EDWARD M. BIRN
*Director (Direktot)*
BERNADINE C. GINES
*Deputy Director (Sigundo Direktot)*

# DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
*(Dibision Inadilanto yan Guinaha Para Taotao)*
Telephone (*Telifon*): (671) 475-1288/1103 • Fax (*Faks*): (671) 477-3671

LOURDES A. LEON GUERRERO
*Governor (Maga'håga)*
JOSHUA F. TENORIO
*Lt. Governor (Sigundo Maga'låhi)*

May 19, 2022

**HRD NO.: 21-1245**

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist II, Classification and Pay Branch

Subject: **Creation of Position**
**RE: Truck Enforcement Screening Station Inspector**
**Truck Enforcement Screening Station Supervisor**

*Buenas yan Håfa Adai!* This memorandum is respectfully requesting approval to create two (2) new positions and establish class specifications for the abovementioned positions into the classified service. This is based on requests to create the positions by the Department of Public Works (DPW) dated November 29, 2021 and March 2, 2022, respectively.

The Department of Public Works seeks to create these new positions as mandated by Public Law 33-106. The Truck Enforcement Screening Station (TESS) program is responsible for the inspection of commercial motor vehicles prior to entering Guam's roads, streets, or highways. The purpose of establishing these positions are to ensure the safe travels of vehicles on the highways by affirming the vehicles are mechanically sound, the operators are properly licensed, their loads are properly secured, and the weight of their loaded vehicles are within the weight/gross limitations established in P.L. 33-106.

The DPW Director shall have such powers of enforcement, as may be necessary, to implement the TESS program in relation to truck gross weight and the safety and maintenance of Guam's public roads, streets and highways. TESS Inspectors and Supervisors are authorized to stop drivers, inspect and weigh vehicles and issue violations subject to penalties for non-conformance or issue special permits authorizing the operation of vehicles of a size or weight exceeding maximum requirements.

The creation of these positions are vital for the safety, welfare and health of the general public, and the safe transportation of materials on any public road, street or highway; and the enforcement of the Truck Enforcement Screening Station program.

The following is our recommended Hay Evaluation for the proposed positions:

**PROPOSED CREATION OF THE TRUCK ENFORCEMENT SCREENING STATION SERIES**

| POSITION TITLE | KNOW-HOW | PROBLEM SOLVING | ACCOUNTABILITY | TOTAL POINTS | PAY GRADE |
|---|---|---|---|---|---|
| Truck Enforcement Screening Station Inspector | D I 2 132 | C 2 22% 29 | C 1 C 38 (A2) | 199 | I |
| Truck Enforcement Screening Station Supervisor | D I 3 175 | D 3 29% 50 | D 1 C 57 (A1) | 282 | K |

Upon approval, this proposal will be posted on the DOA website for a period of 10 working days, with a copy of the established specifications to be forwarded to the requesting department to be posted on their website. After the 10-day period has expired, the proposed job specification will be sent to the Director, Department of Administration and the Governor for approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265 or 1123. *Dångkolo na Agradesimiento!*

ROSEZETTE N.T. SANTOS

☑ Approved

☐ Disapproved

SHANE GL NGATA
Personnel Services Administrator, Human Resources Division

Date: 5/20/2022

DPW-7558

*The Honorable*
**LOURDES A. LEON GUERRERO**
*Maga' Håga • Governor*

*The Honorable*
**JOSHUA F. TENORIO**
*Sigundo Maga' Låhi • Lieutenant Governor*

public works
DIPATTAMENTON CHE'CHO' PUBLEKO
**VINCENT P. ARRIOLA**
*Director*
**LINDA J. IBANEZ**
*Deputy Director*

Department of Administration
Human Resources Division
DEC 2 - 2021
Administrative Branch

MEMORANDUM

TO: Director, Department of Administration

FROM: Director

SUBJECT: Request for Creation of Position, Truck Enforcement Screening Station Inspector II

