



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



NEWS RELEASE

GUAM SOLID WASTE AUTHORITY CREATION OF POSITIONS

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions (Classified):

SCALE HOUSE ATTENDANT I (GSWA)
SCALE HOUSE SUPERVISOR (GSWA)

This petition is in compliance with Public Law 34-58 and 4GCA §6303 (d) which authorizes the creation of positions in Autonomous Agencies and Public Corporation. The petition is also required by 4 GCA § 6205 and § 6303 as public documents for the purposes of 5 GCA, Ch.10, Art. 1 (Sunshine Law).

For more information, please visit GSWA's website at www.gswa.guam.gov/jobs.html or contact GSWA Administrative Office at 671-646-3111.

A handwritten signature in blue ink, appearing to read "Irvin L. Slike".

IRVIN L. SLIKE
General Manager



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PETITION CREATION OF POSITIONS

I. REQUEST:

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions in the classified service pursuant to PL 34-58 and 4GCA §6303(d)
Creation of positions in the Autonomous Agencies and Public Corporations:

- ☐ **Scale House Attendant I**
- ☐ **Scale House Supervisor**

II. AUTHORITY:

Public Law 34-58 (Amended 10 GCA Ch.51A – GSWA Statute), *Section 1(e) A new position shall include justification, an analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 et seq., and any other pertinent information.*

(1) A new position shall include justification:

A. *The justification for the new positions;*

Truck Weigh Scales are used at the Layon Landfill and Hauler-Only Transfer Stations to properly weigh loads of waste being deposited by commercial haulers and government agencies. GSWA employees operate these scales along with necessary software to ensure that proper waste disposal charges and invoices are generated.

Currently, GSWA's Customer Service Representatives (CSR) perform these functions, however, it is GSWA's intent to create the appropriate positions to ensure proper classification for such employees. Additionally, the proposed positions shall fall under the Finance Division and not under the Customer Service Division as the proposed job functions relate to the billing activities for Commercial and Government haulers which account for approximately 44% of GSWA revenues.

B. *An analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1;*

The positions above are new for GSWA. These positions provide GSWA with the ability to reclassify employees to a proper position within the Authority as Customer Service Division has the main function of processing, responding, and



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resolving customer inquiries and requests. The proposed Scale House position series require the operation of a scale weight measurement system, generating scale invoices for haulers, and preparing various reports relating to the disposal activities of commercial and government haulers. These positions are necessary to accomplish the strategic goals for the Authority.

C. *The Position descriptions;*

See attached.

D. *The proposed pay ranges and demonstration of compliance with 4 GCA §6301 of this title;*

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

GSWA certifies that this position is budgeted and that funding is available for the creation, filing, and retention of the newly created position. The funding of this position does not have an impact on the General Fund.

(2) The General Manager of the Authority and the Director of the Department of Administration shall post the position on their respective websites for ten (10) working days. After the posting the head shall forward the petition along with evidence of compliance with Title 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 Department of Administration and the Legislative Secretary.

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

III. **METHODOLOGY:**

The “benchmark” classification methodology was followed and a review of the proposed position descriptions, GSWA’s organizational chart, staffing pattern, and comparable position standards.



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To determine the pay grade of each position, an outside consultant was utilized to conduct an evaluation using the Hay Guide Chart – Profile Method. The Hay points were determined based on the factors of *Know-How, Problem Solving, & Accountability*.

IV. Classification Review

A. Scale House Attendant I

Position Title: Performs routine work requiring use of computer-generated software program to account for vehicles, payloads, weights, and solid waste disposal charges with day-to-day operations of the scale house.

Illustrative Examples of Work: The nature of work reflects that of basic technical processes surrounding successfully and safely operating the scale house weight measurement systems.

Minimum Knowledge, Abilities, & Skills: The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the basic understanding of computer software applications and systems necessary to operate scale house weight measurements.

Minimum Experience & Training: The quantity and quality of training and experiences take into consideration the minimum knowledge, abilities and skills required to operate the scale house weight measurement systems successfully and safely.

