



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 14-18

RELATIVE TO APPROVING NEW CLASSIFIED POSITIONS

WHEREAS, the University of Guam (University) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of the University is vested in the Board of Regents (BOR); and

WHEREAS, in accordance with 4 GCA § 6303 (d), the President and BOR are authorized to create new classified positions; and

WHEREAS, the University has worked with the Hay Group to develop and evaluate position descriptions and to recommend salary grades for the following new, classified positions at the University: Performance Improvement and Compliance Officer, Dive Safety and Marine Operations Officer, Student Academic Counseling Specialist, and Laboratory Safety Manager; and


WHEREAS, based upon guidance from the Government of Guam Department of Administration, the University has completed all steps necessary to the creation of new classified positions; and

WHEREAS, based upon an assessment of the priority needs of the University, of the responsibilities of the positions, and aligned with the Government of Guam General Pay Plan, the administration recommends the position descriptions and salary recommendations for the new classified positions listed above; and

WHEREAS, the President and the Academic, Personnel and Tenure Committee now recommend to the BOR the attached list of new, classified positions at the University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the attached listing of new classified positions and its transmittal to the Government of Guam Department of Administration and other appropriate parties.

Adopted this 25th day of September, 2014.



William D. Leon Guerrero, Chairman

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

Performance and Compliance Officer
General Pay Plan
Grade - N
\$45,014 - \$79,338

Nature of Work

This Performance and Compliance Officer (P&CO) reports to the Comptroller and collaborates with the various university administrators and program managers to monitor performance and quality control of the University's operational processes, ensure strict compliance to Federal requirements and actively determine gaps and strengthen internal control structures and processes. The position is responsible for periodic assessments of risk areas, identifies issues, and recommends mitigation procedures.

This position safeguards the stewardship of the University's resources by establishing and implementing policies and procedures to prevent and detect irregularities including fraud, waste, loss, and abuse at all levels. This position works through the University's risk managers, compliance contractors and other positions responsible for compliance and control to evaluate reviews and analyses and recommend changes in policy and procedures to minimize risks and exposures inherent in the various areas of the University operations.

It is the intention of the University to take whatever action may be needed to prevent and correct activities that violate policies and regulations in place. This position works closely with the Comptroller in the implementation of P&CO's recommendations.

Duties and Responsibilities:

Develop and sustain an ethical work environment: P&CO works closely with University management and contractors to develop and sustain a work environment that promotes ethical and honest behavior on the part of all students, faculty, staff, contractors, vendors and others.

Assess effectiveness of systems and business practices: P&CO is responsible for establishing, assessing and directing the implementation of systems and procedures for prevention and detection of irregularities, fraud, waste and abuse, including duplicative efforts that reduce University resources.

Review, assess and direct the implementation of internal control systems: This position reviews, assesses and directs the implementation of internal control systems and recommends policies, procedures and practices that will provide reasonable assurance that:

- Safeguards exists over institutional assets and resources such as case, securities, supplies, equipment, property, records, data, or other electronic systems
- Operations are effective and efficient
- Financial reports and other types of reporting are reliable

- The University is compliant with applicable laws, regulations, contracts, grants and policies, and reporting requirements as required by the Office of Management and Budget (OMB).

Determine whether internal controls and other practices are effective by directing and/or performing periodic risk and control assessments to include periodic reviews of operational processes to determine the inherent risk of fraud, waste and abuse in other areas after which P&CO will then determine if there are controls in place that reduce that risk. Most processes will already have a number of controls in place. These controls should be monitored or reviewed for adequacy and effectiveness. Recommend and direct the implementation of new and needed controls in the University operations include (but are not limited to):

- Adequate separation of duties among employees
- Sufficient physical safeguards over cash, supplies, equipment and other resources
- Appropriate documentation of transactions for accuracy and completeness
- Documented supervisory review and approval of transactions and other activity

May perform other duties as assigned:

- Direct special financial procedural evaluations of UOG's accounts, systems and records, identifies weaknesses and improvement strategies, and reassesses the implementation of improvement strategies;
- Meet with unit administrators to evaluate audit findings (e.g., fiscal year-end, etc.), conclusions, recommendations and implement improvement strategies;
- Direct and/or perform other departmental reviews and related administrative functions as determined by VPAF and/or Comptroller.

Minimum Qualifications

- Bachelor's degree and Certified Public Accountant or Certified Internal Auditor license
- Five (5) years of supervisory experience in audit compliance or performance

Preferred Qualifications

- Ability to assess duplication of efforts and make recommendations to improve efficiency
- Knowledge and ability to determine non-compliance based on OMB Administrative requirements
- Ability to analyze and evaluate University internal control structure
- Knowledge of Federal Register and OMB Circulars

Dive Safety and Marine Operations Officer
General Pay Plan
Grade = J
\$31,076 - \$54,771

Nature of Work

The Dive Safety and Marine Operations Officer (DSMOO) reports to the Director, Marine Laboratory and directly supervises the Marine Laboratory Dive Program including oversight of diving operations, scientific diver training, first aid/CPR/Emergency Oxygen training, dive program record keeping, report to the Dive Safety Control Board, and compliance with dive program rules and regulations. Maintenance and some repair of diving equipment is also essential. In addition, this position conducts boat operations so as to advance research objectives of the Marine Laboratory. The DSMOO also ensure that all operations are undertaken in a safe manner under safe conditions. Maintenance and repair of boats, boat-towing trucks, and related equipment is also necessary. The Marine Laboratory's Dive Program cannot operate in the absence of this position.