***Buenas Yan Hafa Adai!***

In reference to Public Law 33-106, which lapsed into law December 2, 2015, finds that Guam's public highways, roads and streets must be protected from undue wear and tear by commercial vehicles that exceeds total weight limits that the highways and roads are designed to carry. Inspection programs have been established to verify weight restrictions and requirements for commercial vehicles prior to entering Guam's public highways. *I Liheslaturan Guåhan* established respective authorities and responsibilities with the Department of Public Works (DPW) and Department of Revenue and Taxation (DRT), to stop, inspect, and weigh commercial vehicles operating on Guam's roads and highways.

As a result of the enactment of Public Law 33-106, DPW is requesting your assistance in creating the Truck Enforcement Screening Stations Inspector position to operate the Truck Enforcement Screening Station Facility to weigh commercial vehicles prior to entering Guam's roads, streets, or highways. The responsibilities of a TESS Inspector are to stop, inspect, and weigh commercial vehicles to ensure compliance with weight/gross limitation as established in P.L. 33-106. TESS Inspectors are authorized to issue penalties for violations in excess of permissible limits as established by the provisions of this public law. TESS Inspectors shall issue violations and penalties fees in accordance with Public Law 33-106.

Attached for your review and approval are Position Description, Proposed Job Specifications, Division of Highways Organizational Chart and Function Chart. Your assistance in regarding the request to create the Truck Enforcement Screening Stations (TESS) Inspector will be greatly appreciated.

Department of Administration
DEC 3 2021
Classification & Pay Branch

542 North Marine Corps Drive, Tamuning, Guam 96913 • (671) 646-3131 / 647-5055 • Fax (671)649-6178

Should you have any questions, please contact Ms. Maria G. Duarte, Management Analyst IV, at 671 646-3250 or email: maria.duarte@dpw.guam.gov.

**VINCENT P. ARRIOLA**

**Date:** 29 NOV 2021

**Attached:**

Proposed Position Description
Proposed Job Specification
Public Law 33-106
Division of Highway Organization Chart
Division of Highway Functional Chart
DPW Organization Chart

# TRUCK ENFORCEMENT SCREENING STATION INSPECTOR

## NATURE OF WORK IN THIS CLASS:

This is routine to moderately complex inspection work of commercial vehicles and loads for conformity to size, weight and load restrictions as well as safety and mechanical requirements as determined by the Bridge Formula.

Employees in this class perform the full range of screening and recording incoming loads at the scale house, direct vehicles entering and leaving the facility, measuring between axle groups for Bridge Formula, and perform spotter duties as required.

## 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.)

Performs operating sequences to receive and exit commercial vehicles through incoming and outgoing scales.

Inspects vehicle loads and query drivers as required. Measures end-to-end components of commercial vehicles to determine compliance with weight formula and weigh scale system to ascertain actual weight and length, utilizing the Bridge Formula.

Enter load information, consignee, commercial vehicle and driver information into computer and operates truck scale to determine weight of load.

Reviews load information and determines compliance or violation of gross and axle weight of commercial vehicles. Issues permits or Notice of Violation for non-compliance to weight capacity in accordance with Public Law.

Maintains a controlled environment in the scale house to ensure proper operation of the computerized scale system.

Directs commercial vehicles in performing key starting instructions on command as they drive through the scale.

Operates traffic control devices to allow commercial vehicles to proceed to scale area and exit from facility.

Operates a computer to process proper charges to be assigned for each load and to generate charge ticket to print fees from established rate schedules for customers.

Prepares Request for Over-Weight Limit Permit application.

Maintains records of all Truck Enforcement Screening Station (TESS) violations, permits, and data pertaining to consignees with permits.

PROPOSED

Uses computer applications or other automated systems such as spreadsheets, to record daily weight ticket issued; input data into spreadsheet for reporting purposes; uses word processing applications to prepare and issue notices to commercial vehicles.

