



UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
Board of Regents

Resolution No. 18-26

**RELATIVE TO CREATING THE POSITION OF A CAPITAL PROJECTS MANAGER
AND REVISING ADMINISTRATOR'S SALARY SCALE**

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

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

WHEREAS, the University's enabling statute empowers the BOR to establish and abolish Faculty and Administrator positions within the University;

WHEREAS, the University has identified some skill deficits in the Plant and Facilities Unit wherein the workload of the Chief Plant Facilities Officer (CPFO) has impinged on the time necessary to manage the unit as well as a revamping of the entire unit to ensure it will be able to satisfy the significant changes planned for the campus over the next five years;

WHEREAS, the United States Department of Agriculture (USDA) has mandated that the University have a licensed professional on board to oversee construction utilizing USDA loan proceeds;

WHEREAS, the Vice President of Administration and Finance has determined that the management of construction projects and large capital projects and related projects should be removed from the workload of the CPFO and placed into a new administrator position – the Capital Projects Manager; and

WHEREAS, the President, together with the Committees of the Academic, Personnel, and Tenure (AP&T); the Budget, Finance, Investment and Audit (BFIA); and the Physical Facilities, recommend to the BOR for approval, the creation of the Capital Projects Manager position, and the revised Administrator's Salary Scale to reflect the Capital Projects Manager position and recommended salary range.

NOW, THEREFORE BE IT RESOLVED, that the BOR hereby approves the creation of the Capital Projects Manager position and the revised Administrator's Salary Scale, which is attached hereto.

Adopted this 21st day of June, 2018.

Elizabeth C. Gayle, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM
POSITION DESCRIPTION
Capital Projects Manager
PROPOSED SALARY RANGE: \$65,317 – \$97,975

POSITION NARRATIVE:

The University of Guam (UOG) Capital Projects Manager (CPM) reports directly to the Chief Plant Facilities Officer (CPFO) and is responsible for the management of all construction contracts of the University including large Air Conditioning Installations, Retro-Fitting, Replacements, and Repairs. The CPM will oversee the Capital Improvements Projects Coordinator (CIPC) and the staff that fall under that position.

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities shall include, but not be limited to the following:

- Establish and maintain policies and procedures for the project management of all construction projects of the University;
- Oversee all construction projects whether the projects are managed by in-house staff or by contracted construction management firms;
- Oversee all large air conditioning contracts whether for installation, retro-fitting, replacement or repair of units.
- Prepare construction procurement documents required for all construction projects;
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors;
- Prepare financing applications for externally funded construction projects;
- Manage contracts for architects, engineers, construction managers, etc.
- Monitor progress of projects on a regular basis, and hold regular status meetings with unit heads impacted;
- Provide construction site quality control oversight for contract compliance, code compliance, and other regulations;
- Manage the design review process for each project;
- Collaborate with the Chief Planning Officer (CPO) regarding the development, updating, and implementation of the campus master plan;
- Prepare and provide reports to the Physical Facilities Committee of the Board of Regents;
- Communicate and maintain relationships with Deans and Directors related to individual building needs;
- Responsible for project planning, budgeting, and identification of resources needed for capital projects; Develop and implement a comprehensive, practical program of audit coverage for the University to be implemented over time;
- Evaluate bids and proposals and provide recommendations;
- Perform other duties as assigned by the CPFO;

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Construction Management, Architecture, Engineering or related field from a U.S. accredited institution or foreign equivalent;
- Certification as a Professional Engineer or Registered Architect;
- Ten (10) years of experience with the construction administration, and implementation of large construction projects;
- Advanced knowledge of construction management processes, means and methods;
- Knowledge of applicable safety standards;
- Working knowledge of utilizing and understanding Critical Path Method (CPM) scheduling;
- Exceptional ability to work with little supervision, make sound decisions, use good judgment, and maintain a high level of confidentiality and professionalism;
- Proficiency with Microsoft Office software;
- Experience working in a culturally diverse population is a plus;
- Ability to communicate effectively orally and in writing (writing samples required); and
- Ability to interact with all levels of employees, management, and faculty.

UNIVERSITY OF GUAM
POSITION DESCRIPTION
Capital Projects Manager
PROPOSED SALARY RANGE: \$65,317 – \$97,975

PREFERRED QUALIFICATION:

- Experience working with United States Department of Agriculture (USDA) loan applications, loan processing, progress monitoring for federally funded projects;
- Master's degree in Business Administration, Architecture, Engineering or Construction Management;

APPROVED BY:



DR. ROBERT A. UNDERWOOD, PRESIDENT Date



6/22/18

RANDALL V. WIEGAND, VPAF Date

Administrator's Salary Scale
Approved by Board of Regents Resolution No. 18-14
Amended on 04/26/2018

