



PETITION

The Guam Power Authority & Guam Waterworks Authority hereby petitions the Consolidated Commission on Utilities (CCU) the following:

CREATION OF POSITIONS: (Classified)

Utility Safety Inspector Series:

- Utility Safety Inspector I
- Utility Safety Inspector II
- Utility Safety Inspector III
- Utility Safety Inspector Supervisor

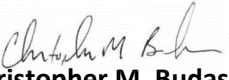
Utility Budget Analyst Series:

- Utility Budget Analyst I
- Utility Budget Analyst II
- Utility Budget Analyst III

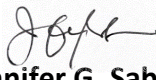
This petition is in compliance with 4 GCA, Chapter 6, §6303 (d) (added by Public Law 28-112). The petition is also required by 4 GCA. §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Art. 1 (Sunshine Law).

For more information, please visit the Guam Power Authority's website at www.guampowerauthority.com/gpa_authority/careers/gpa_petitions.php or Guam Waterworks Authority website at <http://www.guamwaterworks.org/careers/petition>. You may also contact GPA's and GWA's Human Resources Office at 671-648-3130 or 671-300-3076/6.

7/13/2026


Christopher M. Budasi
Acting GWA General Manager

7/13/2026


Jennifer G. Sablan, P.E.
Acting General Manager



**STAFF REPORT
CREATION OF POSITIONS
UTILITY SAFETY INSPECTOR SERIES &
UTILITY BUDGET ANALYST SERIES**

I. REQUEST:

The Guam Power Authority (GPA) and Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to create the following positions in the classified service pursuant Public Law 28-112:

Utility Safety Inspector Series (GPA & GWA):

- Utility Safety Inspector I
- Utility Safety Inspector II
- Utility Safety Inspector III
- Utility Safety Inspector Supervisor

Utility Budget Analyst Series (GPA):

- Utility Budget Analyst I
- Utility Budget Analyst II
- Utility Budget Analyst III

II. AUTHORITY:

Public Law 28-159 (P.L. 28-159), Section 3(c) Amendment of GPA Personnel Rules, Regulations & Policies for Certified, Technical and Professional Positions; and 4 GCA §6303 (d) Creation of Positions in the Autonomous Agencies and Public Corporation states:

(1) The petition of an agency, department or public corporation listed in §4105(a) of this Title to create a position shall include:

A. The justification for the new positions;

The proposed creation of the Utility Budget Analyst Series (I, II, III) and Utility Safety Inspector Series (I, II, III, Supervisor) is critical to GPA and GWA's ongoing workforce modernization initiative which includes comprehensive review and updates to job specifications to accurately reflect the complexity and specialized nature of today's public utility industry. Many existing classifications were developed decades ago using generalized occupational standards and no longer adequately address the technical, regulatory, financial, operational, security and safety responsibilities required to support modern electric and water utility operations.

These proposed classifications establish utility-specific job standards that recognize the specialized knowledge necessary to effectively perform work within a public utility environment. While budget analysts and safety inspectors exist across many industries, the responsibilities within electric and water utilities require a significantly different level of technical understanding, regulatory compliance, and operational awareness. Utility personnel must possess knowledge of utility systems, infrastructure, industry regulations, operational risks and threats, and utility-specific business practices that extend beyond those expected in general government or private-sector classifications.

The Utility Budget Analyst Series recognizes the evolution of utility budgeting from traditional governmental budgeting functions to specialized utility financial management requiring expertise in utility rate structures, capital improvement planning, long-term

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infrastructure investment, enterprise fund budgeting, financial forecasting, and regulatory accounting framework and reporting. Similarly, the Utility Safety Inspector Series reflects the increasing safety, health, security, environmental, and regulatory responsibilities associated with operating and maintaining electric generation, transmission, distribution, water production, wastewater, and related utility infrastructure, including compliance with OSHA, APPA, AWWA, NEC, NESC, and other applicable industry standards.

Updating these classifications also strengthens the Authorities' ability to conduct meaningful market compensation studies and benchmark positions against comparable public utilities performing similar functions. Utility-specific classifications provide a more accurate basis for evaluating compensation, organizational structure, recruitment, and workforce planning by ensuring market comparisons are made against positions with comparable duties, technical requirements, and industry-specific competencies, rather than generalized classifications that do not fully reflect the complexity of utility operations.

The creation of these utility-specific classifications establishes modern career progression pathways, enhances recruitment and retention efforts, and ensures the workforce structure aligns with current industry standards, operational needs, and future workforce demands. Collectively, these updates support GPA's and GWA's long-term strategy of replacing outdated, generalized classifications with modern utility-specific job standards that accurately reflect the knowledge, skills, abilities, and responsibilities necessary to operate safe, reliable, resilient, and financially sustainable public utilities.