Hay Evaluation: The staff evaluated the position of Scale House Attendant I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
C I 2 132	D 3 (29%) 38	D 1 C 50	+2	220	J

The job entails performing a routine work that requires using a computer-generated software program to account for vehicles, payloads, weights, and solid waste disposal charges.

The Know How is placed at a C which is characterized as general/process/procedural, which means the knowledge at this level is applying practical methods and techniques, work procedures and processes, and or proficiency in the specialized use in materials and tools typically required through specialized training. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position’s human relation skill is at a 2. The job involves interacting with others, through understanding, influencing, and supporting people by applying technical knowledge or rational arguments aimed at causing actions or acceptance by others.



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For Problem Solving, the evaluation is D or standardized. This position's thinking is within multiple substantially different procedures, standards, and precedents and/or access to assistance. The thinking challenge is a 3 or variable because the position deals with differing situations that require the identification of issues, application of judgement, and selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a D or generally regulated because the position is to operate within practices and procedures covered by precedents or well defined polices and review of end results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises, or facilitates services for use by others to achieve results.

The position's profile is +2 which means that the job's accountability is higher than the problem-solving. The evaluation resulted in the total hay points of 220 which is at Pay Grade J under the GSWA Pay Plan (GSWAPP).

B. Scale House Supervisor

Position Title: Performs first-line supervision to Scale House Attendants involving the processing of all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Stations.

Illustrative Examples of Work: The nature of work reflects the supervision of Scale House Attendants and ensuring all comply with policies and procedures and successful and safe operations of the scale house weight measurement systems.

Minimum Knowledge, Abilities, & Skills: The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the intermediate understanding of proper procedures regarding Scale House Systems and practices.

Minimum Experience & Training: The quantity and quality of training and experience takes into consideration the prior years of the minimum knowledge, abilities and skills required to operate weigh scale administrative and clerical work successfully and safely.



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Hay Evaluation: The staff evaluated the position of Scale House Supervisor to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D I 3 175	D 3 (29%) 50	D 1 C 57	+1	282	K

The job entails providing first-line supervision to Scale House Attendants involving the processing of all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station.

The Know How is placed at a D which is characterized as advanced vocational. This position requires broad or specialized knowledge of methods, techniques, and process with some knowledge of the basic theoretical background, which is acquired through advanced specialized training or broad practical work experience. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 3 or change behavior. The job involves influencing, developing, and motivating people. It often involves inspiration and the creation of the right working climate.

For Problem Solving, the evaluation is D or standardized. This position's thinking is within multiple substantially different procedures, standards, and precedents and/or access to assistance. The thinking challenge is a 3 or variable because the position deals with differing situations that require the identification of issues, application of judgement, and selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a D or generally regulated, operating within practices and procedures, covered by precedents or well-defined policies and review of end results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises, or facilitates services for use by others to achieve results.

The position's profile is +1 which means that the job's accountability is higher than the problem-solving. The evaluation resulted in the total hay points of 282 which is at Pay Grade K under the GSWA Pay Plan (GSWAPP).



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V. RECOMMENDATION:

1. To approve the creation of the following positions in the classified service.
 - **Scale House Attendant I**
 - **Scale House Supervisor**

2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Scale House Attendant I	220	J	\$31,076	\$54,771
Scale House Supervisor	282	K	\$33,911	\$59,768

3. Upon approval of creation, GSWA shall conduct timely reclassification audits on current employees. Determination of audit findings shall not adversely affect impacted incumbent employee salary.

Alicia Fejeran
GSWA Chief of Administration

Irvin L. Slike
GSWA General Manager

Kathrine B. Kakigi
GSWA Controller

SCALE HOUSE ATTENDANT I

NATURE OF WORK

Scale house attendants are responsible for the day-to-day operations of the scale house to include accurately processing all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station. Routine work requires using a computer-generated software program to account for vehicles, payloads, weights and solid waste disposal charges.

