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-7584

The Honorable
LOURDES A. LEON GUERRERO
Maga' Hâga · Governor

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

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

Department of Administration
Human Resources Division
MAR - 4 2022
Administrative Branch

RECEIVED
MAR 0 3 2022
Department of Administration
Director's Office

MEMORANDUM

TO: Director, Department of Administration

FROM: Director

SUBJECT: Request for Creation of Position, Truck Enforcement Screening Station (TESS) Supervisor

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 Station (TESS) Supervisor. The TESS Supervisor is responsible for overseeing the daily operation of TESS Facility and to enforce and issue penalties for violations in excess of permissible limits as established by the provisions of this public law in accordance with Public Law 33-106. Attached for your review and approval are Position Descriptions, Proposed Job Specifications, Division of Highways Organizational Chart and Function Chart for the TESS positions.

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.

Department of Administration
Human Resources Division
MAR 2022
Classification & Pay Branch

V/

VINCENT P. ARRIOLA

Date: 3/2/22

Department of Administration
Human Resources Division
MAR - 3 2022
Records Branch

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

TRUCK ENFORCEMENT SCREENING STATION SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory work involved in the administration of the Truck Enforcement Screening Station (TESS) program.

Employees in this class direct, implement, and administer policies and procedures governing compliance and conformance relative to Public Law 33-106 and safety and mechanical requirements as determined by the Bridge Formula.

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.)

Plans, develops and implements the Truck Enforcement Screening Station program.

Plans and supervises the work of TESS Inspectors to ensure compliance to policies, procedures and statutes; evaluates work performance; issues disciplinary measures for corrective action.

Provides technical support on matters pertaining to commercial tolerance and acceptable weights and measures, including calibration.

Reviews inspection loads and reports of commercial vehicles to ensure weight requirements are in conformance with the Bridge Formula.

Recommends approval of permits and Notice of Violations for non-conformance of weight capacity.

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

Supervises the investigation of alleged violations or complaints received relative to applicable statutes and regulations concerning enforcement of weights and measures.

Conducts conferences with commercial haulers/vehicle owners concerning infractions of weights and measures laws, regulations, standards of the Bridge Formula and compliance enforcement requirements.

Reviews and evaluates program effectiveness; recommends and/or implements changes needed in work operations, regulations or laws, to meet program objectives and enhance effectiveness.

Keeps current on trends and developments in functions, techniques and requirements on Truck Enforcement Screening.

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

Identifies development and training needs of employees; recommends training for employee enhancement and self-development.

Maintains TESS records and prepares reports and statistical data.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management

Knowledge of portable and computerized weigh scale techniques

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

Knowledge of mathematics used in weights and measures inspection and enforcement work

Knowledge of Bridge Formula and computations

Knowledge of National Bureau of Standard Codes, and the construction, operation and regulations governing weights and measure scales

Knowledge of common business practices and record keeping

Ability to plan and direct weights and measures programs and functional activities

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

Ability to implement and direct a computerized weigh scale system

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

Ability to maintain records and prepare reports

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

PROPOSED

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

MINIMUM EXPERIENCE AND TRAINING:

(A) One (1) year of experience in weights and measures inspection work and graduation from a recognized college or university with a Bachelor's degree in Public or Business Administration or related field; or

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

ESTABLISHED: MAY 2022
FLSA: NON-EXEMPT
PAYGRADE: K

HAY EVALUATION:			
	KNOW-HOW:	D I 3	175
	PROBLEM SOLVING:	D 3 (29%)	50
	ACCOUNTABILITY:	D 1 C	57 (A1)
	TOTAL POINTS:		282

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 Supervisor

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: Linda J. Ibanez (Name of Direct Supervisor)

Deputy Director (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. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (√ or X) one format only: [✔] (1), [ ] (2), [X] (3)
30%	Supervisor the operation of TESS Facility to ensure compliance with Truck Enforcement Screening policies and procedures and pertinent laws and statues governing Truck Enforcement; enforce the application of those requirements by determining the appropriate action in cases where the drivers and or vehicles are not in compliance;
25%	Investigate and enforce penalties imposed due to over-weight by issuing Notice of Violation citation;
20%	Complies reports and statistical data; maintains TESS reports, permits and data pertaining to consignees with permits; reviews daily/monthly reports of activities and issuance of TESS Control Numbers (TCN); reviews accuracy of charges posted;
15%	Provide information and advice to stakeholders and the public on the legislative requirements and policies related to transportation safety and truck enforcement screening; monitors trends on truck enforcement to improve operations and processes; prepares legislative comments on truck enforcement issues; keeps abreast on current trends to changes to TESS;
5%	Prepares performance evaluation; conducts technical training; reviews and approves employee time sheets; resolves conflicts between employees; issues progressive disciplinary action; review weekly reports;
5%	Provides input to financial and budgetary information.
	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.

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.
[ ]	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.
[X]	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
[ ]	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

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

Number Supervised	Position Title	Description of Responsibilities
N/A		

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

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Computer	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. Four (4) years of experience in weights and measures inspection work, and/or graduation with a Bachelor's degree or;	
b. Four (4) years of experience in weights and measures inspection work, successful completion of weights and measure inspection training with registration as a certified Truck Enforcement Screening Inspector and graduation from high school; or	
c. 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.	
Knowledge of the principles and practices of management.	
Knowledge on portable and computerized weigh scale techniques.	
Knowledge in Bridge Formula and computations.	
Knowledge of the construction and operations of scales and regulations governing scales weighs and measures.	
Knowledge of National Bureau of Standard Codes and regulations governing scales, weights, and measures	
Knowledge in mathematics used in weights and measures inspection and enforcement work.	
Knowledge of common business practices and recordkeeping.	
Ability to plan and direct weights and measures programs and functional activities.	
Ability to interpret and enforce regulations firmly, tactfully and impartially.	
Ability to implement and direct computerized weigh scale and measures.	
Ability to maintain records and prepare reports.	
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.)

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

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

[x] 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
Signature of Immediate Supervisor

03 MAR 2022
Date

Vincent P. Arriola, Director
Signature of Department/Agency Head

03 MAR 2022
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