



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan

850 GOV. CARLOS CAMACHO ROAD
OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2444 or 647-2330
FAX: (671) 649-0145



September 29, 2020

MEMORANDUM

TO: Chairperson and Members of the Board of Trustees

FROM: Hospital Administrator/CEO

SUBJECT: Petition for Creation of Position
Re: Hospital Materials Management Assistant Administrator

Buenas yan Hafa Adai! This is to request your approval to establish the Hospital Materials Management Assistant Administrator position in the classified service within GMHA pursuant to Title 4 Guam Code Annotated, Chapter 6, § 6303(d) – Creation of Positions in the Autonomous Agencies and Public Corporations. A copy of the proposed job standard for the above-mentioned position is attached (Exhibit A).

On July 1, 2020, the Hospital Materials Management Administrator submitted a request to review and amend the current Assistant Supply Management Administrator position's duties and pay allocation (Exhibit H). The reason to review the pay allocation is due to the fact that the position of Central Service & Supply Supervisor (CSR Supervisor), reports to the Assistant Supply Management Administrator, but is sitting at a higher pay grade. Upon further review, the department would also want the position's duties to reflect work at the Guam Memorial Hospital Authority, as well as look to amend the title to Hospital Materials Management Assistant Administrator to be consistent with the organizational chart. The job standards would also need to be amended to include necessary special requirements of the modules of procurement as required by law.

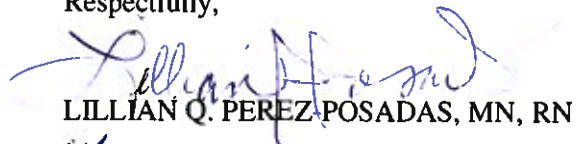

The proposed positions are being created in accordance with all requirements stated under 4 GCA, Chapter 6, § 6303(d) as follows:

- (A) **The justification for the new position:** The Guam Memorial Hospital Authority acknowledges and recognizes the organizational/functional structure of the Materials Management Department and the Central Supply Receiving Section. Management recognizes the need to align the duties of the Assistant Supply Management Administrator to be more exclusive to a hospital setting, amend the title to be consistent with the organizational chart, as well as to ensure its proper pay allocation. The review for pay allocation is due to the fact that the position of Central Service & Supply Supervisor (CSR Supervisor) reports to the Assistant Supply Management Administrator in the organizational chart (Exhibit B) but is sitting at a higher pay grade.
- (B) **The essential details concerning the creation of position:** The "benchmark" classification methodology was followed which involved reviewing the proposed Position Description of the position, proposed job standards, and comparable job standards. The pricing for the position was determined by staff evaluation using the Hay Guide Chart-Profile Method. For comparison purposes, the Department of Labor, Bureau of Labor Statistics May 2019 wage data for Buyers and Purchasing Agents was also used in determining pay grade (Exhibit C).

- (C) **An analysis of the similarities and differences between the positions to be created and positions listed pursuant to 4 GCA § 4101.1(d):** Section 4101.1(d) refers to the government of Guam Classification Plan which lists all established civil service positions (and their pay grade) actively being utilized by the Department of Administration. The Assistant Supply Management Administrator, Hospital Materials Management Administrator, and Central Service & Supply Supervisor were reviewed. In regards to the organizational/functional chart; the proposed created position will report to the Hospital Materials Management Administrator as well as assist in administering department programs and activities. When reviewing the Central Service & Supply Supervisor position, we find that this position will be reporting to the proposed created position. However there is an inverted pay disparity, where the subordinate position is allocated at a higher pay grade. When reviewing the Assistant Supply Management Administrator, it is essentially the same job, but the current job standards do not adequately reflect all of the functions exclusive in a hospital setting. In addition, the newly created position will include the mandated procurement module training requirements pursuant to Public Law 32-131 to be completed prior to or soon after hiring (Exhibit D).
- (D) **The position descriptions:** A copy of the completed Position Description Questionnaire (PDQ) for the position is attached (Exhibit E). The PDQ confirms the additional duties and responsibilities performed and the minimum knowledge, abilities and skills necessary to satisfactorily perform those essential functions.
- (E) **The proposed pay range and demonstration of compliance with § 6301 (Compensation Policy) of this Title:** The government of Guam's Compensation Policy is administered by the Department of Administration. The Department of Administration uses the Hay Guide Chart-Profile Method for assigning pay grades and determining the relative pay and value of government of Guam positions. To determine the appropriate pay grade for the proposed positions, the Human Resources Division conducted an evaluation using the Hay Guide Chart-Profile Method - hay points were determined based on the factors of Know-How, Problem Solving, and Accountability. The hay points and proposed pay grade for the new position is as followed: Hospital Materials Management Assistant Administrator (451 hay points = Pay Grade O) with a starting salary of \$49,897.00 per annum. A brief description of the hay evaluation can be found attached (Exhibit F). **The U.S. National Annual Mean Wage Estimate (from the U.S. Department of Labor – Bureau of Labor Statistics, May 2019 data) for Buyers and Purchasing Agents overall is \$69,680.00 per annum.** Pay Grade O Step 7 = \$62,371.00 per annum is used to compare with the national wage mean.
- (F) **A fiscal note as that term is described in 2 GCA § 9101 et seq.; and any other pertinent information.** Section 9101 refers to restrictions on filling unfunded positions. The FTE of the current Assistant Supply Management Administrator position will be utilized. The position is currently budgeted at \$40,762.00 per annum. If the position were to be created it would be filled by the incumbent and reclassified to the higher pay grade. The current staffing pattern of the department is attached (Exhibit G) that shows the incumbent of the current Assistant Supply Management Administrator position. The total additional cost for implementation of the new position with incumbent is \$9,136.00.

Based on the information given and supporting documents provided, this office requests your approval to create the Hospital Materials Management Assistant Administrator at Pay Grade O. Si Yu'os Ma'ase!

Respectfully,


LILLIAN Q. PEREZ POSADAS, MN, RN


Attachments

**HOSPITAL MATERIALS MANAGEMENT ASSISTANT ADMINISTRATOR
(Proposed Creation)**

NATURE OF WORK IN THIS CLASS:

Assists the Hospital Materials Management Administrator in the application, coordination and implementation of the procurement procedures and contract management of the materials management system throughout the hospital, and provide a systematic means of providing supplies, equipment, and services under the procurement authority pursuant to law. Assists in the oversight of the Central Supply and Receiving Department's systematic inflow, proper sterilization, processing and distribution of medical supplies, materials and equipment, including the maintenance, disassembly and assembly of technical medical equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in planning, organizing, coordinating, integrating and evaluating all programs/activities and functions within the Materials Management and Central Supply and Receiving Department to ensure quality services and to achieve the hospital's mission, vision, values, goals, objectives, plans etc.

Assists in overseeing activities of the Materials Management and Central Supply and Receiving Departments' sterilization operations and ensure regulatory compliance.

Assists in planning, directing, and managing medical supplies, pharmaceuticals, laboratory reagents, equipment and procurement stock inventory for the agency.

Assists in the development and administration of policies and procedures, including budget administration and personnel.

Ensure compliance to established programs (Infection Control, Safety, Risk Management, Security, Quality Assurance, and JCAHO).

Responsible for assisting in the procurement of all hazardous materials that are requested and/or used within the Hospital.

Assists in training personnel within the facility to handle any spills or dispose hazardous chemical/materials and comply with the National Toxicology Program (NTP), Environmental Protection Agency (EPA), OSHA, and JCAHO.