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

- Successfully and safely operate the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal.
- Inspect waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms; including professional courtesy to customers and the haulers.
- Prepares and gives customers a receipt for each disposal transaction.
- Enforce safety rules and procedures for vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to immediate supervisor.
- Prepare waste tonnage reports and ensuring their correctness to the best ability.
- Maintain orderly files, both electronically and/or paper, in accordance with policy and procedures.
- Assist with customer inquiries and complaints; may determine appropriate action within established guidelines.
- Support other staff in executing assigned tasks to include assistance as required during absence of other staff due to illness, vacation or other leave.
- Collaborate on debt collection efforts with Finance Division to include calling past due customers, mailing past due notice
- Assist Scale House Supervisor or Comptroller with special projects and assignments.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of computer software applications

Knowledge of customer service techniques

Ability to maintain records and prepare reports

Ability to make arithmetic computations and tabulations and prepare precise summary reports in Microsoft Excel.

Ability to provide courteous and efficient customer service through various modes of communicating with the public, employees, and customers.

MINIMUM EXPERIENCE AND TRAINING

- A. One (1) Year experience of customer service experience involving public contact work, administrative and clerical experience, and graduation from high school or equivalent; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:

Pay Grade/Plan	J (GPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	CI2	132
Problem Solving:	D3(29%)	38
Accountability:	D1C	50
Total Points:		220

SIGNATURE

**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.

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.

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title:	Scale House Attendant	Official Position No.:	
Job Location:	Guam Solid Waste Authority <small>(Department/Agency)</small>	Finance <small>(Division)</small>	Scale house <small>(Section/Unit)</small>
Name:	<small>Last</small>	<small>First</small>	<small>Middle Initial</small>
Pay Grade:	<u>J</u> <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Position Vacant
Supervisor:	Scale House Supervisor		
	<small>(Name of Direct Supervisor)</small>	<small>Title of Supervisor</small>	

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 style="margin-left: 20px;">(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p style="margin-left: 20px;">(2) Percentage of time and show % for each (total % equals 100%).</p> <p style="margin-left: 20px;">(3) Order of importance, beginning with the most important.</p> <p>Mark (√ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	Successfully and safely operate the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal.
	Inspect waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms; including professional courtesy to customers and the haulers.
	Prepares and gives customers a receipt for each disposal transaction
	Enforce safety rules and procedures for vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to immediate supervisor
	Prepare waste tonnage reports and ensuring their correctness to the best ability
	Maintain orderly files, both electronically and/or paper, in accordance with policy and procedures
	Assist with customer inquiries and complaints; may determine appropriate action within established guidelines
	Support other staff in executing assigned tasks to include assistance as required during absence of other staff due to illness, vacation or other leave
	Collaborate on debt collection efforts with Finance Division to include calling past due customers, mailing past due notice
	Assist Scale House Supervisor or Comptroller with special projects and assignments
	Performs related duties as required
	NON-ESSENTIAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department/agency. Mark [✓] one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%
B. Outside your department/agency. Mark [✓] one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 – 50% of total working hours	<input type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
	N/A	

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Computer, Printer, Scanner, Copier	95

VII. JOB REQUIREMENTS

Mark here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark "No work experience required."

No work experience is required.

General: A. One (1) Year experience of customer service experience involving public contact work, administrative and clerical experience, and graduation from high school or equivalent;
or

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

Specialized:

Supervisor/Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Knowledge of computer software applications. Knowledge of customer service techniques. Ability to maintain records and prepare reports. Ability to make arithmetic computations and tabulations and prepare precise summary reports in Microsoft Excel. Ability to provide courteous and efficient customer service through various modes of communicating with the public, employees, and customers.

2. FORMAL EDUCATION OR TRAINING: Mark the most applicable education level required.

- a. Below High School – Show Number of Years
- b. High School Graduation / GED
- 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:
 - Master's:
 - Beyond Master's:

3. CRITICAL SKILLS / EXPERTISE:

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 [✓] 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.
- Lifting Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee.
- Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking The job requires expressing ideas by the spoken word.
- Listening The job requires the perception of speech or the nature of sounds in the air.
- Other Describe the requirement.