B. The essential details concerning the creation of the positions;

See Section 1(C) below.

C. An analysis of the similarities and differences between the positions to be created and positions listed pursuant to 4 GCA §4101.1(d);

A comparative

review of the existing Government of Guam classifications and the proposed utility-specific classifications was conducted to identify changes in duties, responsibilities, and qualification requirements. Exhibit A summarizes the results of this analysis and provides a side-by-side comparison of the existing and proposed classification series, highlighting the utility-specific enhancements incorporated to better reflect the operational requirements of GPA and GWA.

- Table 1 – Comparison of the Existing Safety Inspector Series and Proposed Utility Safety Inspector Series

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- Table 2 – Comparison of the Existing Budget & Management Analyst Series and Proposed Utility Budget Analyst Series

D. The position descriptions;

- Utility Safety Inspector I (Exhibit B.1)
- Utility Safety Inspector II (Exhibit B.2)
- Utility Safety Inspector III (Exhibit B.3)
- Utility Safety Inspector Supervisor (Exhibit B.4)
- Utility Budget Analyst I (Exhibit B.5)
- Utility Budget Analyst II (Exhibit B.6)
- Utility Budget Analyst III (Exhibit B.7)

E. The proposed pay ranges and demonstration of compliance with §6301 of this Title:

GPA & GWA compensation plans were authorized by P.L. 28-159 and P.L. 28-113 respectively, and approved by the CCU in October 2007. The proposed compensation is in accordance with the joint utility Strategic Pay Plan Methodology.

F. A fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.

GPA and GWA are responsible for the funding availability for these positions and are in compliance with all applicable laws, rules and regulations regarding the creation, filling and retention of positions in certified, technical and professional positions. The funding of these positions has no financial impact to the Government of Guam General Fund.

(2) The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting the head shall forward the petition along with evidence of his compliance with 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.

(3) No new position may be filled until after compliance with the provision of this Section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary.

III. METHODOLOGY:

Information was gathered from various public utility members of the American Public Power Association (APPA) and American Water Works Association (AWWA) and other utilities with comparable positions throughout the U.S. The information collected was used to analyze and develop the proposed job standards as they apply to the work performed at GPA and GWA. Both Authorities collaboratively reviewed the duties associated with the proposed creations as indicated in the position descriptions. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of

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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 Supervisor/Managerial Responsibility.

IV. RECOMMENDATION:

1. To approve the creation and job specification of the following positions in the classified service and add the position into GPA's Certified, Technical, and Professional (CTP) list of positions:
 - (a) Utility Safety Inspector I
 - (b) Utility Safety Inspector II
 - (c) Utility Safety Inspector III
 - (d) Utility Safety Inspector Supervisor
 - (e) Utility Budget Analyst I
 - (f) Utility Budget Analyst II
 - (g) Utility Budget Analyst III
2. To approve the creation and job specification of the following positions in the classified service and add the position into GWA's Certified, Technical, and Professional (CTP) list of positions:
 - (a) Utility Safety Inspector I
 - (b) Utility Safety Inspector II
 - (c) Utility Safety Inspector III
 - (d) Utility Safety Inspector Supervisor
3. To authorize the management of GPA to adopt the proposed minimum and maximum range of compensation for the Utility Budget Analyst Series, and the management of GPA & GWA to adopt the proposed minimum and maximum range of compensation for the Utility Safety Inspector Series to under the Strategic Pay Methodology as follows:

Authority	Benchmark Position	40th Market Percentile (2022 Market data- 5 sub steps)									
		Structural Adjustment - MIN					Structural Adjustment - MAX				
		Base Salary	Hourly	Grade	Step	Sub Step	Base Salary	Hourly	Grade	Step	Sub Step
GPA	Utility Budget Analyst I	\$ 66,686.36	\$ 32.06	J	04	A	\$ 70,088.03	\$ 33.70	J	05	B
GPA	Utility Budget Analyst II	\$ 80,271.57	\$ 38.59	K	04	C	\$ 84,366.22	\$ 40.56	K	05	D
GPA	Utility Budget Analyst III	\$ 94,140.92	\$ 45.26	M	03	C	\$ 96,993.49	\$ 46.63	M	04	B
GPA & GWA	Utility Safety Inspector I	\$ 48,606.71	\$ 23.37	F	06	D	\$ 50,580.34	\$ 24.32	F	07	D
GPA & GWA	Utility Safety Inspector II	\$ 59,679.15	\$ 28.41	H	06	A	\$ 62,102.36	\$ 29.86	H	07	A
GPA & GWA	Utility Safety Inspector III	\$ 75,143.86	\$ 36.13	J	07	A	\$ 78,195.00	\$ 37.59	J	08	A
GPA & GWA	Utility Safety Supervisor	\$ 92,946.94	\$ 44.69	L	06	B	\$ 96,720.96	\$ 46.50	L	07	B

4. Upon approval of position creations, direct both GPA and GWA to conduct timely reclassification audits on current employees. Determination of audit findings shall not adversely affect or impact incumbent(s) employee salary.
5. To authorize both General Managers to remove existing Budget Analyst and Safety Inspector Series from its respective CTP list of positions, as necessary.