Answers phones, records messages and provides information.

Keeps abreast of program laws and regulations, fine schedules of the Superior Court of Guam and the Commercial Vehicle Safety Alliance (CVSA).

Performs related duties as required.

## MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of weigh station procedures; standard methods, practices and techniques used in the inspection of commercial motor vehicles

Knowledge of basic mathematical skills to examine records for compliance and measure and calculate weight limits

Ability to learn and apply the Bridge Formula

Ability to apply and enforce laws, policies, rules and regulations relating to weights, loads, and mechanical requirements

Ability to operate a computerized weigh scale system for extended periods of time

Ability to use computer system applications such as spreadsheets and word processing

Ability to maintain records and prepare reports

Ability to follow oral and written instructions

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the safe operation of a motor vehicle

Skill in handling irate customers with tact and maintain self-control

## NECESSARY SPECIAL QUALIFICATION

Must possess a valid Guam Chauffer's License

PROPOSED

**MINIMUM EXPERIENCE AND TRAINING:**

(A) Two (2) years of general experience in regulatory enforcement type of work, or technical work involving mathematical computations and data gathering and compilation, or other related work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or

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

**ESTABLISHED:** MAY 2022
**FLSA:** NON-EXEMPT
**PAYGRADE:** I

**HAY EVALUATION:**

| | | |
|---|---|---|
| KNOW-HOW: | D I 2 | 132 |
| PROBLEM SOLVING: | C 2 (22%) | 29 |
| ACCOUNTABILITY: | C 1 C | 38 (A2) |
| TOTAL POINTS: | | 199 |

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

PROPOSED

Revised: 06/07

Class Code _____

# DEPARTMENT OF ADMINISTRATION
# POSITION DESCRIPTION QUESTIONNAIRE

## I. IDENTIFICATION

Official Position Title: Truck Enforcement Screening Station Inspector II

Official Position No.: _____

Job Location: Public Works (Department/Agency) Highways (Division) Planning (Section/Unit)

Name: VACANT (Last) (First) (Middle Initial)

Pay Grade: _____ [ ] Classified [ ] Unclassified [ ] Position Vacant

Supervisor: _____ (Name of Direct Supervisor)

_____ Title of Supervisor

## II. DESCRIPTION OF DUTIES

| Duty NO. or % of Time | **ESSENTIAL FUNCTIONS:** Organize and list duties and responsibilities that **MUST** be performed. List duties in one of the formats below. |
|---|---|
| | (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.<br>(2) Percentage of time and show % for each (total % equals 100%).<br>(3) Order of importance, beginning with the most important.<br><br>Mark (√ or X) one format only: [✔ ] (1), [ ] (2), [X] (3) |
| 30% | Operates computerized weigh scale to determine gross and axle weight and also determine if commercial vehicles are in compliance with gross weight requirements; measures end-to-end components of commercial vehicles to determine formula and weigh scale to ascertain actual weight and length regarding Bridge Formula; |
| 15% | Inspects loads and query drivers; enters required data into computerized system to determine weigh of load; |
| 25% | Directs commercial vehicles in starting instructions as they drive through scale; maintains proper control in scale house to ensure proper operation of the computerized scale system; generates charge ticket and print fees associated with established formula; |
| 10% | Prepares Request For Over-Weight Limit Permit for review and approval; Issues Notice of Violation in accordance with Public Law; |
| 15% | Maintains TESS reports, permits and data pertaining to consignees with permits; prepares daily/monthly reports of activities and issuance of TESS Control Numbers (TCN); Post all TESS transaction into spreadsheet recording amounts issued per TCN; |
| 5% | Customer service to incoming callers/visitors to TESS facility; |
| | |
| | |
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| | |
| | |
| | |
| | **NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:** List duties and responsibilities not listed above that **may be** performed, as assigned. |
| | Other duties as assigned. |
| | First Responder on Natural Disasters and Calamity. |
| | |
| | |
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| | |

| | |
|---|---|

**III. 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 | |
| | [x] 15 – 50% of total working hours | [ ] Over 50% |
| B. Outside your department / agency. Mark (X or √) | | |
| [ ] None | [ ] Up to 15% of total working hours | |
| | [x ] 15 – 50% of total working hours | [ ] Over 50% |