Develops recommendations for improvements affecting cost, efficiency and quality of operations and functions.

Researches and develops specifications to determine agency requirements for annual bids and price agreements; reviews and approves or rejects vouchers.

Maintains and supervises the maintenance of a variety of records and prepares comprehensive reports.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern warehousing, purchasing and materials management practices and procedures.

Knowledge of the types, characteristics, sources, and market factors of supply, materials and equipment categories frequently required by the agency.

Knowledge of the principles of administration as applied to a centralized supply/materials management program.

Knowledge of Joint Commission on Accreditation of Health Organization, federal and local regulations for acute and skilled nursing facilities.

Ability to assist in administering the programs and activities of supply management functions.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations, and policies governing the purchasing of commodities by the agency.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of experience in the various phases of supply work including procurement, supply cataloging, warehousing, contracting, stock control, issuing, and receiving of supplies; two years of supervisory experience and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Completion of all of the following procurement courses is preferred prior to or soon after hiring:

Module 1: Fundamentals and Principles of Procurement (Basic)

Module 2: The Procurement Solicitation Process (Advanced)

Module 3: The Procurement Review and Remedies (Administrative)

Module 4: The Management and Administration of Procurement (Administrative)

ESTABLISHED: July 1980

AMENDED: April 1989;

PAY GRADE/PLAN: O (GPP)

HAY EVALUATION

KNOW HOW: EII3 264

PROBLEM SOLVING: E3 (33%) 87

ACCOUNTABILITY: E1C 100

TOTAL POINTS - 451

**THERESA OBISPO, Chairperson
Board of Trustees**



Occupational Employment Statistics

[DES](#) [PRINT](#)

Occupational Employment and Wages, May 2019

13-1020 Buyers and Purchasing Agents

This occupation includes the 2018 and 2010 SOC occupations 13-1021 Buyers and Purchasing Agents, Farm Products; 13-1022 Wholesale and Retail Buyers, Except Farm Products; and 13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products.

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (1)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
421,280	0.7 %	\$33.50	\$69,680	0.3 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$18.38	\$23.69	\$30.95	\$40.69	\$51.69
Annual Wage (2)	\$38,230	\$49,280	\$64,380	\$84,630	\$107,510

Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of Industry employment	Hourly mean wage	Annual mean wage (2)
Management of Companies and Enterprises	43,680	1.77	\$37.44	\$77,880
Federal Executive Branch (OES Designation)	35,560	1.77	\$41.54	\$86,410
Merchant Wholesalers, Durable Goods (4232, 4233, 4235, 4236, 4237, and 4239 only)	17,680	1.24	\$30.87	\$64,210
Merchant Wholesalers, Nondurable Goods (4244 and 4248 only)	12,460	1.26	\$31.43	\$65,370
Local Government, excluding schools and hospitals (OES Designation)	12,150	0.22	\$32.16	\$66,890

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of Industry employment	Hourly mean wage	Annual mean wage (2)
Aerospace Product and Parts Manufacturing	11,540	2.22	\$39.47	\$82,090
Federal Executive Branch (OES Designation)	35,560	1.77	\$41.54	\$86,410
Management of Companies and Enterprises	43,680	1.77	\$37.44	\$77,880
Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	7,150	1.76	\$36.96	\$76,880
Farm Product Raw Material Merchant Wholesalers	1,200	1.71	\$30.22	\$62,870

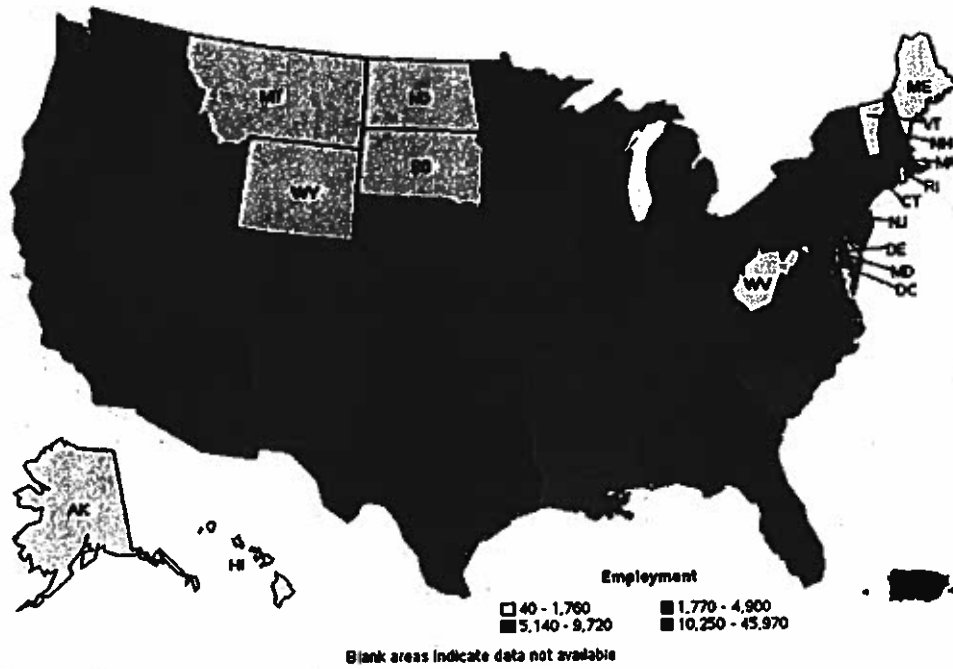
Top paying industries for this occupation:

Industry	Employment (1)	Percent of Industry employment	Hourly mean wage	Annual mean wage (2)
Pipeline Transportation of Crude Oil	50	0.42	\$49.19	\$102,310
Software Publishers	820	0.19	\$45.50	\$94,640
Oil and Gas Extraction	1,770	1.25	\$43.32	\$90,110
Credit Intermediation and Related Activities (5221 And 5223 only)	1,660	0.08	\$41.78	\$86,890
Federal Executive Branch (OES Designation)	35,560	1.77	\$41.54	\$86,410

Geographic profile for this occupation: [Top](#)

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

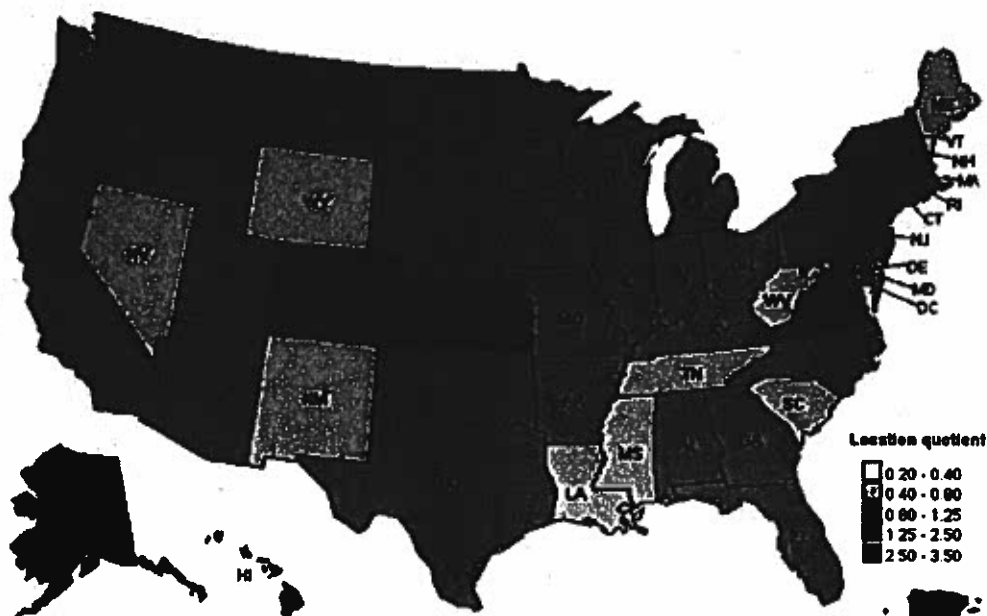
Employment of buyers and purchasing agents, by state, May 2019