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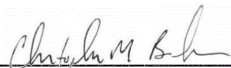
Zina Pangelinan-Charfauros
GWA Personnel Services Administrator

7/13/2026



Christopher M. Budasi
GWA Assistant General Manager,
Administration & Support

7/13/2026



Christopher M. Budasi
Acting GWA General Manager

7/13/2026



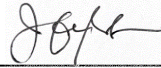
Jon-Rey P. Aguigui
GPA Personnel Services Administrator

7/13/2026



Beatrice P. Limtiaco
GPA Assistant General Manager,
Administration

7/13/2026



Jennifer G. Sablan, P.E.
Acting GPA General Manager

EXHIBIT A**Comparative Analysis of Existing Government of Guam Classification Standards and Proposed Utility Classification Series****Table 1. Comparison of the Existing Budget & Management Analyst Series and Proposed Utility Budget Analyst Series**

Functional Area	Existing Budget & Management Analyst Series	Proposed Utility Budget Analyst Series	Reason for Creation
Budget Administration	Develops and administers departmental budgets.	Develops and administers utility operating, capital, labor, fuel, and enterprise budgets.	Expands budget administration to include utility enterprise funds, fuel budgets, staffing budgets, and utility operational funding unique to electric and water utilities.
Financial Analysis	Reviews expenditures, revenues, and budget requests.	Analyzes utility cost centers, operational expenditures, utility rates, fuel costs, staffing, and infrastructure investments.	Requires analysis of utility operating costs, enterprise cost centers, and financial impacts associated with maintaining critical utility infrastructure.
Regulatory Compliance	Applies government budgeting laws and policies.	Applies FERC (GPA) or NARUC (GWA) accounting standards, grant requirements, and bond covenants.	Introduces specialized utility regulatory accounting and compliance requirements not found in traditional government budgeting.
Capital Planning	Reviews capital budget requests.	Develops and administers multi-year Capital Improvement Programs (CIP).	Incorporates long-range utility infrastructure planning, project funding, carryover analysis, and five-year capital planning.
Funding Sources	General appropriations and grants.	Utility revenues, grants, bonds, rate-funded programs, and enterprise funding.	Requires management of multiple utility funding sources while ensuring compliance with funding restrictions and regulatory requirements.
Financial Systems	Government financial systems.	Utility ERP systems and enterprise financial reporting.	Requires proficiency in enterprise utility financial systems used to manage utility operations, procurement, and financial reporting.
Utility Programs	Not specifically addressed.	LEAC administration, Independent Power Producer (IPP) contracts, customer rebate programs, staffing budgets, and FTE monitoring.	Adds responsibility for specialized utility financial programs that directly impact utility operations, rate recovery, and workforce planning.
Operational Support	Provides budget guidance to management.	Advises operational departments on utility budgeting, funding availability, and financial planning.	Requires working knowledge of utility operations to support engineering, generation, transmission, distribution, water, and wastewater operational needs.

EXHIBIT A**Comparative Analysis of Existing Government of Guam Classification Standards and Proposed Utility Classification Series****Table 2. Comparison of the Existing Safety Inspector Series and Proposed Utility Safety Inspector Series**

Functional Area	Existing Safety Inspector Series	Proposed Utility Safety Inspector Series	Reason for Creation
Safety Inspections	Conducts workplace safety inspections.	Conducts inspections of utility facilities, substations, generation plants, transmission and distribution systems, water production, and wastewater facilities.	Expands inspections to include specialized utility infrastructure and operational environments presenting significantly greater occupational hazards.
Hazard Recognition	Identifies workplace hazards.	Identifies hazards involving energized equipment, confined spaces, utility excavation, traffic control, contractor activities, and utility construction.	Requires technical knowledge of hazards unique to electric and water utility operations that are not encountered in typical government workplaces.
Incident Investigation	Investigates workplace accidents and prepares reports.	Investigates employee injuries, contractor incidents, utility equipment damage, vehicle accidents, utility pole strikes, workplace violence, and Workers' Compensation cases.	Broadens investigative responsibilities to include operational incidents affecting utility infrastructure, employee safety, and service reliability.
Regulatory Compliance	Ensures OSHA compliance.	Applies OSHA, utility operating procedures, Authority policies, Emergency Action Plans, and industry best practices.	Expands compliance responsibilities to include utility-specific safety programs, operational procedures, and industry standards governing public utility operations.
Safety Training	Provides employee safety instruction.	Develops and delivers OSHA Outreach Training, contractor orientations, field safety briefings, and utility safety training.	Establishes formal utility safety education programs designed for employees, contractors, and utility field operations.
Emergency Response	Responds to workplace safety incidents.	Supports storm restoration, emergency response, traffic control, and Emergency Action Plans.	Integrates safety personnel into utility emergency operations essential for maintaining reliable electric and water service during emergencies.
Safety Program Administration	Maintains safety records and supplies.	Administers Workers' Compensation, Return-to-Work, medical surveillance, respirator fit testing, industrial hygiene, and safety compliance programs.	Significantly expands the position into comprehensive utility safety program administration supporting regulatory compliance and employee health.
Technical Knowledge	Occupational safety principles and practices.	Utility operations, electrical safety, utility infrastructure, utility regulations, and public utility industry standards.	Requires specialized knowledge of utility operations and infrastructure beyond general occupational safety principles.