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

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

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

| Number Supervised | Position Title | Description of Responsibilities |
|---|---|---|
| N/A | | |
| | | |
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**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

| TOOLS / EQUIPMENT | PERCENT (%) OF TIME FOR EACH |
|---|---|
| Computer | 50 |
| Tape / Wheel Measure | 10 |
| Portable Scale | 30 |
| Truck | 10 |
| | |

## VII. 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.

a. Two (2) years of general experience in regulatory enforcement type of work, or technical work involving mathematical computations and data gathering and compilation, or other related work, and graduation from high school; or

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

If not work experience is required. List the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Ability to sit and operate a computerized weigh scale system for extended periods of time.

Ability to follow oral and written instructions;

Ability to use computer applications such as spreadsheets, word processing;

Ability to work effectively with the public and employees

Ability to communicate effectively, orally and in writing.

Ability to enforce laws and regulations with tact, firmness and impartiality.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

Skill in working independently

Skill in dealing with angry/discourteous customers

a. College Degree (Show major area of study required.)

[ ] Associate's : _____

[ ] Bachelor's: _____

[ ] Master's: _____

[ ] Beyond Masters: _____

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

**3. LICENSE, REGISTRATION OR CERTIFICATION:**
List possession of required license, professional registration/certification needed to perform essential functions.

Guam Driver's License

Chauffeurs License

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

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

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

_____

_____

_____

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

[x ] General Intelligence (typical requirement for machine operators, office staff, etc.)

[ ] Motor Coordination Skills (typical for automotive mechanic, painter, etc.)

[ ] Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)

[ ] Verbal Intelligence (typical for counselors, customer service representatives, etc.)

[ ] Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[ ] Other:

_____

_____

_____

**3. The job's most appropriate work environment and the weather exposure.**

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

_50_ % Indoors in a comfortable temperature-controlled environment (for instance, in an office).

____% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

50 % 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:

80% 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 bearing 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).

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

_____

_____

20% Heat. Describe source and degree of high temperature.

Environmental heat during warm weather (summer days) up to 105 degree temperature

_____

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

_____

_____

_____% 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 |
|---|---|
| N/A | |
| | |
| | |
| | |

**C. Work Schedule/Hours** – Mark (√ or X) the most appropriate work schedule/hours for the job.

[x ] Regular – Standard Eight (8) hours daily, Monday – Friday

[ ] Irregular – Shift work – A 24-hour work operation.

[ x ] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

During times of natural disaster declared by the Governor of Guam

[ ] Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

_____

_____

The information given on this position is complete and correct.

_____ _____

Signature of Employee Date

## VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a. (1) Has the employee correctly stated his or her official payroll position title?

[ ] Yes [ ] No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?

[x ] 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:

Name Title

N/A _____

_____

_____

d. Does this position require (mark one)

[ ] Immediate supervision on a regular basis,

[x ] Immediate supervision only for new/complex tasks, or

[ ] Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the

[ ] Formulation, [ x ] Interpretation, and/or [ ] Application of Agency/Department policy. Give examples:

_____

_____

_____

f. The employee (mark one)

[ ] Performs routine, well-defined tasks,

[x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or

[ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Linda J. Ibanez, Deputy Director — 29 NOV 2021

Signature of Immediate Supervisor — Date

Vincent P. Arriola, Director — 29 NOV 2021

Signature of Department/Agency Head — Date

## IX. Human Resources Office Review:

Date: _____

Reviewed by: _____ _____
Position Title Name

Classification Correct: [ ] Yes [ ] No

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

_____

_____

Approved by: _____ _____
Human Resources Manager Date