States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California	45,970	2.64	0.92	\$35.06	\$72,930
Texas	37,660	3.03	1.06	\$34.97	\$72,740
New York	25,840	2.71	0.95	\$36.55	\$76,030
Florida	22,600	2.57	0.90	\$31.08	\$64,660
Ohio	18,020	3.31	1.15	\$32.60	\$67,810

Location quotient of buyers and purchasing agents, by state, May 2019

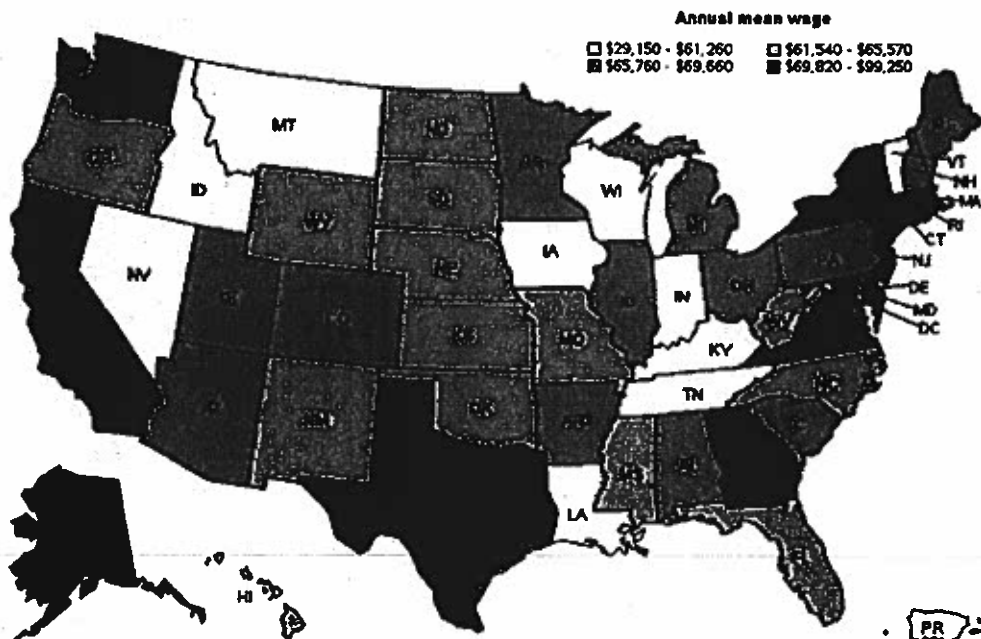


Blank areas indicate data not available

States with the highest concentration of jobs and location quotients in this occupation:

State	Employment (2)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
Washington	14,910	4.49	1.57	\$35.63	\$74,110
Virginia	15,850	4.09	1.43	\$38.05	\$79,150
Kansas	5,140	3.69	1.29	\$30.34	\$63,110
New Hampshire	2,430	3.68	1.28	\$32.80	\$68,230
Colorado	9,720	3.63	1.27	\$33.13	\$68,900

Annual mean wage of buyers and purchasing agents, by state, May 2019

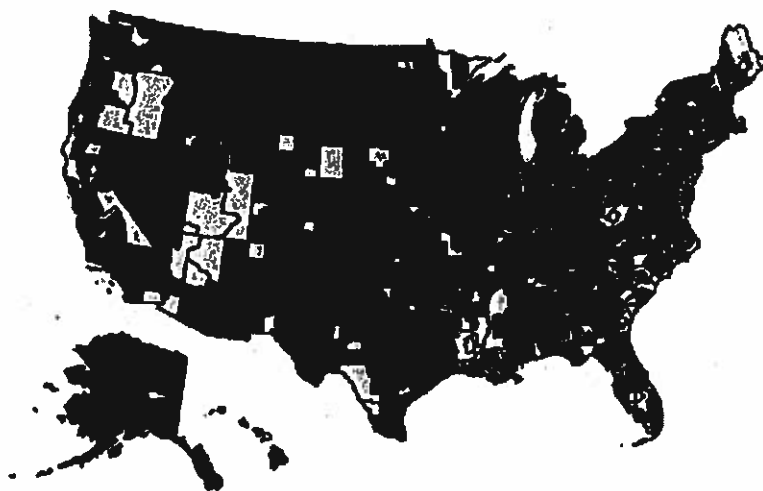


Blank areas indicate data not available

Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
District of Columbia	2,540	3.51	1.22	\$47.72	\$99,250
New Jersey	11,410	2.79	0.97	\$40.55	\$84,350
Virginia	15,850	4.09	1.43	\$38.05	\$79,150
Maryland	9,080	3.36	1.17	\$37.96	\$78,960
New York	25,840	2.71	0.95	\$36.55	\$76,030

Employment of buyers and purchasing agents, by area, May 2019

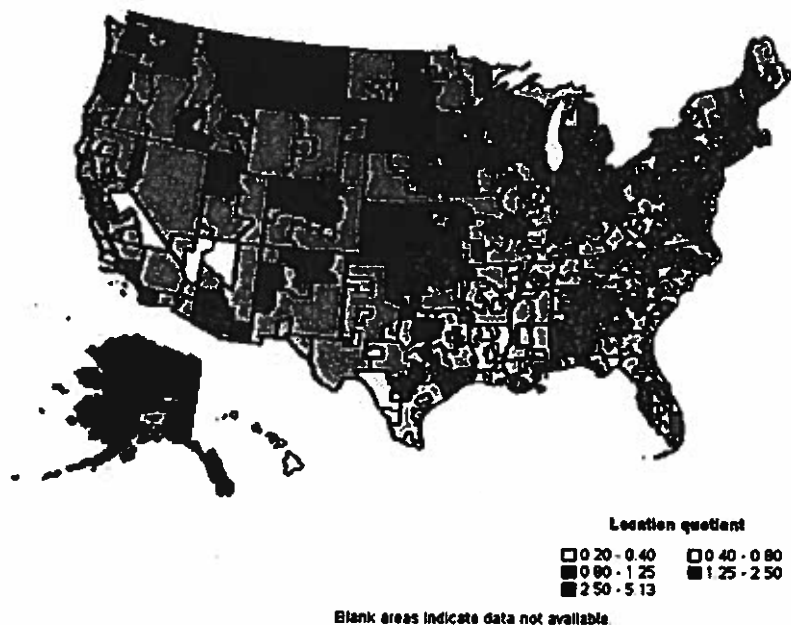


Blank areas indicate data not available

Metropolitan areas with the highest employment level in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
New York-Newark-Jersey City, NY-NJ-PA	27,290	2.83	0.99	\$39.16	\$81,450
Los Angeles-Long Beach-Anaheim, CA	18,540	2.97	1.04	\$35.16	\$73,130
Washington-Arlington-Alexandria, DC-VA-MD-WV	13,070	4.11	1.43	\$43.76	\$91,010
Dallas-Fort Worth-Arlington, TX	12,170	3.33	1.16	\$39.39	\$81,940
Chicago-Naperville-Elgin, IL-IN-WI	11,740	2.51	0.87	\$32.11	\$66,790
Seattle-Tacoma-Bellevue, WA	11,170	5.53	1.93	\$37.39	\$77,780
Houston-The Woodlands-Sugar Land, TX	10,850	3.55	1.24	\$35.88	\$74,620
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD	8,710	3.03	1.06	\$36.57	\$76,070
Minneapolis-St. Paul-Bloomington, MN-WI	8,220	4.17	1.45	\$34.50	\$71,760
Detroit-Warren-Dearborn, MI	8,130	4.11	1.43	\$36.34	\$75,580