UTILITY SAFETY INSPECTOR I

NATURE OF WORK IN THIS CLASS:

This is routine technical occupational safety inspection and investigative, response and enforcement work of the Guam Power Authority or the Guam Waterworks Authority.

Employees in this class perform routine occupational safety inspection, accident investigation and prevention duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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

Conducts routine hazard assessment inspections of all GPA or GWA facilities. Identify hazards and unsafe work practices for jobsites, work premises, structures, machinery, equipment and of the overall working conditions to determine compliance with established occupational safety codes and regulations; reports unsafe conditions and makes recommendations to correct safety hazards and undesirable conditions, and to increase the effectiveness and use of safety features.

Assists in conducting investigations of all workplace accidents, injuries and illnesses, and other incidents involving workplace violence, property damage, auto accidents, auto-pole collisions, etc. Conducts interviews with parties involved, gathers facts and evidence and prepares reports of findings of root cause of accidents or incidents and provide recommendations to prevent future recurrences based on policies, procedures, regulatory codes and other regulations.

Conducts on-site visits and monitor employees/work crews to identify any hazards, usage of Personal Protective Equipment (PPE) and other safety compliance issues, proper use of traffic signage and routing, unsafe work practices, etc.

Conducts atmospheric testing for Confined Spaces and/or Hot Work permits.

Monitors, assess and assist in implementing Emergency Action Plans at all GPA or GWA facilities.

Instructs workers on the use of safety equipment and safe work methods.

Provide traffic control as required.

Assists in processing and investigating damage claims.

Conducts visual inspection patrols of utility poles, lines and hardware to detect hazards, height requirement issues and potential easement and landlock issues.

Conducts visual inspections patrols on all properties owned by the utility

Maintains fire prevention materials and other safety and first-aid supplies; distributes safety literature and places safety posters in designated locations.

Prepares and maintains reports and records.

Performs other related duties as required.

UTILITY SAFETY INSPECTOR I

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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply occupational safety and health principles, practices, and techniques.

Ability to learn and identify the dangers inherent in various types of occupations in utility power generation, and power transmission and distribution, Water production plants (treatment and deep wells, distribution booster stations, sewer pump stations, wastewater treatment plants.

Ability to conduct safety inspections and detect hazards in relation to various functions, work situations and activities.

Ability to work effectively with local, federal, military, medical professionals, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of work experience which provides general knowledge of safety rules, regulations and practices and investigative work; and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS (NSQ):

Possession of a valid driver's license

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities

UTILITY SAFETY INSPECTOR II

NATURE OF WORK IN THIS CLASS:

This is moderately complex occupational safety inspection and investigative, response and enforcement work of the Guam Power Authority(GPA) or the Guam Waterworks Authority (GWA).

Employees in this class perform moderately complex occupational safety inspection, accident investigation and prevention duties independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

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

Conducts routine hazard assessment inspections of all GPA or GWA facilities. Identify hazards and unsafe work practices for jobsites, work premises, structures, machinery, equipment and of the overall working conditions to determine compliance with established occupational safety codes and regulations; reports unsafe conditions and makes recommendations to correct safety hazards and undesirable conditions, and to increase the effectiveness and use of safety features.

Conducts investigations of all workplace accidents, injuries and illnesses, and other incidents involving workplace violence, property damage, auto accidents, auto-pole collisions, etc. Conducts interviews with parties involved, gathers facts and evidence and prepares reports of findings of root cause of accidents or incidents and provide recommendations to prevent future recurrences based on policies, procedures, regulatory codes and other regulations.

Conducts on-site visits and monitor employees/work crews to identify any hazards, usage of Personal Protective Equipment (PPE) and other safety compliance issues, proper use of traffic signage and routing, unsafe work practices, etc.

