

**PUBLIC UTILITIES COMMISSION
OF GUAM**

Jeffrey C. Johnson
Chairman

Rowena E. Perez-Camacho
Vice Chairwoman

Commissioners

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Lourdes R. Palomo
Administrator

Frederick J. Horecky
Chief Administrative Law Judge

Joephet R. Alcantara
Administrative Law Judge

Anthony R. Camacho
Legal Counsel

BEFORE THE GUAM PUBLIC UTILITIES COMMISSION

RESOLUTION NO. 20-02

**AUTHORIZING THE CREATION OF A PUC EMPLOYMENT POSITION OF
ADMINISTRATIVE ASSISTANT TO THE PUC ADMINISTRATOR AND
ESTABLISHMENT OF SELECTION PROCEDURES**

WHEREAS, the Guam Public Utilities Commission ("PUC") is an autonomous instrumentality within the Government of Guam; and

WHEREAS, Commission is empowered, pursuant to 12 GCA §12103, to "employ administrative staff personnel for the conduct of Commission business"; and

WHEREAS, the Commission has determined that it should authorize the creation of a position of Administrative Assistant to the PUC Administrator; and

WHEREAS, The Administrative Assistant shall perform such administrative tasks and duties as are assigned by the PUC Administrator, including but not limited to the following: answering phones, greeting members of the public and utility representatives, and handling and responding to their requests, receipt and filing of documents, typing and preparation of documents, filing, bookkeeping, running errands, reviewing incoming correspondence, receiving payments and making bank deposits, and such other duties as are reasonably related to the operation of the PUC Office; and

WHEREAS, the position shall be a part-time position, with work hours of 20 hours per week and no more than 1040 hours per year; and

WHEREAS, the base salary will be at a rate of \$16.70 per hour with reimbursement for travel expenses at the established federal rate; and

WHEREAS, as the PUC is unable to provide health insurance and other benefits to employee, there should be an add on to the employee's salary for health and welfare benefits of \$4.54 per hour (using comparable federal wage determinations under Executive Order of the President of the United States 13706); and

WHEREAS, total employee salary shall be at a rate of \$21.24 per hour, and no more than \$22,089.60, or 1040 hours, per year; and

WHEREAS, said position will be advertised by the Administrator in a newspaper of general publication so that qualified applicants have the opportunity to apply; and

WHEREAS, upon completion of the application and interview process, the Administrator shall present a recommendation to the Commission for hiring; and

NOW, THEREFORE, BE IT

RESOLVED, that the Guam Public Utilities Commission hereby authorizes the creation of a PUC Employment Position of Administrative Assistant to the PUC Administrator, in accordance 12 GCA §12103; and


RESOLVED, the application and selection process for such position shall be conducted in accordance with the procedure set forth in this Resolution; and

RESOLVED, that upon completion of the application and interview process, the PUC Administrator shall make an appropriate recommendation to the PUC for hiring; and

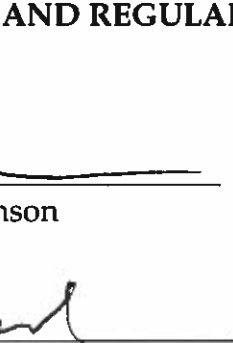
RESOLVED, that the PUC shall review and approve the final selection of the person hired for the Administrative Assistant to the PUC Administrator Position.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

DULY AND REGULARLY ADOPTED ON THIS 24th DAY OF SEPTEMBER,
2020.




Jeffrey C. Johnson
Chairman




Joseph M. McDonald
Commissioner

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Commissioner




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