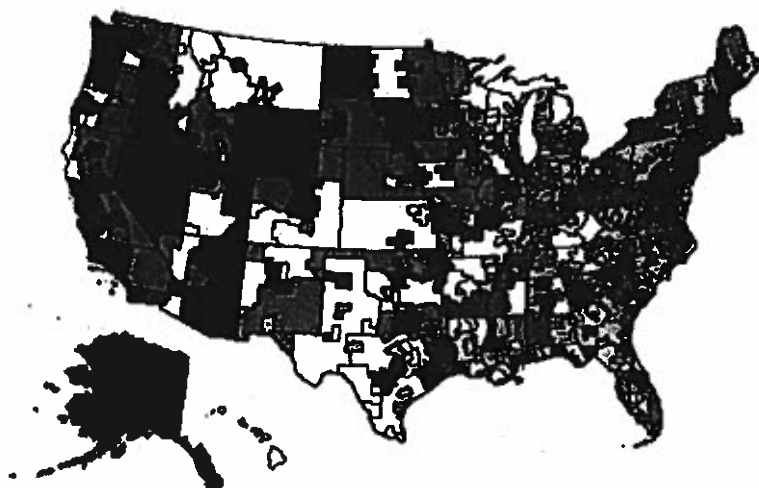
Location quotient of buyers and purchasing agents, by area, May 2019



Metropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
<u>California-Lexington Park, MD</u>	700	14.70	5.13	\$45.72	\$95,090
<u>Huntsville, AL</u>	2,200	9.44	3.29	\$39.52	\$82,210
<u>Warner Robins, GA</u>	500	6.78	2.37	\$38.03	\$79,090
<u>Fayetteville-Springdale-Rogers, AR-MO</u>	1,640	6.58	2.30	\$40.69	\$84,620
<u>Dayton, OH</u>	2,260	5.94	2.07	\$37.28	\$77,540
<u>Columbus, IN</u>	290	5.68	1.98	\$38.83	\$80,780
<u>Boulder, CO</u>	1,030	5.55	1.93	\$33.35	\$69,380
<u>Seattle-Tacoma-Bellevue, WA</u>	11,170	5.53	1.93	\$37.39	\$77,780
<u>Lewiston, ID-WA</u>	140	5.36	1.87	\$26.08	\$54,240
<u>Wausau, WI</u>	360	5.06	1.76	\$26.24	\$54,580

Annual mean wage of buyers and purchasing agents, by area, May 2019



Annual mean wage

□ \$24,510 - \$55,110 ■ \$55,120 - \$60,900
 ■ \$60,910 - \$65,530 ■ \$65,590 - \$95,090

Blank areas indicate data not available

Top paying metropolitan areas for this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California-Lexington Park, MD	700	14.70	5.13	\$45.72	\$95,090
Washington-Arlington-Alexandria, DC-VA-MD-WV	13,070	4.11	1.43	\$43.76	\$91,010
Fayetteville-Springdale-Rogers, AR-MO	1,640	6.58	2.30	\$40.69	\$84,620
Tallahassee, FL	(8)	(8)	(8)	\$39.89	\$82,960
San Jose-Sunnyvale-Santa Clara, CA	3,800	3.33	1.16	\$39.65	\$82,460
Huntsville, AL	2,200	9.44	3.29	\$39.52	\$82,210
Dallas-Fort Worth-Arlington, TX	12,170	3.33	1.16	\$39.39	\$81,940
New York-Newark-Jersey City, NY-NJ-PA	27,290	2.83	0.99	\$39.16	\$81,450
Morgantown, WV	180	2.77	0.96	\$39.02	\$81,150
Trenton, NJ	700	2.91	1.02	\$38.96	\$81,030

Nonmetropolitan areas with the highest employment in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
Kansas nonmetropolitan area	1,120	2.85	0.99	\$25.97	\$54,020
North Northeastern Ohio nonmetropolitan area (non-contiguous)	780	2.32	0.81	\$28.23	\$58,710
West Northwestern Ohio nonmetropolitan area	750	2.93	1.02	\$29.00	\$60,320
Southern Indiana nonmetropolitan area	730	3.89	1.36	\$29.80	\$61,990
Balance of Lower Peninsula of Michigan nonmetropolitan area	730	2.66	0.93	\$28.69	\$59,670

Nonmetropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
West Central-Southwest New Hampshire nonmetropolitan area	450	4.43	1.54	\$29.66	\$61,700
Southern Indiana	730	3.89	1.36	\$29.80	\$61,990

<u>nonmetropolitan area</u>					
<u>Northeast Virginia nonmetropolitan area</u>	180	3.67	1.28	\$44.87	\$93,330
<u>East South Dakota nonmetropolitan area</u>	480	3.63	1.27	\$29.93	\$62,240
<u>Southwest Alabama nonmetropolitan area</u>	230	3.36	1.17	\$30.36	\$63,150

Top paying nonmetropolitan areas for this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (3)	Hourly mean wage	Annual mean wage (2)
<u>Northeast Virginia nonmetropolitan area</u>	180	3.67	1.28	\$44.87	\$93,330
<u>Southwest Mississippi nonmetropolitan area</u>	100	1.41	0.49	\$39.75	\$82,670
<u>Eastern Utah nonmetropolitan area</u>	100	1.27	0.44	\$35.77	\$74,400
<u>Arizona nonmetropolitan area</u>	180	2.00	0.70	\$32.82	\$68,270
<u>Northeast Coastal North Carolina nonmetropolitan area</u>	140	1.53	0.54	\$32.36	\$67,300

About May 2019 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(8) Estimate not released.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OES estimates and related information:

[May 2019 National Occupational Employment and Wage Estimates](#)

[May 2019 State Occupational Employment and Wage Estimates](#)

[May 2019 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2019 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2019 Occupation Profiles](#)

[Technical Notes](#)

Last Modified Date: July 6, 2020

U.S. BUREAU OF LABOR STATISTICS Division of Occupational Employment Statistics PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone: 1-202-691-6569, www.bls.gov/OES [Contact OES](#)

Ed.D.

EDDIE BAZA CALVO
Governor



RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

MAR 10 2014

Honorable Judith T. Won Pat, Ed.D
Speaker
I Mina'trentai Dos Na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

32-13-1385
Office of the Speaker
Judith T. Won Pat, Ed.D.
Date: 3.10.14
Time: 4:41 pm
Received by: [Signature]
2014 MAR 10 PM 5:01 [Signature]

Dear Madame Speaker:

Attached is Bill No. 201-32 (COR), entitled, "*An act to add a new §5141 to Chapter 5 of Title 5, Guam Code Annotated, relative to establishing a system of training, continuing education, and certification for government of Guam procurement personnel,*" which lapsed into law as new **Public Law 32-131**.

Government procurement is a vital function that serves to ensure that public funds are not wasted, but rather spent wisely so that the Territory receives the best value for the People. The laws and regulations governing procurement are complex, and Bill 201 seeks to arm procurement personnel with the skills and training to effectively and efficiently do their jobs.

