"Better Water. Better Lives."
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PETITION

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the creation of position pursuant to Public Law 34-131, §(e) as added and 4 GCA §6303 (d) & (2C) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and, 5GCA, Chapter 10, Article 1 (Sunshine Law) and P.L. 28-159 to add the position to the Certified, Technical, and Professional (CTP) List in the classified service:

Utility Compliance Laboratory Administrator

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Human Resources Division at 300-6073-6.

MIGUEL C. BORDALLO, P.E.
General Manager

Justification for the new position:

Creation of the Utility Compliance Laboratory Administrator position is to update the duties and responsibilities of the position and align it with modern water and wastewater standards to enable the efficient and effective performance of duties and functions of the Guam Waterworks Authority's Laboratory section. The creation of this position is necessary to help direct and manage GWA's wide sampling activities in connection with water and wastewater operations.

The job specification currently used was established in 1985,and is inconsistent with the operating procedures and practices of our laboratory operations. GWA Laboratory operations are unique in duties and responsibilities compared to other government of Guam agencies. In particular they have a significant impact on the protection of public health and safety in accordance with the Clean Water Act (CWA), the Guam Primary Drinking Water Regulations (GPDWR) and the Safe Drinking Water Act (SDWA).

GWA Laboratory operations collect and analyze water samples from a wide variety of sources for a number of different reasons. Sample locations include shorelines, wastewater treatment plants and various rivers to evaluate impacts on the local environment. Drinking water samples are also taken to ensure safe water quality is maintained from source to each customer. Laboratory analyses on collected samples include (but are not limited to) Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, pH, Temperature, Turbidity and Bacteria. Further, special samples are collected for contract laboratory evaluations for special contaminants of concerns such as pesticide, herbicide, synthetic organic chemical, volatile organic chemical content, and the results of which must be evaluated by the compliance laboratory staff. This makes work conducted in the Utility Compliance Laboratory unique from other Government of Guam agencies.

The position is needed to explicitly identify Utility based job specifications for the Laboratory, keeping in mind growth and increased productivity with an emphasis on new more stringent required protocols promulgated by regulatory agencies such as USEPA.

Analysis of similarities and differences between the positions to be created and the positions listed pursuant to 4GCA §4101.1:

Although there is a position in existence within the Government of Guam, this position is being created specifically for the GWA Water and Wastewater utility. The current job specification for Monitoring Lab Services Administrator is inconsistent with the rigorous operating procedures and practices of the Utility Compliance Laboratory Administrator position and its regulatory requirements. GWA's laboratory operations are unique in duties and responsibilities compared to other Government of Guam agencies and are subject to US EPA and Guam EPA rules and regulations.

The Utility Compliance Laboratory Administrator is responsible for maintaining up-to-date knowledge and management of complex techniques and methodologies in collecting and analyzing water and wastewater samples for chemical and micro-biological content in accordance with laboratory standard methods for the Examination of Water and Wastewater, the SDWA, CWA, Clean Air Act (CAA) and the Guam primary Drinking Water Regulations.

Position Description: See attached

Compensation:

The minimum and maximum salary range follows the Strategic Pay Methodology based on the 10th market percentile; 2017 market data for this classified, certified, technical and professional position and comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys as follows:

Benchmark Position	Implementation Ranges @ 10th Market Percentile (2017 Market data) - 5 Spread								
	JE Points	Structural Adjustment - MIN				Structural Adjustment - MAX			
	0	Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Utility Compliance Laboratory Administrator	1074	$87,613	O	2	B	$91,170	O	3	B

Fiscal note as required by 2GCA §9101 et seq.:

GWA certifies that this position is budgeted, and that funding is available for the recruitment and retention of the amended certified, technical and professional position. The funding of this position does not have an impact on the General Fund.

MIGUEL C. BORDALLO, P.E.
General Manager

Utility Compliance Laboratory Administrator

NATURE OF WORK:

Administer an island-wide monitoring strategy in providing field and laboratory data on chemical, physical and microbiological analysis and knowledge and experience with GEPA and USEPA Laboratory Certification Processes.