Conducts atmospheric testing for Confined Spaces and/or Hot Work permits.

Monitors, assess and assist in implementing Emergency Action Plans at all GPA or GWA facilities.

Assist in providing training and guidance on safety related topics. Co-trains 10-hour Safety Awareness training as a Certified Outreach Trainer (OSHA). Provides other safety related trainings and conducts Safety Briefings and Orientations for employees, contracted vendors, and PMC personnel. Attends meetings and provides input.

May instruct workers in the use of safety equipment and safe work methods.

Provide traffic control as required.

Process and investigate damage claims.

Conducts visual inspection patrols of utility poles, lines and hardware to detect hazards, height requirement issues and potential easement and landlock issues.

UTILITY SAFETY INSPECTOR II**Page 2 of 3**

Maintains fire prevention materials and other safety and first-aid supplies; distributes safety literature and places safety posters in designated locations.

Issues Workers' Compensation Form 101 a/b for occupation injuries/illnesses; assists in the preparation and submittal to Workers' Compensation Commission GWC Forms 201, 202, and 203 to meet OSHA's seven (7) day and Workers' Compensation ten (10) day reporting deadline. Conducts and produces the Return to Work documents for review.

Prepares and maintains reports and records.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of occupational safety and health principles, practices, and techniques.

Knowledge of the dangers inherent in various types of occupations in utility power generation, and power transmission and distribution, water production (treatment and deepwells), booster pump stations, sewer pump stations and wastewater treatment plants

Ability to interpret, apply and enforce occupational safety and health laws, rules, regulations, and other program guidelines.

Ability to conduct safety inspections and detect potential hazards in relation to various functions, work situations and activities.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to apply the principles and practices of teaching and learning.

Ability to work effectively with local, federal, military, medical professionals, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four (4) years of experience in occupational safety and health inspection, investigation, enforcement, monitoring and response work; and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Class Code _____

UTILITY SAFETY INSPECTOR II

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NECESSARY SPECIAL QUALIFICATIONS (NSQ):

Possession of a valid driver's license

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities

UTILITY SAFETY INSPECTOR III

NATURE OF WORK IN THIS CLASS:

Leads and performs the full range of complex technical occupational safety inspection and investigative, response and enforcement work of the Guam Power Authority (GPA) or the Guam Waterworks Authority (GWA).

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

Leads and conducts the hazard assessment inspections of all GPA or GWA facilities. Identify hazards and unsafe work practices for jobsites, work premises, structures, machinery, equipment and of the overall working conditions to determine compliance with established occupational safety codes and regulations; reports unsafe conditions and makes recommendations to correct safety hazards and undesirable conditions, and to increase the effectiveness and use of safety features.

Leads and conducts investigations of all workplace accidents, injuries and illnesses, and other incidents involving workplace violence, property damage, auto accidents, auto-pole collisions, etc. Conducts interviews with parties involved, gathers facts and evidence and prepares reports of findings of root cause of accidents or incidents and provide recommendations to prevent future recurrences based on policies, procedures, regulatory codes and other regulations.

Provide training and guidance on safety related topics. Co-trains 10-hour Safety Awareness training as a Certified Outreach Trainer (OSHA). Provides other safety related trainings and conducts Safety Briefings and Orientations for employees, contract vendors and PMC personnel. Attends meetings and provides input. Determine training topics and strategies, new recommendations, adjustments or modification in training strategies or procedures to the Safety Supervisor for consideration.

Conducts on-site visits and monitor employees/work crews to identify any hazards, usage of Personal Protective Equipment (PPE) and other safety compliance issues, proper use of traffic signage and routing, unsafe work practices, etc.

Conducts atmospheric testing for Confined Spaces and/or Hot Work permits.

Review policies, procedures and regulations to keep abreast of any updates or changes to safety requirements.

Monitors, assess and assist in implementing Emergency Action Plans at all GPA or GWA facilities.

Instruct workers on the use of safety equipment and safe work methods.

Provide traffic control as required.

Process and investigate damage claims.

UTILITY SAFETY INSPECTOR III**Page 2 of 3**

Conducts visual inspection patrols of utility poles, lines and hardware to detect hazards, height requirement issues and potential easement and landlock issues.

Conducts investigation on all occupational injuries/illness, involving GPA employees. Verifies work related accidents with injured/ill employees and supervisors to facilitate Workers' Compensation case management.

Issues Workers' Compensation Form 101 a/b for occupation injuries/illnesses; assists in the preparation and submittal to Workers' Compensation Commission GWC Forms 201, 202, and 203 to meet OSHA's seven (7) day and Workers' Compensation ten (10) day reporting deadline. Initiates GWC Form 210 for Total Disability payments and provides guidance on all "Return to Work" cases for GWA.