I am concerned, however, about the funding necessary for Bill 201's certification and education requirements. As soon as possible, I urge *I Liheslaturan* to take action supporting the mandates of Bill 215, including the appropriation of any necessary funds.

Senseramente,

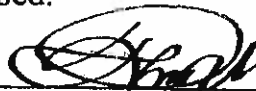
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EDDIE BAZA CALVO

1385

I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN
2014 (SECOND) Regular Session

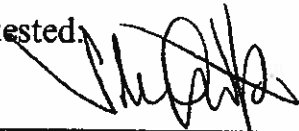
CERTIFICATION OF PASSAGE OF AN ACT TO *I MAGA'LAHEN GUÅHAN*

This is to certify that Substitute Bill No. 201-32 (COR), "AN ACT TO *ADD A NEW §5141 TO CHAPTER 5 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO ESTABLISHING A SYSTEM OF TRAINING, CONTINUING EDUCATION, AND CERTIFICATION FOR GOVERNMENT OF GUAM PROCUREMENT PERSONNEL,*" was on the 1st day of February, 2014, duly and regularly passed.



Judith T. Won Pat, Ed.D.
Speaker

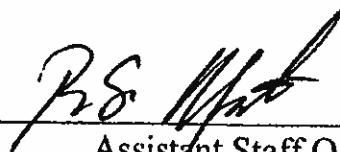
Attested:



Tina Rose Muña Barnes
Legislative Secretary

.....

This Act was received by *I Maga'laken Guåhan* this 1st day of FEB,
2014, at
10:50 o'clock 9 .M.



Assistant Staff Officer
Maga'lahi's Office

APPROVED:

EDWARD J.B. CALVO
I Maga'laken Guåhan

Date: FEB 14 2014

Public Law No. 32-131

I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN
2013 (FIRST) Regular Session

Bill No. 201-32 (COR)

As substituted by the Author; further substituted
by the Committee on General Government Operations
and Cultural Affairs; and amended on the Floor.

Introduced by:

B. J.F. Cruz
T. C. Ada

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**AN ACT TO *ADD* A NEW §5141 TO CHAPTER 5 OF
TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO
ESTABLISHING A SYSTEM OF TRAINING,
CONTINUING EDUCATION, AND CERTIFICATION
FOR GOVERNMENT OF GUAM PROCUREMENT
PERSONNEL.**

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. A new § 5141 is hereby *added* to Part E of Chapter 5 of Title 5,
Guam Code Annotated, to read:

**“§ 5141. Training and Certification of Purchasing Personnel
and Vendors.**

1 (a) **Guam Community College Procurement Program.**

2 The Guam Community College (GCC, College) *shall* establish and
3 administer an integrated program of academic, research, practical
4 training, and continuing education, and provide the same on a full cost
5 recovery basis, for government of Guam procurement personnel and
6 other interested private or public participants, to be known as the
7 “GCC Procurement Program.” The College may adopt rules to
8 provide appropriate criteria for the training, continuing education and
9 certification authorized by this Section, and to administer this Section,
10 including rules related to monitoring a certified purchaser's
11 compliance with the continuing education requirements of this
12 Section. The College may, under the GCC Procurement Program,
13 establish a library, publish papers and journals, hold conferences and
14 seminars, and do such other things as it deems reasonable to improve
15 the government of Guam's acquisition and asset management
16 strategies, practices and effectiveness. The primary focus of the
17 activities of the GCC Procurement Program *shall* be on the study and
18 instruction of the procurement laws and regulations of Guam, but may
19 include the examination and comparison of other procurement
20 regimes for the purpose of better understanding of procurement
21 philosophy and best practices and the improvement of Guam's
22 procurement regime. The College *shall* establish such equivalent
23 training, education, experience and certification, and such
24 prerequisites, tests, attendance and standards as it determines are
25 necessary to qualify for any certification required by this Section,
26 and is solely responsible for bestowing such certification in such
27 form as it determines. It is not the intent, however, to require that

1 tests be standardized or to prevent variation in subject matter tested,
2 method of testing or the use of other pedagogical techniques. The
3 College, in consultation with the Guam Procurement Advisory
4 Council, *shall* review all qualification criteria annually, and may
5 revise any of the same as it deems appropriate to improve the
6 standards and proficiency of government of Guam procurement
7 personnel. The College *shall* maintain records of enrollment and of
8 the training, continuing education, and certification in same or
9 similar manner, and subject to the same or similar rules as its
10 regularly enrolled student records. The College may provide training,
11 assistance and coordination with other states and nations of
12 Micronesia on a cost recovery basis on the subject matter as covered
13 under this Section.

14 (b) **Mandatory Certification and Continuing Education.**

15 Notwithstanding any other provision of law or this Chapter and
16 effective October 1, 2016, all government of Guam personnel tasked
17 with the responsibility of purchasing or otherwise procuring goods, or
18 services, or construction, including those employed by agencies with
19 authority to conduct their own procurement, as well as any person
20 within the Office of Public Accountability responsible for
21 administering procurement appeals or auditing of the purchasing
22 activities of the government of Guam, must receive the training and
23 continuing education to the extent required under this Section and
24 offered by the College in consultation with the Guam Procurement
25 Advisory Council. A government of Guam employee who is required
26 to receive the training may not participate in purchases by the
27 employing agency *unless* the employee has received the required

1 training or received equivalent training from a national association
2 recognized by the College and the Guam Procurement Advisory
3 Council, which *shall* be the judge of equivalency. The equivalent
4 training may count toward the continuing education requirements of
5 this Section, as determined by the College, in consultation with the
6 Guam Procurement Advisory Council.

7 (c) **Consultation with the Guam Procurement Advisory**
8 **Council.** The Guam Procurement Advisory Council *shall*, on an
9 annual basis and to the extent of its resources, advise and consult with
10 the Guam Community College regarding the professional education
11 programs contained in this Section, as they relate to the educational
12 needs of government of Guam employees and vendors, and provide
13 such other counsel and assistance as the College may request.

14 (d) **Promulgation of Fees and Rules.** The College,
15 pursuant to the Administrative Adjudication Law, *shall* promulgate a
16 fee schedule for students, departments and agencies, and vendors in
17 order to recover the College's costs under this Section. The operations
18 budget of each government of Guam department or agency for staff
19 development may be used to pay for fees provided herein. The
20 College *shall* also promulgate any rules authorized by this Section, or
21 which it may deem necessary or appropriate to give effect to this
22 Section, pursuant to the Administrative Adjudication Law.

23 (e) **Cooperation with Other Entities.** The College may
24 provide training and continuing education under this Section using its
25 own personnel and facilities, or through contracts with other public or
26 private entities or personnel, including the federal government

1 Procurement Technical Assistance Program, the Hawaii Procurement
2 Institute, and other state and international institutions.

3 (f) **Basic Training Requirements.** The College *shall*
4 provide at least four (4) modules of procurement basic training, each
5 with *at least* eighteen (18) hours of study and instruction, or more, as
6 the College may determine as necessary, and *shall* award a Certificate
7 of Enrichment of training to those qualifying, as required by this
8 Section, for each module of the following subject matter areas:

9 Module 1. Fundamentals and Principles of Procurement
10 (Basic).

11 Module 2. The Procurement Solicitation Process
12 (Advanced).

13 Module 3. The Procurement Review and Remedies
14 (Administrative).

15 Module 4. The Management and Administration of
16 Procurement (Administrative).

17 (g) **Continuing Education for Procurement Training.** In
18 consultation with the Guam Procurement Advisory Council, the
19 College *shall* require a reasonable number of hours of continuing
20 education to maintain a certification level for each Certificate of
21 Enrichment required in this Section. The College may allow
22 attendance at an equivalent certification training recognized by the
23 College, in consultation with the Guam Procurement Advisory
24 Council, to count toward the required number of hours. Maintenance
25 of the certification level may be by yearly renewal or another
26 reasonable renewal period comparable to nationally recognized
27 certification requirements.