Employees in this class administer strategies in providing complex techniques and methodologies in collecting and analyzing water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act (SDWA), the Guam Primary Drinking Water Regulations (GPDWR), the Clean Water Act (CWA), the Clean Air Act (CAA) and National Pollutant Discharge Elimination System (NPDES) Program.

Employees in this class perform the full range of complex work to provide strategic analysis and decisions in the collection and analysis of water and wastewater samples.

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)

Administers the operations and ensures compliance with all laboratory local and federal policies, procedures, rules and regulations.

Administers the compliance in the development and implementation of an island-wide water and wastewater monitoring services strategy in accordance with Authority goals and objectives, and compliance with local and federal policies, procedures, rules and regulations.

Oversees and approves all laboratory related investigations, collection and sampling, analysis and testing results.

Oversees the maintenance of all laboratory equipment performance by ensuring the compliance with quality control standards.

Oversees and directs the quality control and quality assurance (QA/QC) policies, procedures and practice in compliance with program standards.

Develops, implements and maintains policies and procedures for the use of Laboratory Information Management Systems (LIMS); including identification of needs and issues to provide resolutions to problems. Maintains security and integrity of information based on a need to know basis.

Develops operations, quality, and troubleshoots procedures; ensures staff compliance; certifies instrument performance; arranges equipment maintenance, service, and repair or replacement. Implements new programs, tests, methods, instrumentation, and procedures.

Oversees the development, training and succession of laboratory staff to insure that proficiency in their assigned functions and performance expectations are met.

Performs other related duties as assigned.

PROPOSED

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of state and federal regulatory rules, regulations, policies, procedures, and operations specific to water and/or wastewater laboratory operations to ensure compliance with program activities.

Knowledge of the policies, procedures and regulations relative to obtaining and maintaining Laboratory Certification as locally and federally regulated.

Knowledge of laboratory testing procedures, principles, techniques, terminology, protocols and equipment of a variety of standardized laboratory tests.

Knowledge of laboratory equipment maintenance, calibration and troubleshooting and laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE's), proper laboratory techniques, disposal of bio-hazard, operating sterilization equipment, etc.

Knowledge of Laboratory Information Management System (LIMS) or similar computer systems and multiple software programs as required, according to the needs of company and departmental procedures.

Knowledge to perform complex laboratory tests requiring technical judgment in selecting and using appropriate/proper procedures and interpreting results. Identify problems and develop possible solutions.

Knowledge of monitoring strategy changes based on regulatory updates, statistical evaluation of data, division staff recommendations, and periodic reviews with other division and agency administrators

Knowledge of principles of the physical and biological sciences, as applied to particular laboratory assignments.

Knowledge of the principles of organic, inorganic, and physical chemistry, as well as knowledge of bacteriology and microscopic procedures.

Ability to read, interpret, analyze and implement complex local and federal regulatory guidelines to ensure compliance related to the utility's areas of responsibilities.

Ability to develop budget plans for operations, staff needs, training to support the continued operations and maintenance of the laboratory.

Ability to assimilate and analyze data and prepare and clearly present reports.

Ability to supervise the work of others.

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

Ability to make good judgments and sound decisions in accordance with appropriate program guidelines.

Skill in the safe operation of a motor vehicle.

PROPOSED

MINIMUM EXPERIENCE AND TRAINING:

A. Six (6) years of professional experience in environmental monitoring with emphasis in field and laboratory analysis and data interpretation, and two (2) years of supervisory experience AND graduation from a recognized college or university with a Bachelor's degree in chemistry, biology, biochemistry, physical science or closely related field; or

B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualifications:

Possession of a valid driver's license.

Demonstrated experience and knowledge of the laboratory certification processes that illustrates successful achievement in obtaining required certification of a laboratory, inclusive of QA/QC standards and the ability to prepare and execute a Quality Assurance Project Plan (QAPP) for special projects.

Creation: August 2019

JE Points: 1074
Paygrade/Step: Minimum O2B $87,613
Maximum O3B $91,170

Joseph T. Duenas, Chairman
Consolidated Commission on Utilities

PROPOSED