

# GUAM POWER AUTHORITY JOB ANNOUNCEMENT

**OPEN** Announcement for the following position to establish a list.

<b>Position Title: (99.054)</b> <b>ASSISTANT GENERAL MANAGER-OPERATIONS</b> <b>(Unclassified)</b>	<b>Announcement Number:</b>  <p style="text-align: center;"><b>2010-020</b></p>
<b>Grade: R</b> <u>MINIMUM</u> <u>MAXIMUM</u> Step 5 / Sub-Step C                      Step 8 / Sub-Step C <b>Open:</b> \$122,056                              \$137,536  *Salary commensurate with experience and qualifications.	<b>Opening Date:</b>  <p style="text-align: center;">04/12/10</p>
<b>Department/Division:</b> Operations	<b>Closing Date:</b>  <p style="text-align: center;">CONTINUOUS</p>

**JOB SUMMARY:**

The Assistant General Manager – Operations is responsible for the planning, organizing, staffing, direction and coordination of the Authority’s generating, transmission and distribution, power systems dispatching/control center, strategic planning & operations research, transportation and engineering activities, including maintenance, test and repair of facilities, in a manner which will provide continuity of electric service pursuant to modern standards of personnel safety and economic use of equipment and materials.

The Assistant General Manager – Operations is responsible to the General Manager for the effective conduct of the electric operations within the framework of authorized policies and budgets. The Assistant General Manager – Operations is responsible for keeping the General Manager informed of the Authority’s requirements for its electric system operations; for its general plant facilities needed for adequate, timely and economical construction and maintenance; engineering, power system dispatching, strategic planning & operations research, and transportation functions; and for establishing and maintaining a high level of morale and efficiency of these division’s employees.

**QUALIFICATIONS:**

The Assistant General Manager – Operations of the Guam Power Authority should have the following qualifications:

- 1) Knowledge of the designs and operating characteristics, and extensive experience with the application of all facilities used by an electric utility in the production, transmission and distribution of electric energy, including equipment used in the production, transmission and distribution of electric energy, including equipment used for construction, maintenance and testing.
- 2) Ability to communicate effectively with members of management and subordinate employees, with sufficient sensitivity to comprehend the significance of their actions and words and with sufficient clarity to express ideas effectively.
- 3) Ability to induce effective performance by employees and to maintain their moral, training and safety practices at a high level.
- 4) Ability to speak and write effectively.

Desirable training and experience for the position of Assistant General Manager – Operations would include a Bachelor’s Degree in electrical or mechanical engineering from a recognized college or university, and ten (10) years experience in an electric utility operations; plus current registration as a professional engineer by any state or U.S. territory.

~HIGH SCHOOL DIPLOMA – Pursuant to Public Law 26-87 (effective May 17, 2002) – Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job.

~PROHIBITION: Pursuant to P.L. No. 28-98, “No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam”.

**NOTE: THE AUTHORITY REQUIRES THAT YOU SUBMIT THE FOLLOWING ORIGINAL DOCUMENTS UPON REPORTING FOR AN INTERVIEW:  
 A POLICE CLEARANCE AND A COURT CLEARANCE OF NO MORE THAN 3 MONTHS OLD.**

**EVALUATION METHOD:**

A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

**INTERVIEWING PROCEDURE/INTERVIEW CONTACT:**

Applicants will receive a **Notification of Certification and Interview Schedule**, Form #HR-NOC-01 via Post Mark air mail to their last known address who are Certified for interview from the Eligibility List. All applicants **must** contact the Human Resources Division to confirm their scheduled date and time of interview. For rescheduling of interview applicants **must** contact the Human Resources Division (2) days prior to date of scheduled interview.

Applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.** In accordance with Personnel Rules and Regulations Section 4.A.3.11, the General Manager, at his discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

**DISABILITY PREFERENCE:**

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

**VETERANS PREFERENCE:**

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to submit official or verified copies of transcripts or high school diploma or GED certification.

**HOW AND WHERE TO APPLY:**

Interested applicants may call or visit the Human Resources Division at the GPA Main Office Building at 1911 Army Dr. Harmon, Guam 96913, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment-Form A. You may also visit [www.guampowerauthority.com](http://www.guampowerauthority.com). You may submit your application in person, through facsimile (671) 648-3160, or e-mail to [jquinata@gpagwa.com](mailto:jquinata@gpagwa.com), Attn: Julie L. Quinata, Personnel Services Administrator or [kgutierrez@gpagwa.com](mailto:kgutierrez@gpagwa.com), Attn: Kenneth J. Gutierrez, Personnel Specialist IV. \*NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

**DRUG TESTING:**

As approved by Board of Directors effective May 30, 1995, **All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

**POLICE AND COURT CLEARANCE:**

This position requires that you submit the following documents upon notification of an applicant to report for an interview: (1) a Police clearance; and (2) a Court clearance, both of no more than three (3) months old.

**IMPORTANT INFORMATION:**

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility to all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

**FOR FURTHER INFORMATION:**

Call us at **648-3130** or visit our office.

**APPROVED BY:**

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

**“EQUAL OPPORTUNITY EMPLOYER”**