1 **(h) Requirement of Certificate of Enrichment (Basic).**

2 The College's prerequisites for awarding a Certificate of Enrichment
3 (Basic) must include the completion of the first module of
4 procurement basic training and passage of a written examination
5 prescribed by the College. From October 1, 2016, no person shall
6 serve in the capacity of a level-one purchaser, and no person shall
7 sign for any procurement requisition, without the Certificate of
8 Enrichment (Basic) provided by the College.

9 **(i) Requirement of Certificate of Enrichment**
10 **(Advanced).** The College's prerequisites for awarding a Certificate
11 of Enrichment (Advanced) must include the completion of the first
12 and second modules of procurement basic training and passage of a
13 written examination prescribed by the College. From October 1,
14 2016, no person shall serve in the capacity of a level-two purchaser,
15 without a Certificate of Enrichment (Advanced) provided by the
16 College, and a minimum number of years of purchasing experience as
17 prescribed by the Department of Administration. Recognizing that the
18 College has been providing procurement basic training since 2012
19 that covers the subject matter in the first and second basic training
20 modules required in this Section, the College may allow attendance
21 at any such training given as credit toward any certification required
22 without examination until such time as the College has implemented
23 testing for such training.

24 **(j) Requirement of Certificate of Enrichment**
25 **(Administrative).** The College's prerequisites for awarding a
26 Certificate of Enrichment (Administrative) must include the
27 completion of the first, second, third, and fourth modules of

1 procurement basic training and passage of a written examination
2 prescribed by the College. From October 1, 2016, no person shall
3 serve in the capacity of a Chief Procurement Officer or Procurement
4 Administrator, or as a classified employee in the position of supply
5 management administrator, procurement officer, or otherwise as the
6 responsible head of procurement, or a level-three purchaser, of any
7 government of Guam entity, including any governmental body,
8 public corporation, semi-autonomous or autonomous agency, within
9 or under the purview of the Executive Branch, without a Certificate
10 of Enrichment (Advanced) provided by the College and a minimum
11 number of years of purchasing experience as prescribed by the
12 Department of Administration.

13 (k) **Requirement of Industry Certification.** The College
14 may provide an Industry Certification which may require completing
15 the required number of college credit courses to include the four (4)
16 subject matter areas covered under this Section and passage of a
17 written examination as developed, prescribed, and administered by the
18 College, in consultation with the Guam Procurement Advisory
19 Council.

20 (l) **Requirement of Certificate of Procurement**
21 **Management Program.** The College's requisites for providing a
22 GCC Certificate of Procurement Management may include
23 completing seventeen (17) college credit(s), or more, as the College
24 may determine necessary, to include the four (4) subject matter areas
25 covered under this Section and meeting all the general requirements
26 for a certificate program and a Certificate of Completion to be
27 awarded by the College.

1 (m) **Requirement of an Associates Degree.** The College's
2 requisites for providing an Associates Degree in Procurement
3 Administration may include completing the required college credits as
4 the College may determine necessary, to include the four (4) subject
5 matter areas covered under this Section and meeting all the general
6 requirements for an Associates Degree to be awarded by the College.”

7 **Section 2. Effective Date.** This Act *shall* be effective upon enactment.

11	Assist in coordinating efforts with inventory and procurement staff to ensure adequate stock levels is maintained using approved inventory management methods including PAR level utilization to ensure cost containment, and need with submission to periodic reports on stock status to supervisors.
12	Coordinate the Product Alert / Recall notification program; informing and encouraging all organizational departments to perform appropriated actions up to and including removal of affected products from use and return to manufacturer for credit or replacement and submit annual reports to Quality Management on program compliance.
13	Assist in direct interface with all departments in the organization on a regular basis to coordinate department efforts with regard to materials that have been requested to ascertain specifications and need in accordance the established organizational administrative goals and objectives while providing and maintaining good relationship with highest level of service, management assistance and open communications.
14	Assist in encouraging a safe, clean, healthy environment for the Materials Management Department and Central Supply & Receiving Department staff by overseeing the Department Safety, Emergency Preparedness and Infection Control Programs (e.g., developing of department specific policies and procedures, implementation of by-weekly safety and infection control rounds, etc.) to ensure the maintenance of a safe, clean and healthy work environment.
15	Assist in providing administrative support to senior management in the form of reports, budgets, supply utilization analysis and capital expenditure management and resource informational aid to department directors in the budget process, which includes operating and capital budget preparation and maintenance to ensure accuracy in planning budget projections.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
1	Prepare and maintain records, reports and department internal and external correspondences for ease of retrieval during annual audits.
2	Perform special administrative assignments, attend meetings and participate in organization wide committees as assigned.
3	Respond to disasters, typhoon and other emergencies in accordance with the organization's approved Mass Casualty and Typhoon Preparedness Plan.
4	Prepare appropriate formal solicitation package for distribution to prospective suppliers for good and service with attention to timeliness and accuracy.
5	Attend mandatory in-service trainings as directed and as established on the organization (e.g HIPPA, QAPI, Infection Control)
6	Perform additional task as assigned by the Hospital Administrator/CEO and Hospital Materials Management Administrator.

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

A. Within your department / agency. Mark (X or √) one box:

- ☐ None ☐ Up to 15% of total working hours
☐ 15 – 50% of total working hours ☒ Over 50%

B. Outside your department / agency. Mark (X or √)

- ☐ None ☐ Up to 15% of total working hours
☒ 15 – 50% of total working hours ☐ Over 50%

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

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input 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.
<input checked="" type="checkbox"/>	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.)
<input type="checkbox"/>	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
1	Property Control Officer	Assist in the coordination and administration of the organizations Fixed Asset Program, including the coordination of fixed asset purchasing, inventory, disposition, and other related fixed asset, high value or easily pilfered supply management programs and activities. Assist in the development and administration of policies and procedures, including budget administration and personnel relative to the Fixed Asset Management Program. Maintains and supervises the maintenance of a variety of records and prepares comprehensive Fixed Assets Reports; directly responsible for the supervision of one (1) Supply Clerk.
1	Buyer Supervisor II	Assist in coordinating the administration of all purchasing functions, and staffing; assist in the training of procurement staff in the proper procurement methods in compliance with approved laws, rules and regulation; and the administration of procurement policies and procedures. Assist in researches and develops specifications to determine agency requirements for annual BIDS, Request for Proposals and price agreements. Maintains and supervises the maintenance of a variety of procurement records and prepares comprehensive audit reports; directly responsible for the supervision of three (3) procurement personnel.
1	Inventory Management Officer	Assist in coordinating the administration of stock control, inventory management and other related supply function programs and activities. Assist in the development and administration of policies and procedures, including budget administration and personnel relative to supply management of official and unofficial organization stock. Researches and develops specifications to determine agency requirements for annual BIDS, cost containment options and price agreements, reviews and recommends approval or rejection of stock replenishment requisitions. Maintains and supervises the maintenance of a variety of records and prepares comprehensive supply support, and inventory reports; directly responsible for the supervision of one (1) data control and two (2) stock control personnel.
1	Warehouse Supervisor II	Assist in coordinating the administration of all warehousing, inventory, staffing and other related supply management programs and activities. Assist in the development and administration of approved policies and procedures related to stock movement, including the administration of personnel management. Assist in research to develop specifications to determine agency requirements for annual BIDS; reviews and recommends approval or rejection of stock replenishment requisitions. Maintains and supervises the maintenance of a stock and distribution records and prepares comprehensive reports; directly responsible for the supervision of four (4) warehouse personnel.

