

JOB ANNOUNCEMENT (OPEN)

TO ESTABLISH A LIST FOR THE POSITION OF:
20.063

(Unclassified) ASSISTANT STAFF ATTORNEY

ANNOUNCEMENT NUMBER: 26-018



APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:

OPENING DATE	AUGUST 21, 2026	CLOSING DATE	SEPTEMBER 14, 2026
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SALARY

MINIMUM:	O3-A	\$52.23	PER HOUR	MAXIMUM:	O4-A	\$54.35	PER HOUR
	\$108,639.00		PER ANNUM		\$113,050.00		PER ANNUM

WHO CAN APPLY:

Open to all government of Guam employees and the general public.

HOW AND WHERE TO APPLY:

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to hrjobs@guamwaterworks.org. **All applications received via electronic mail or fax must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement.** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org.

QUALIFICATION REQUIREMENTS:

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree and licensure to practice law, plus a minimum of two (2) years of professional experience in any combination of procurement, government supply, or legal practice.

LICENSURE REQUIREMENTS

Possession of a current OR temporary license to practice law on Guam and a current certificate of good standing. Title 7, Guam Code Annotated, Chapter 9A, the Supreme Court of Guam's Rules and Governing Admissions to Practice Law for applicants not currently licensed to practice law in Guam. **Note:** In addition to meeting the minimum qualification requirements, applicants must also fulfill all licensure requirements and any other conditions specified in the job posting to be considered eligible for the position.

NATURE OF WORK IN THIS CLASS:

Under the general direction of the Staff Attorney, the Assistant Staff Attorney performs professional legal work in support of the Guam Waterworks Authority (GWA), with primary emphasis on administrative law, government of Guam procurement, and personnel/employment matters. The position provides research, drafting, and analytical support to the Staff Attorney on more complex legal matters, including litigation and administrative or regulatory hearings.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all possible duties that may be assigned; any one position may not include all the duties listed)

Procurement: Assists in ensuring that solicitations, contracts, and other legal instruments comply with Guam procurement law, applicable federal regulations, grant terms and conditions and GWA procurement policies and

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regulations. Reviews, drafts, negotiates, revises, and approves as to legal form procurement contracts, solicitations, amendments, RFPs, IFBs, RFQs, RFIs, professional services agreements, construction contracts, procurement determinations, scopes of work, memoranda of understanding, cooperative agreements, and related legal documents. Provides legal oversight and guidance throughout all phases of procurement, including planning, solicitation development, pre-bid/pre-proposal conferences, bid and proposal evaluation, protests, contract award, contract administration, change orders, claims, disputes, renewals, and closeout. Conducts detailed legal analysis of contract terms, including indemnification, insurance and bonding, warranties, liquidated damages, default and termination provisions, dispute resolution clauses, and regulatory compliance requirements. Reviews procurement actions for legal sufficiency and advises the Staff Attorney and procurement staff on legal exposure, procurement risk, and compliance obligations, including federally funded and grant-funded projects. Assists in the preparation of responses to bid protests, appeals, and procurement-related administrative proceedings. Personnel and Employment Matters: Provides legal support on personnel and employment matters, including recruitment, classification, discipline, grievances, adverse actions, reasonable accommodation, leave administration, and separation, in coordination with GWA Human Resources. Reviews and advises on compliance with the Guam Civil Service Rules and Regulations, applicable collective bargaining agreements, and federal employment laws such as Title VII, the ADA, the FMLA, and the FLSA. Assists in preparing, reviewing, and revising personnel policies, personnel rules and regulations, standard operating procedures, and disciplinary or adverse action documentation. Prepares for and represents, or assists the Staff Attorney in representing, GWA at Civil Service Commission (CSC) hearings, appeals, and related pre-hearing proceedings, including drafting pleadings, position statements, and hearing exhibits. Advises management and Human Resources on legal risk associated with proposed personnel actions and assists in investigations of workplace complaints as needed. Litigation and Regulatory Hearing Support: Conducts research on case law, statutes, and regulations to support the Staff Attorney and General Counsel on litigation and administrative matters, and prepares legal opinions and analyses on related questions. Drafts legal documents such as pleadings, motions, briefs, discovery responses, subpoenas, memoranda, and correspondence presenting research findings, legal analysis, and recommendations. Assists with hearing and trial preparation, including organizing exhibits, preparing witness and exhibit lists, coordinating with outside counsel and expert witnesses, and building case timelines. Attend hearings, depositions, mediations, and other proceedings to observe, take notes, or handle routine matters such as status conferences, scheduling matters, or uncontested motions under the direction of the Staff Attorney. Assists in the preparation of filings and testimony for administrative and regulatory hearings, including rate proceedings and other matters before the Guam Public Utilities Commission (PUC). Representative at PUC, CSC, and other Public Bodies: Attends and, as directed, represents GWA at PUC meetings, workshops, and dockets, including rate cases, tariff filings, service rules, and other regulatory matters affecting GWA. Attends and, as directed, represents GWA at CSC hearings and related proceedings involving GWA personnel matters. Prepares briefing materials, talking points, and legal memoranda in advance of appearances before the PUC, CSC, the Consolidated Commission on Utilities (CCU), legislative committees, or other public bodies. Coordinates with compliance, engineering, and finance staff to ensure legal positions presented to the PUC and other regulators are consistent and well-supported. General Legal Support, Compliance, and Document Management: Responds to internal inquiries, gathers information, and maintains regular contact with internal stakeholders across GWA divisions. Researches and monitors compliance with applicable Guam and federal laws and regulations, including environmental and public-health requirements relevant to a public water and wastewater utility (e.g., Safe Drinking Water Act, Clean Water Act, and Guam Environmental Protection Agency permitting requirements), and assists in permitting processes. Reviews, manages, and organizes documents of all types - including contracts, case files, and project records, often involving large volumes of material requiring careful analysis, such as responses to Guam Sunshine Reform Act public records requests. Assists in reviewing and drafting easements, rights-of-way, and other real property instruments related to GWA infrastructure. Assists in identifying and addressing ethics and conflict-of-interest questions applicable to GWA, consistent with Guam ethics laws and GWA policy. Develops internal procedures, compliance standards, legal review protocols, and procurement or personnel controls to improve efficiency and reduce legal risk. Performs semi-complex to complex legal research and prepares legal opinions, memoranda, correspondence, policy recommendations, and advisory reports on procurement law, administrative law, public utility regulation, contract interpretation, compliance, and employment law. Performs other duties as assigned or required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles, methods, and practices of legal research; Knowledge in the areas of procurement, contracts, administrative law, and land condemnation; Knowledge of Guam procurement law (5 GCA Chapter 5 and 2 GAR Division 4) and implementing regulations, and federal procurement/grants requirements applicable to federally funded projects. Knowledge of general principles of civil procedure, rules of evidence, and legal research and writing methodology. Ability to prepare legal briefs and other legal documents and instruments; define issues, perform legal