2. Mark [✓] 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)

- 95 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 0 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 5 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

0

4. Other physical working conditions.

Show what percent of a typical workday this position is exposed to:

Mark if none of the following is applicable.

85 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

0 % Lifting or carrying items or objects. Describe item/object and weight:

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

C. Work Schedule / Hours – Mark 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.

Approximately 9 hours per day, Five days per week

Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

Employee Signature

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="1"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><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) [x] 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 [x] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [] Performs routine, well-defined tasks, [x] 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

Date

Signature of Department/Agency Head

Date

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title

Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager

Date

SCALE HOUSE SUPERVISOR

NATURE OF WORK

This is supervisory work in Scale House and Commercial and Government billing activities.

Employees in this class provide first-line supervision to Scale House Attendants involving the processing of all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station.

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

- Supervises, plans, assigns, and reviews the work of the Scale House Attendants and the day-to-day operations of the Solid Waste Scale System used by the Guam Solid Waste Authority for its solid waste collection and landfill services; Conducts performance evaluations for Scale House Attendants in a timely manner; Provides appropriate corrective actions as necessary;
- Ensures that all attendants comply with all policies and procedures, including code of conduct and must present a professional and respectful image on behalf of the Guam Solid Waste Authority to superiors, customers, and fellow peers.
- Ensures the successful and safe operations of the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal; Conducts periodic inspection of the scales and schedules the maintenance and repairs as needed; Maintains records of all maintenance and repairs;
- Conducts random spot checks/inspection of waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms;
- Enforces safety rules and procedures for Scale House staff and vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to appropriate management;
- Responsible for formulating standard operating procedures and other appropriate guidelines to include an annual review and update; Provides instruction and training to scale house staff;
- Responsible for ensuring that Scale Attendants are provided the proper equipment and supplies required; Manages requests for supplies and equipment for all scale locations to include arranging delivery and pick-up of requested supplies;
- Prepares daily, monthly, and annual reports requested by management to include but not limited to the waste tonnage reports and ensuring their correctness to the best ability; Reviews and audits daily scale transactions reports for all scale locations;
- Maintains orderly files, both electronically and/or paper, in accordance with policy and procedures

- Processes new commercial and government customer accounts; Advises scale attendants of new registrations, vehicle authorizations, and other relevant information to include Government Purchase Order balances;
- Prepares staff schedules and assignments to ensure proper coverage at all times; Reviews and approves requests for leave;
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of computer software applications such as MS Office
- Knowledge of Scale House practices and procedures
- Ability to supervise the work of others
- Ability to make decisions in accordance with appropriate program guidelines
- Ability to supervise, plan, and schedule work assignments
- Ability to recommend and implement goals, objectives, policies, and procedures
- Ability to make arithmetic computations and tabulations and prepare precise summary reports in MS Excel
- Ability to demonstrate effective interpersonal skills in communicating with the public, employees, and customers

MINIMUM EXPERIENCE AND TRAINING

- Two (2) Year experience in weigh scale operations, administrative and clerical experience, and graduation from high school or equivalent; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:

Pay Grade/Plan	K (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	D13	175
Problem Solving:	D3(29%)	50
Accountability:	D1C	57
Total Points:		282

SIGNATURE

**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.

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.