VII. 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
Personal Desktop Computer	40%
Copying Machine	30%
Fax Machine	5%
Telephone	20%
Calculator	5%

VIII. JOB REQUIREMENTS

☐ Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. **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 (✓ or X) "No work experience required."

☐ No work experience is required.

General:

Minimum four (4) years on developing, implementing, and administering a coordinated supply support system that operates efficiently and meets the needs of the institution's departments. Ability to develop policy and procedures in purchasing, inventory control, receiving, storage, distribution, and materials processing. Knowledgeable of JCAHO and state regulations for both acute and skilled nursing facilities. Able to work effectively with physicians and clinicians in a collaborative manner.

Specialized:

Some education in the field of Business Administration, Public Administration, or Materials Management with working knowledge of logistics and contract laws, or four (4) years in procurement or supply experience is required. Communicate effectively both verbally and in writing in English. Has working knowledge of computers.

Supervisor / Management:

A minimum of three (3) years experience as a supervisor or manager supervising a group of no less than three (3) subordinates.

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

2. FORMAL EDUCATION OR TRAINING:

Mark (✓ or X) 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 Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

- | | |
|---|---|
| 1. Inventory Management | 8. Infection Control |
| 2. GMHA Procurement Rules & Regulations | 9. Computer Science |
| 3. Accounting (Principles & Fundamentals) | 10. Guam Procurement Laws |
| 4. Negotiation / Contracts Management | 11. Hazardous Waste & Materials |
| 5. Strategic & Operations Planning | 12. Sterilizations Processing |
| 6. Human Relations | 13. HIPPA |
| 7. Finance Management | 14. Joint Commission Accreditation of Hospital Organization (JACHO) |

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

1. Requirement of Certificate of Enrichment (Administrative) must include the completion of Module Training :
 - Module 1- Fundamentals and Principles of Procurement (Basic).
 - Module 2- The Procurement Solicitation Process (Advanced).
 - Module 3- The Procurement Review and Remedies (Administrative).
 - Module 4- The Management and Administration of Procurement (Administrative).
2. Guam Driver's License

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

<input type="checkbox"/> Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input type="checkbox"/> Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
<input checked="" type="checkbox"/> Sitting/Standing/Walking	The employee is required to sit, stand, and walk most of the time.
<input type="checkbox"/> Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input type="checkbox"/> Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input type="checkbox"/> Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
<input checked="" type="checkbox"/> Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/> Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input type="checkbox"/> Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input type="checkbox"/> Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/> Speaking	The job requires expressing ideas by the spoken word.
<input checked="" type="checkbox"/> Listening	The job requires the perception of speech or the nature of sounds in the air.
<input type="checkbox"/> Other	Describe the requirement. _____

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- | |
|---|
| <input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.) |
| <input type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.) |
| <input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.) |
| <input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.) |
| <input checked="" type="checkbox"/> Other: <u>Analytical Intelligence</u> |

Show what percent of a typical workday is spent. (Select one response only)

- 90 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- 05 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

() Mark (X or ✓) if none of the following is applicable.

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

- 02 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space.
- % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 05 % Lifting or carrying items or objects. Describe item/object and weight:
Bid packets / 5 lbs, storage boxes / 20lbs, and P.O. jackets / 5lbs
- % Heat. (Hot or Cold) Describe source and degree of high or low temperature.
- % Medication accessibility: This position may be exposed to areas where medication is accessible.
- % Other hazards. Describe:

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

☐ Mark (X or ✓) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Hazardous Materials/Supplies	2%
Contaminated Equipment/Waste	2%

G. Work Schedule/Hours - Mark (✓ or X) 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:

- ☒ Regular / Irregular - Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

30-40 Hours only during the ending of the Fiscal year end and the beginning of the year. Including cases of any of the disaster that occurs.

The information given on this position is complete and correct.

Signature of Employee

Date

IX. 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>Name</th> <th>Title</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <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, [] Immediate supervision only for new/complex tasks, or [x] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [X] Formulation, [X] Interpretation, and/or [X] Application of Agency/Department policy. Give examples: <u>Reviews and revises departmental policies as need or as required. Report to work during emergencies.</u> _____ _____								
f.	The employee (mark one) [] Performs routine, well-defined tasks, [] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [X] 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.

Delores J. PML 5/22/20
Signature of Immediate Supervisor Date

Lillian Poma 6/4/2020
Signature of Agency Head Date

Delores J. PML 5/22/20
Signature of Department Manager Date

William N. Kondo, M.S.M.
W. N. Kondo 5-28-20
Signature of Division Manager Date

X.

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: _____
Personnel Services Administrator_____
Date**Post-Audit:**

Date: _____

Reviewed by: _____
Position Title_____
Name

Classification Correct: [] Yes [] No

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

CLASSIFICATION REVIEW:**Hospital Materials Management Assistant Administrator – Summary of Proposed Position**

Position Title: This is a managerial position and provides assisted oversight of the Materials Management and Central Supply Receiving departments. The title is changed to reflect the duties specific to the hospital.

Nature of Work: The nature of work reflects the assistance in administering the programs and activities of the various supply/materials management functions at the Guam Memorial Hospital Authority.

Illustrative Examples of Work: The examples given reflect the additional duties and responsibilities of supply/materials management operations, programs, and activities of the hospital.

Minimum Knowledge, Abilities, and Skills: The minimum knowledge, abilities and skills reflect the work characteristics necessary to successfully assist in the administration of warehousing, purchasing and materials management practices and procedures.

Minimum Experience and Training: The quantity and quality of training and experience take into consideration the minimum knowledge, abilities and skills required to successfully administer programs and activities of the various supply/materials management functions in a hospital setting.

Hay Evaluation: The staff evaluated the position of Hospital Materials Management Assistant Administrator using the Hay Guide Chart-Profile Method to reassess the Pay Grade. The Know-How (KH), Problem-Solving (PS), and Accountability (ACCT) points of the job are as follows:

KH	PS	ACCT	PROFILE	TP	PG
E II 3 264	E 3 (33%) 87	E 1 C 100	+1	451	O

The job entails administering warehousing, purchasing, inventory and other related supply management programs and activities at the Guam Memorial Hospital Authority. The Know-How is placed at level "E" which is characterized as "Professional". This means that knowledge at this level is in a field of expertise is sufficient and requires an understanding and application of a theoretical or scientific discipline gained through extensive practical experience. The managerial skill is "II" or involves the integration of related activities, especially emergency management planning. In a conceptual or consultative mode, the position ensures that functional interests and issues are addressed throughout the broader organization. The position's human relation skill is at "3". The job involves different types of relationships with multiple audiences that require well developed abilities to persuade others and to create commitments for getting things accomplished.

With respect to problem solving (PS), the evaluation is "E" or clearly defined since the position has latitude to consider whether new procedures may have to be developed, consistent with current policies, or existing principles, in order to achieve required end results. The thinking challenge is "3" or variable since the situations differ and require the identification of issues, the application of judgment, and selection of appropriate solutions will based on past experiences.