Duties and Responsibilities:

- Dive Program Operation: The DSMOO ensures compliance with Dive Safety Program rules and regulations; trains and evaluates scientific divers entering dive program; reporting to AAUS and Dive Safety Control Board; serves diver master in field operations; maintains diving data base
- Boat Operations and Maintenance: Operate and maintain boats and towing trucks used for Marine Laboratory operations; requests purchase orders for supplies, equipment, and repairs; maintains use of maintenance records and bills for boat and truck use time
- Collection of Field Data: Collect oceanographic and biological data, including specimens, as required by research program
- Maintenance of Diving Equipment: Oversee dive equipment maintenance; obtains scuba tank refills; requests purchase orders for supplies, repair, and maintenance of diving equipment
- Performs other duties as required

Minimum Qualifications

- Boat operator license, dive instructor certification , and five (5) years of relevant experience
- First Aid/CPR/Emergency Oxygen training and certification
- Experience with boat electronics and navigational equipment
- Ability to train scientific divers

Preferred Qualifications

- Boat maintenance and repair skills
- Dive equipment maintenance and repair skills
- Skills with tools, paints, fiberglass, etc.

Student Academic Counseling Specialist
General Pay Plan
Grade K
\$33,911 –\$59,768

Nature of Work

The Student Academic Counseling Specialist reports to the Dean, Enrollment Management and Student Services (EMSS) and facilitates the student’s personnel and academic growth and development by assisting them integrate educational and career-life goals and improve their ability at problem-solving, decision-making, interpersonal skills, self-management, and self-expression. Additionally, the Student Academic Counseling Specialist assist students remove barriers that impede academic progress; facilitate such activities and examine personal, education, and social values; establish and work towards realistic career goals; and identify appropriate resources to meet individual needs.

The Student Academic Counseling Specialist is a key member of the University of Guam One-Stop Center, a unit with the primary focus to deliver student “academic success.” As a member of EMSS, the Student Academic Counseling Specialist is poised to contribute to achieving our mission, providing students with unparalleled customer service, and creating an environment where processes are efficient and allow our students to focus on their academic success. Our goal is to guide each student through the sometimes complex transactions of the registering, applying and receiving financial aid, managing student accounts, and receiving student-focused academic advisement via a customer-centric center staffed with UOG citizens with expertise, compassion, and a positive attitude. Our customers are dynamic and multifaceted, often facing new challenges as University students. We endeavor to empathically listen to student concerns, simplify issues and make them more understandable and easier to resolve through a combined service center with these four services (Admissions & Records, Financial Aid, Student Accounts, and Academic Advisement).

Duties and Responsibilities

Work collaborative with Student Counseling Service faculty and provide academic counseling for undeclared students, career, personal, and social counseling, and advisement

Provide crisis intervention services

Develop lessons and teach ID180 College Success Seminars and other related topics toward student success

Work collaboratively with new student orientation staff in planning, orientation and advising, both on and off campus

Assist students with initial registration process

Administer educational tests as needed

Assist with college activities for prospective and currently enrolled students, such as College Fairs and Open House events

Assist students with disabilities with accommodation needs.

May perform other duties as assigned.

Minimum Qualifications

- Three (3) years of experience in planning, developing, coordinating, or implementing programs or projects and graduation from a recognized college or university with a Master's degree or any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Preferred Qualifications

- Counseling experience in a multi-cultural setting, student advisement, experience with community engagement and teaching and license eligible.

Laboratory Safety Manager
General Pay Plan
Grade = M
\$40,762 - \$71,844

Nature of Work

The Laboratory Safety Manager at the Marine Laboratory manages the laboratory and ensures operational viability of all university laboratories, systems, and equipment.

Duties and Responsibilities:

- Ensures the operational viability of all university laboratories, seawater systems, equipment, and other related systems and equipment, including monitoring and minor maintenance repairs
- Maintain the safety and health compliance of all university laboratory facilities in accordance with university policies and procedures, local and federal mandates
- Collaborate and coordinate with scientists to facilitate research
- Obtain required government permits
- Conduct routine maintenance and repair of laboratories, systems and equipment
- Perform regular environmental monitoring and prepare regular compliance reports
- Co-Chair the Institutional Safety Committee, provide leadership and subject-matter-expertise and guidance on laboratory safety
- Provide expert guidance to the University Research Council
- Maintain administrative, inventory, compliance, and maintenance records of all laboratories and equipment
- Sits on and participates in relevant University and external committees.
- Collaborate with administrative staff for purchases and maintenance requests

Minimum Qualifications

- Bachelor of Science or Bachelor of Arts degree from a U.S. accredited institution or foreign equivalent
- Knowledge of aquarium systems
- Knowledge of safety regulations (e.g., OSHA, EPA, ADA, Worker's Compensation, etc.)
- Mechanical skills
- Four (4) years of experience in facilities or laboratory management including laboratory safety and health compliance
- Any combination of work experience and training that provides the essential knowledge, abilities, and skills detailed in the position's duties and responsibilities
- Valid Driver's License

Preferred Qualifications

- SCUBA certification to Open Water level from recognized organization