Maintains fire prevention materials and other safety and first-aid supplies; distributes safety literature and places safety posters in designated locations.

Prepares and maintains reports and records.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of occupational safety and health principles, practices, and techniques.

Knowledge of the dangers inherent in various types of occupations in utility power generation, and power transmission, distribution, water production (treatment and deepwells), booster pump stations, sewer pump stations and wastewater treatment plants.

Knowledge of the principles, practices, and techniques of employee training and development.

Ability to gather and prepare information for Workers' Compensation required forms and case files.

Ability to lead the work of others.

Ability to interpret, apply and enforce occupational safety and health laws, rules, regulations, and other program guidelines.

Ability to conduct safety inspections and detect potential hazards in relation to various functions, work situations and activities.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to apply the principles and practices of teaching and learning.

Ability to work effectively with local, federal, military, medical professionals, the public and employees.

Class Code _____

UTILITY SAFETY INSPECTOR III

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Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years of experience in power or water/wastewater utility occupational safety and health inspection, investigation, enforcement, monitoring and response work; and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS (NSQ):

Possession of a valid driver's license

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities

UTILITY SAFETY INSPECTOR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and coordinates occupational safety and health inspection, investigation and enforcement program and activities; safety training program; and safety response activities of the Guam Power Authority (GPA) or Guam Waterworks Authority (GWA).

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

Supervises and coordinates the occupational safety and health inspection and enforcement program and activities of the Authority.

Supervises safety response activities and the investigative and inspectional-enforcement of safety matters. Supervises safety assessment of the Authority's facilities.

Assigns daily tasks and prioritizes duty assignments for Safety Inspectors.

Establishes Inspectors quarterly schedules to identify areas of responsibility, objectives and priority.

Schedules and ensures the completion of safety and health inspections of GPA or GWA facilities, equipment, and worksites.

Reviews and ensures completeness/accuracy of reports generated by Safety Inspectors.

Train and guide Safety Inspectors on divisional operations and tasks. Conducts checks and provides progressive performance feedback and formal performance evaluation reviews.

Reviews policies, procedures, federal standards and regulations to keep abreast of any updates or changes to the safety requirements.

Reviews, edits, and recommends updates on Standard Operating Procedures and Authority Policies pertaining to occupational safety and health inspection and enforcement programs. Evaluates effectiveness and recommends changes.

Determines safety training requirements of staff and schedules personnel for attendance.

Supervises and monitors various Safety Programs: Medical Surveillance; Audiological; Respirator Fit; Asbestos; DOT Medical examinations and physicals; Respiratory physicals and examinations and Fit Test; Safety Supplies & PPEs; Fire Drills; and Industrial Hygienist Services.

Tracks medical findings of employees exposed or potentially exposed to occupational hazards. Recommends hazard assessment of work environments and proposes mitigation measures as needed.

Tracks the budgetary use of various Safety Programs: Audiological Screening; Medical Screening; Industrial Hygienist General Services; Safety Supplies, PPEs, Safety Shoes and Coveralls. Cross-reference with administrative staff tracking for validation.

UTILITY SAFETY INSPECTOR SUPERVISOR**Page 2 of 3**

Maintains files and reporting documents of all programs.

Reviews and provides verification for Medical Clearances under the Return to Work Program.

Assists in the coordination of cases for the Damage Claims Committee and assumes Committee Chair in the absence of the Division Manager.

Supervises, conducts, and is responsible for the overall coordination of the Safety Training Programs for the Authority.

Ensures the investigations of all occupational injuries/illness involving GPA employees are conducted.

Assists in the case management of the Workers' Compensation Injury/Illness claims for the Authority.

Initiates contact with employees, supervisors, WCC Office and medical providers regarding workers' compensation claims. Initiates appropriate notices as needed; monitors claimants' case history noting any prior workers' compensation claims filed.

Assist in referencing Medical Codes on billing statements to procedures for respective injury/illnesses.

Assist in processing Workers' Compensation documentation as needed. Assist in maintaining and providing proper documentation to support employee's entitlement to medical and/or disability benefits. Consults with medical providers/professionals concerning injuries/illnesses to ensure accuracy of all medical claims.

Track and monitor all Authority employees on light/limited duty for adherence to physician's restrictions and compliance by employee's supervisor before assigning work.

Provide verification for injured employee's status under the Return to Work Program. Verifies employees' medical clearances for employees returning from occupational/non-occupational injuries to perform various operational procedures.

Prepares and maintains reports and records.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of occupational safety and health principles, practices, and techniques.

Knowledge of the dangers inherent in various types of occupations in utility power generation, and power transmission and distribution, water production (treatment and deepwells), booster pump stations, sewer pump stations, wastewater treatment plants.