On the factor of Accountability (ACCT), the freedom to act is "E" or clearly directed. Incumbents have the degree of independence needed to achieve annual results, provided that activities are consistent with approved operating plans and objectives, and within established functional policies and precedents. This position determines how and when results are to be achieved. The area of impact is "1" or very small, units limited to their department or program areas and the nature of impact of the position is "C" or contributory where the position is interpretative, advisory or facilitating services for use by others to achieve results. Such impacts are commonly found in jobs/roles that significantly influence decisions relative to the Area of Impact.

The position's profile is +1 up which means that the job's accountability is higher than its problem-solving. The +1 up profile indicates that the position is a results or action oriented line job in a management setting. The evaluation resulted in the total hay points of 451 which is at Pay Grade O under the General Pay Plan (GPP).

In comparison, the job evaluations for Hospital Materials Management Administrator, Central Service & Supply Supervisor, as well as the previous job evaluation for the position is shown below. The change in total points for the position is primarily the result of a one-step movement in the Know-How factor:

	KH	PS	ACCT	TOTAL POINTS	PROFILE	PAY GRADE
Assistant Supply Management Administrator	D I 3 200	E 3 (33%) 66	C 3 C 76	342	+1	M
Hospital Materials Management Administrator	E II 3 304	E 3 (38%) 115	E 2 C 132	551	+1	P
Central Service & Supply Supervisor	E I 2 230	E 3 (33%) 76	E 1 C 87	393	+1	N

POS NO	NAME	BUDG TITLE	CSR	Operations/Administrative Services	F-01	7/6/2020 07/06/20-07/05/21
4553	Salavaria, Ian J. B.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-01	7/6/2020 07/06/20-07/05/21
6741	Alhambra, Michelle C.	SUPPLY CLERK	CSR (8380)	Operations/Administrative Services	E-06	8/31/2015 08/31/20-08/30/21
4143	Dagupan, Josephine O.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-14	18/1996 05/02/20-05/01/22
4187	VACANT	CENTRAL SERVICE & SUPPLY SUPERVISOR	CSR (8380)	Operations/Administrative Services	N-01	VACANT
4188	Sua, Maria, May A.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-07	4/15/2013 04/15/19-10/14/20
4189	Amande, Madonna P.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-08	3/17/2009 01/19/20-07/18/21
4190	Padilla, Ricardo M.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-05	1/19/2016 01/19/20-01/18/21
4191	Orato, Erwin B.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-07	4/14/2014 04/14/20-10/13/21
4264	Manalang, Eva A.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-07	9/27/2010 09/27/19-03/26/21
4354	Baliyot, Winnie V.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-11	12/15/1999 06/15/19-06/14/21
4253	Deausen, Elizabeth V.	MEDICAL EQUIPMENT TECHNICIAN	CSR (8380)	Operations/Administrative Services	F-11	3/1/2000 09/01/19-08/31/21
9006	VACANT	BUYER SUPERVISOR II	MATERIALS MGMT (8400)	Operations/Administrative Services	L-01	VACANT
9012	VACANT	STOREKEEPER II	MATERIALS MGMT (8400)	Operations/Administrative Services	L-01	VACANT
2201	Casiro, Mary Ann B.	BUYER II	MATERIALS MGMT (8400)	Operations/Administrative Services	I-06	7/20/2009 09/16/19-09/15/20
7254	Paulino, Audrey Lynn G.	BUYER I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-01	2/24/2020 02/24/20-02/23/21
8503	Paulino, Marylyn Rose P.	ASSISTANT SUPPLY MANAGEMENT ADMINISTRATOR	MATERIALS MGMT (8400)	Operations/Administrative Services	H-01	2/24/2020 02/24/20-02/23/21
2202	Manibusan, Jesse J.	HOSPITAL PROPERTY MANAGEMENT OFFICER	MATERIALS MGMT (8400)	Operations/Administrative Services	H-01	9/27/1999 12/23/17-06/22/19
9009	Salas, Evelyn K.	STOREKEEPER II	MATERIALS MGMT (8400)	Operations/Administrative Services	I-09	2/5/2001 06/26/19-12/25/20
9001	Paulino, Joseph P.	STOREKEEPER I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-07	6/14/2010 11/22/18-05/22/20
8050	Pangelinan, Dolores F.	HOSPITAL MATERIALS MANAGEMENT ADMINISTRATOR	MATERIALS MGMT (8400)	Operations/Administrative Services	P-03	9/30/1999 09/30/18-09/29/19
9005	Linigas, Melvin Paul B.	BUYER I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-01	2/17/2020 02/17/20-02/16/21
9003	Anicas, Franshaw Lynn P. F.	BUYER I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-01	3/26/2014 02/17/20-02/16/21
4251	Corpus, Doreen T.	ADMINISTRATIVE ASSISTANT	MATERIALS MGMT (8400)	Operations/Administrative Services	J-10	5/4/1992 11/05/17-11/04/19
4167	German, Melanie Agnon	WORD PROCESSING SECRETARY I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-07	3/28/2017 03/28/18-09/27/19
6722	Enriquez, Gerald D.	SUPPLY CLERK	MATERIALS MGMT (8400)	Operations/Administrative Services	E-07	10/18/2010 10/18/19-04/17/21
7116	Bamba, Jr., Jesse C.	WAREHOUSE SUPERVISOR II	MATERIALS MGMT (8400)	Operations/Administrative Services	L-08	4/6/1992 03/14/19-09/13/20
7108	VACANT	STOREKEEPER I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-01	VACANT
7237	Santos, Flora B.	SUPPLY CLERK	MATERIALS MGMT (8400)	Operations/Administrative Services	E-19	2/9/2001 05/11/19-05/10/21
9008	San Nicolas, John Jr.	STOREKEEPER I	MATERIALS MGMT (8400)	Operations/Administrative Services	H-07	4/28/2008 04/28/19-10/28/20
	Cabrera, Joseph A.	STOREKEEPER II	MATERIALS MGMT (8400)	Operations/Administrative Services	I-11	5/21/1990 12/01/18-11/30/20



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2409 OR 647-2171
FAX: (671) 646-9215

July 1, 2020

MEMORANDUM

TO: Hospital Administrator/CEO
FROM: Hospital Materials Management Administrator
SUBJECT: **REQUEST FOR REVIEW AND AMEND OF PAY ALLOCATION: Assistant Supply Management Administrator**

I would like to request for a review on pay allocation for the Assistant Supply Management Administrator position.

The responsibilities and duties of this position is to assist the Hospital Materials Management Administrator in directing and coordinating the productive operational hours, space, equipment, and expense activities of all sections of the Materials Management Department & Central Supply Receiving (CSR) Area. Currently this position is at a lower pay Grade than the Central Supply & Receiving Supervisor position.

The Assistant Supply Management Administrator position is currently at paygrade M. However, the Central Supply Supervisor is a paygrade N. I would like to request to change the Assistant Supply Management Administrators paygrade from and M to and O.

Please see attached the Position Description form along with our organizational chart.

Your approval for this request is appreciated. If you have any questions, please feel free to call me at ext: 2460.

Sincerely,

Dolores F. Pangelinan
DOLORES F. PANGELINAN

☒ Approved ☐ Disapproved

Lillian Perez-Posadas
Lillian Perez-Posadas MN, RN
Hospital Administrator/CEO

Attachments
cc: Department file
Human resources

Recommend HR Review

RECEIVED

JUL 10 2020

3392 *AE*

Guam Memorial Hospital Authority