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title:	Scale House Supervisor	Official Position No.:	
Job Location:	Guam Solid Waste Authority <small>(Department/Agency)</small>	Finance <small>(Division)</small>	Scale house <small>(Section/Unit)</small>
Name:	<small>Last</small>	<small>First</small>	<small>Middle Initial</small>
Pay Grade:	<u>K</u> <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Position Vacant
Supervisor:	Kathrine B. Kakigi <small>(Name of Direct Supervisor)</small>	Comptroller <small>Title of Supervisor</small>	

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 style="margin-left: 40px;">(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p style="margin-left: 40px;">(2) Percentage of time and show % for each (total % equals 100%).</p> <p style="margin-left: 40px;">(3) Order of importance, beginning with the most important.</p> <p>Mark (√ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	Supervises, plans, assigns, and reviews the work of the Scale House Attendants and the day-to-day operations of the Solid Waste Scale System used by the Guam Solid Waste Authority for its solid waste collection and landfill services; Conducts performance evaluations for Scale House Attendants in a timely manner; Provides appropriate corrective actions as necessary;
	Ensures that all attendants comply with all policies and procedures, including code of conduct and must present a professional and respectful image on behalf of the Guam Solid Waste Authority to superiors, customers, and fellow peers.
	Ensures the successful and safe operations of the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal; Conducts periodic inspection of the scales and schedules the maintenance and repairs as needed; Maintains records of all maintenance and repairs;
	Conducts random spot checks/inspection of waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms;
	Enforces safety rules and procedures for Scale House staff and vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to appropriate management
	Is responsible for formulating standard operating procedures and other appropriate guidelines to include an annual review and update; Provides instruction and training to scale house staff;
	Is responsible for ensuring that Scale Attendants are provided the proper equipment and supplies required; Manages requests for supplies and equipment for all scale locations to include arranging delivery and pick-up of requested supplies;
	Prepares daily, monthly, and annual reports requested by management to include but not limited to the waste tonnage reports and ensuring their correctness to the best ability; Review and audit daily scale transactions reports for all scale locations;
	Maintains orderly files, both electronically and/or paper, in accordance with policy and procedures
	Processes new commercial and government customer accounts; Advise scale attendants of new registrations, vehicle authorizations, and other relevant information to include Government Purchase Order balances;
	Prepares staff schedules and assignments to ensure proper coverage at all times; Reviews and approves requests for leave;
	Performs related duties as required.
	NON-ESSENTIAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department/agency. Mark [✓] one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%
B. Outside your department/agency. Mark [✓] one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
✓	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
2	Scale House Attendants	The Scale House Attendant must correctly and precisely process all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station.

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Computer, Printer, Scanner, Copier	95

VII. JOB REQUIREMENTS

Mark here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark "No work experience required."
 No work experience is required.

General: A. One (2) Year experience in weigh scale operations, administrative and clerical experience, and graduation from high school or equivalent; or
B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Specialized:

Supervisor/Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.
Knowledge of computer software applications such as MS Office; Knowledge of Scale House practices and procedures; Ability to supervise the work of others; Ability to make decisions in accordance with appropriate program guidelines; Ability to supervise, plan, and schedule work assignments; Ability to recommend and implement goals, objectives, policies, and procedures; Ability to make arithmetic computations and tabulations and prepare precise summary reports in MS Excel; Ability to demonstrate effective interpersonal skills in communicating with the public, employees, and customers

2. FORMAL EDUCATION OR TRAINING: Mark the most applicable education level required.

- a. Below High School – Show Number of Years
- b. High School Graduation / GED
- 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:
 - Master's:
 - Beyond Master's:

3. CRITICAL SKILLS / EXPERTISE:

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 [✓] 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.
- Lifting Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee.
- Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking The job requires expressing ideas by the spoken word.
- Listening The job requires the perception of speech or the nature of sounds in the air.
- Other Describe the requirement.

2. Mark [✓] 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)

- 95 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 0 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 5 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

0

4. Other physical working conditions.

Show what percent of a typical workday this position is exposed to:

Mark if none of the following is applicable.

85 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

0 % Lifting or carrying items or objects. Describe item/object and weight:

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

C. Work Schedule / Hours – Mark 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.

Approximately 9 hours per day, Five days per week

Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

Employee Signature

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></tbody></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [x] 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 [x] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [] Performs routine, well-defined tasks, [x] 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

Date

Signature of Department/Agency Head

Date

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title

Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager

Date