Knowledge of the principles, practices, and techniques of employee training and development.

UTILITY SAFETY INSPECTOR SUPERVISOR

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Knowledge of Worker's Compensation laws, regulations, and standards applying to claims.

Ability to supervise the work of others.

Ability to interpret, apply and enforce occupational safety and health laws, rules, regulations, and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

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

Ability to work effectively with local, federal, military, medical professionals, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A) Six (6) years of work experience in power utility or water utility occupational safety and health inspection, investigation, enforcement, monitoring and response work; two (2) years of work experience in workers' compensation case processing; and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS (NSQ):

Possession of a valid driver's license

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities

UTILITY BUDGET ANALYST I**NATURE OF WORK IN THIS CLASS:**

This is professional utility budgetary work involved in analyzing, formulating, and evaluating budgets and providing preliminary recommendation for the Guam Power Authority.

Employees in this class independently perform routine work in the preparation and administration of the budgets for the Utility after initial training, and work under closer supervision on more complex developmental assignments.

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 in formulating and consolidating data for the annual budget estimates, supporting Authority activities, including Operations & Maintenance and Capital Improvement Projects revenue-funded expenditures. Assists higher level analyst with research and management studies concerning budget estimates and information on a wide variety of related forms, schedules, and basic reports.

Analyzes the budget for assigned cost centers for accuracy and consistency within the Authority's established regulatory controls, priorities, and revenue capabilities; Monitors & tracks cost center obligations, expenditures and planned procurement; Recommends transfer of funds between accounts, as necessary.

Collaborates with department/division heads on budget preparation, fiscal control, interpretation of executive policies related to fund usage, transfer of funds, and other budgetary matters. Offers recommendations to address programmatic or budgetary issues within the department.

Examines cost center budget justification data provided in support of budget estimates and requests for allotments, reconciling the information with source documents such as contract specifications, copies of previous purchase orders for recurring expenditures and other budget analytical reports.

Reviews and reconciles requests for allotments of funds from approved operating budgets to assure that funds are being spent for proper purposes in accordance with annual budgetary plans and schedules.

Reviews, verifies, and processes Independent Power Producers (IPP) purchase orders/direct payments and ensures actual expenditures are within the overall allocated IPP budget categories.

Reviews, verifies, and processes DSM Customer Rebates and other contractual services related to the program.

Reviews requests for travel authorization, requisitions, purchase order, direct payments, and petty cash.

Prepares miscellaneous memoranda and correspondence.

Utility Budget Analyst I
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Class Code _____

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and methods of governmental budget administration and management.

Ability to learn Utility Enterprise Resource Planning (ERP) and related data processing software to accomplish assigned budget functions.

Ability to learn and understand the operations of the Authority for the purpose of budgeting and management.

Ability to learn, interpret and apply laws, regulations and other program guidelines.

Ability to analyze Utility trends utilizing Federal Energy Regulatory Commission (FERC) system, by conducting research and apply economic skills analysis on budgetary and programmatic matters.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to analyze, organize and prioritize work; adapt to changes in work load demands; multi-task and follow through.

Ability to perform arithmetic computations, statistical techniques and prepare graphs and presentations that assist the Authority with budget related matters or explain irregularities.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare basic reports.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in finance, accounting, business administration, public administration, economics, or related field.

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities

UTILITY BUDGET ANALYST II

NATURE OF WORK IN THIS CLASS:

This is complex professional utility budgetary work involved in the preparation and administration of budgets for the for the Guam Power Authority.

Employees in this class perform a wide range of analytical and technical duties on an on-going basis and participates in the full range of complex duties under closer supervision.

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 in formulating and consolidating data for the annual budget estimates, supporting Authority activities, including Operations & Maintenance and Capital Improvement Projects revenue-funded expenditures. Performs research and financial management studies concerning budget estimates and information on a wide variety of related forms, schedules, and basic and moderately complex reports; attends budget hearing to support Authority requests; maintains budgetary control records.

Evaluates funding requests for Authority contracts, travel, purchase orders, direct payments, and petty cash. Makes recommendations for approval or disapproval, considering funding capabilities, established regulatory controls, and other budget priorities;

Analyzes and updates Utility Federal Energy Regulatory Commission (FERC) accounts or other budget files for appropriations and allotment modifications. Recommends adequate funding level and/or improvements for operation to meet Authority needs and established administrative guidelines. Monitors & tracks cost center obligations and expenditures within budgetary allocations. Recommends transfer of funds between accounts, as necessary. Prepares analytical reports and recommendations on the budget for management review.