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research, analyze problems, evaluate alternatives, and develop sound conclusions and recommendations; Ability to draft, review, and negotiate clear, accurate, and legally sound contracts, pleadings, memoranda, and correspondence. Ability to manage multiple assignments and competing deadlines in a fast-paced public utility environment. Ability to communicate clearly and persuasively, both orally and in writing, including in public hearings and regulatory settings. Ability to analyze complex factual and legal issues and exercise sound, independent legal judgment appropriate to the level of the position.

EXAMINATION REQUIREMENTS

Applicants will be rated on a scale from 70.00% to 100.00% based on their training, education, and experience in relation to the requirements of the position. Only applicants who achieve a score of 70% or higher will be deemed eligible or qualified for further consideration.

PREFERENCE POINTS:

Applicants claiming veteran's preference are required to provide a copy of their DD-214, Member 4 Form. Applicants claiming disabled veteran status are required to provide a copy of a letter from the U.S. Veterans Administration.

EDUCATIONAL AND DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments shall submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency. Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. **For more information, please contact the Guam Waterworks Authority, Human Resources Office at 671-300-6076/6899 or email at hrrecruit@guamwaterworks.org**

FAIR CHANCES HIRING PROCESS ACT (FCHPA)

Guam's Fair Chances Hiring Process Act (FCHPA), also known as the "Ban the Box" law (Public Law 34-22), codified in Title 22 of the Guam Code Annotated (GCA) Business Regulations, Chapter 6, prohibits employers with more than 15 employees from asking about an applicant's criminal record or requesting police and court clearances until after a conditional job offer has been made. If you are selected for this position and an employment offer is extended to you, your employment will be conditional pending the submission of your police and court clearance. The clearance must be issued within thirty (30) calendar days of the offer. You will have ten (10) working days from the date you accept the employment offer to provide the required clearance. Please note that the cost of obtaining your police and court clearance is your responsibility.

PROHIBITION:

Pursuant to Public Law No. 28-98, codified in Title 4 of the Guam Code Annotated (GCA), Personnel Policy and the Civil Service Commission, Chapter 4, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".

INTERVIEW PROCEDURES:

All interviews are conducted in a structured format; each candidate is asked the same set of questions in the same order. These questions are designed to assess the knowledge, skills, and abilities (KSAs) needed for the respective position and are scored accordingly.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illicit/illegal drugs pursuant to GWA's Drug and Alcohol-Free Workplace Policy (DAFWP) prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the DAFWP or refuse to take the mandatory drug test will be disqualified, and any offer of employment shall be rescinded.

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WORK ELIGIBILITY:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EMPLOYMENT MEDICAL EXAMINATION:

All applicants accepting employment must undergo a medical examination, and the physician must declare them capable of performing the duties of the position. This examination is to be conducted once the employee has started, and the employee has thirty days from the date of hire to provide proof from the physician that they are physically fit to perform the essential functions of the position.

FOR MORE INFORMATION

Call or visit us at the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit applications electronically to hrjobs@guamwaterworks.org. You may also visit our website for additional GWA vacancy announcements at <https://guamwaterworks.org/Careers/>.



Brett E. Railey, P.E. *BSA*

ACTING GENERAL MANAGER

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE
ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR
POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**



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