabilities of the Authority's power generating facilities to the General Manager, Assistant General Manager – Operations, and to other Authority executives.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operations and maintenance characteristics of an electric utility and knowledge of power plant designs.

Ability to communicate effectively with power plant employees, members of management, engineers and/or contractors with sufficient sensitivity to comprehend the significance of actions and words and with sufficient clarity to express ideas effectively.

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

Ability to induce effective performance by employees and to maintain their morale, training, and safety practices at a high level.

Ability to evaluate operational effectiveness and develop policies and procedures to improve efficiency and effectiveness of plant operations and maintenance.

Ability to plan and implement long and short range goals and prepare reports.

Ability to work effectively with the public and employees.

MINIMUM EXPERIENCE and TRAINING:

- a.) A bachelor's degree in electrical or mechanical engineering and ten (10) years experience in the supervision and management of an electric utility or in the management of engineering projects related to power production or transmission; or
- b.) Any equivalent combination of experience or training which provides the minimum knowledge, abilities and skills.

Amended: April 2011

Approved by:

SIMON A. SANCHEZ, II, Chairman
Consolidated Commission on Utilities (CCU)