Manages utility fuel budget expenses chargeable under Leveled Energy Adjustment Clause (LEAC), encompassing diesel fuel, renewables, and other fuel handling expenses. Prepares comprehensive financial reports and narratives in analyzing certified purchase orders, actual payments, fuel costing and reconciled with financial statements.

Reviews departmental expenditure trends in comparison with anticipated revenue and makes appropriate recommendations.

Assists in the development of budget policies and guidelines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of governmental accounting, budget administration, formulation and management.

Knowledge of Federal Energy Regulatory Commission (FERC) principles and regulations.
Ability to learn Utility Enterprise Resource Planning (ERP) and related data processing software to accomplish assigned budget functions.

Utility Budget Analyst II
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Class Code _____

Ability to learn and understand utility operation to evaluate organizational structure, financial and program reports to determine financial needs.

Ability to learn, interpret and apply laws, regulations and other program guidelines.

Ability to coordinate and conduct financial management studies of existing organization and operations in order to effectuate improvement.

Ability to organize and present clearly, oral and written technical reports of analysis and recommendation.

Ability to perform arithmetic computations, statistical techniques and prepare graphs and presentations that assist the Authority with budget related matters or explain irregularities.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

MINIMUM EXPERIENCE AND TRAINING:

Three (3) years of experience as a Budget Analyst, including two (2) years as a Utility Budget Analyst I or equivalent work; and graduation from a recognized college or university with a Bachelor's degree in finance, accounting, business administration, public administration, economics, or related field.

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities

UTILITY BUDGET ANALYST III

NATURE OF WORK IN THIS CLASS:

This is a complex supervisory and professional utility budgetary work involved in the formulation and administration of utility budgetary programs for the Guam Power Authority.

Employee in this class perform a full range of utility budget administration and research and management studies. Employee often serve as team or group leaders over subordinate professional staff.

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.)*

Formulates and consolidates data for the annual budget estimates, supporting Authority activities, including Operations & Maintenance and Capital Improvement Projects revenue-funded expenditures, with the aid of lower-level budget analysts. Conducts comprehensive research and financial management studies related to budget estimates, forms, schedules, and reports. Participates in budget hearings to advocate for Authority requests and provide testimony when required. Also, maintains records for budgetary control.

Reviews funding requests for Authority contracts, travel, purchase orders, direct payments, and petty cash. Reviews and evaluates funding request for approval or disapproval, considering funding capabilities, established regulatory controls, and budget priorities. Provide recommendations on budgetary decisions to the Chief Budget Officer.

Reviews the Utility Federal Energy Regulatory Commission (FERC) budget accounts for accuracy and compliance. Recommends adequate funding level and/or improvements to meet Authority needs and established administrative guidelines.

Responsible for processing all revenue funded Capital Improvement Projects (CIP). Including general plant, engineering projects and line extension and blanket. Analyzes project milestones, determine carryovers, and compile 5-year Authority CIP plan.

Responsible to create and maintain the Authority's staffing budget. Reviews staffing levels and provides recommendation based on labor funding limitations and vacancies. Establish position numbers, monitor FTE and vacancies, and other related labor funding issues.

Analyzes departmental expenditure trends relative to expected revenue and provides suitable recommendations. Formulates budget narratives to convey supporting analytical presentations. Interprets budget directives and formulates policies for their effective implementation.

Conducts short and long-range fiscal planning, offering policy recommendations to the Chief Budget Officer. Additionally, collaborates with the Chief Budget Officer and Chief Financial Officer on proposed Utility budget resolutions and policy, assessing their impact on the Authority's financial conditions and established policies and program priorities.

Serves as Alternate Certifying Officer in the absence of Chief Budget Officer.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of budget administration, formulation and management and governmental accounting.

Knowledge of Federal Energy Regulatory Commission (FERC) principles and regulations.

Knowledge of Utility Enterprise Resource Planning (ERP) systems and related data processing software to accomplish assigned budget functions.

Ability to learn and understand utility operation to evaluate organizational structure, financial and program reports to determine financial needs.

Ability to understand, interpret and apply laws, regulations and other program guidelines.

Ability to coordinate and conduct financial management studies of existing organization and operations in order to effectuate improvement.

Ability to organize and present clearly, oral and written technical reports of analysis and recommendation.

Ability to perform arithmetic computations, statistical techniques and prepare graphs and presentations that assist the Authority with budget related matters or explain irregularities.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

Ability to work effectively with the public and employees.

Perform other duties as assigned.

MINIMUM EXPERIENCE AND TRAINING:

Three (3) years of experience as a Budget Analyst, including (2) years as a Utility Budget Analyst II or equivalent work; and graduation from a recognized college or university with a Bachelor's degree in finance, accounting, business administration, public administration, economics, or related field.

Established:

FRANCIS E. SANTOS, Chairman
Consolidated Commission on Utilities