POSITION TITLE	Quartile 1 80%-90% Range		Quartile 2 90%-100% Range		Quartile 3 100%-110% Range		Quartile 4 110%-120% Range	
	\$	\$	\$	\$	\$	\$	\$	\$
Office of the President								
President	\$ 96,914	\$ 109,029	\$ 109,029	\$ 121,143	\$ 121,143	\$ 133,257	\$ 133,257	\$ 145,372
Legal Counsel	\$ 61,599	\$ 69,299	\$ 69,299	\$ 76,999	\$ 76,999	\$ 84,699	\$ 84,699	\$ 92,399
Director, Integrated Marketing Communications	\$ 68,050	\$ 76,556	\$ 76,556	\$ 85,062	\$ 85,062	\$ 93,568	\$ 93,568	\$ 102,074
Executive Assistant to the President	\$ 44,402	\$ 49,952	\$ 49,952	\$ 55,502	\$ 55,502	\$ 61,052	\$ 61,052	\$ 66,602
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 53,454	\$ 60,135	\$ 60,135	\$ 66,817	\$ 66,817	\$ 73,499	\$ 73,499	\$ 80,180
International Program Development (Coordinator, Director)	\$ 32,973	\$ 37,094	\$ 37,094	\$ 41,216	\$ 41,216	\$ 45,338	\$ 45,338	\$ 49,459
Web Master	\$ 58,682	\$ 66,018	\$ 66,018	\$ 73,353	\$ 73,353	\$ 80,688	\$ 80,688	\$ 88,024
Director, Development and Alumni Affairs								
Office of Academic and Student Affairs								
Senior Vice President, Academic and Student Affairs	\$ 88,278	\$ 99,313	\$ 99,313	\$ 110,348	\$ 110,348	\$ 121,383	\$ 121,383	\$ 132,418
Assistant Vice President of Academic Excellence / Director of Graduate Studies	\$ 80,212	\$ 90,239	\$ 90,239	\$ 100,265	\$ 100,265	\$ 110,292	\$ 110,292	\$ 120,318
Assistant Vice President of Institutional Effectiveness	\$ 125,514	\$ 141,203	\$ 141,203	\$ 156,892	\$ 156,892	\$ 172,581	\$ 172,581	\$ 188,270
Dean, School of Engineering	\$ 84,278	\$ 94,812	\$ 94,812	\$ 105,347	\$ 105,347	\$ 115,882	\$ 115,882	\$ 126,416
Dean, College of Liberal Studies and Social Sciences	\$ 82,438	\$ 92,742	\$ 92,742	\$ 103,047	\$ 103,047	\$ 113,352	\$ 113,352	\$ 123,656
Dean, University Libraries	\$ 99,150	\$ 111,543	\$ 111,543	\$ 123,937	\$ 123,937	\$ 136,331	\$ 136,331	\$ 148,724
Dean, College of Natural and Applied Sciences	\$ 91,509	\$ 102,947	\$ 102,947	\$ 114,386	\$ 114,386	\$ 125,825	\$ 125,825	\$ 137,263
Dean, School of Education	\$ 97,046	\$ 109,176	\$ 109,176	\$ 121,307	\$ 121,307	\$ 133,438	\$ 133,438	\$ 145,568
Dean, School of Business and Public Administration	\$ 88,482	\$ 99,543	\$ 99,543	\$ 110,603	\$ 110,603	\$ 121,663	\$ 121,663	\$ 132,724
Dean, School of Nursing and Health Sciences	\$ 87,252	\$ 98,159	\$ 98,159	\$ 109,065	\$ 109,065	\$ 119,972	\$ 119,972	\$ 130,878
Associate Director, Western Pacific Tropical Research Center	\$ 79,520	\$ 89,235	\$ 89,235	\$ 99,150	\$ 99,150	\$ 109,065	\$ 109,065	\$ 118,980
Associate Director, Cooperative Extension Service	\$ 82,438	\$ 92,742	\$ 92,742	\$ 103,047	\$ 103,047	\$ 113,352	\$ 113,352	\$ 123,656
Dean, Enrollment Management and Student Success	\$ 70,014	\$ 78,766	\$ 78,766	\$ 87,518	\$ 87,518	\$ 96,270	\$ 96,270	\$ 105,022
Associate Dean, EMSS and Registrar	\$ 75,666	\$ 85,125	\$ 85,125	\$ 94,583	\$ 94,583	\$ 104,041	\$ 104,041	\$ 113,500
Associate/Assistant Deans	\$ 56,080	\$ 63,000	\$ 63,000	\$ 70,000	\$ 70,000	\$ 77,000	\$ 77,000	\$ 84,000
Grants Officer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Director/Coordinator	\$ 107,056	\$ 120,438	\$ 120,438	\$ 133,821	\$ 133,821	\$ 147,203	\$ 147,203	\$ 160,585
Research and Sponsored Programs (2009 CUPA)	\$ 90,944	\$ 102,312	\$ 102,312	\$ 113,680	\$ 113,680	\$ 125,048	\$ 125,048	\$ 136,416
Graduate Studies								
Centers of Excellence and Research Institutes								
Financial Aid	\$ 51,932	\$ 58,424	\$ 58,424	\$ 64,915	\$ 64,915	\$ 71,407	\$ 71,407	\$ 77,898
Residence Halls	\$ 51,665	\$ 58,123	\$ 58,123	\$ 64,581	\$ 64,581	\$ 71,039	\$ 71,039	\$ 77,497
Student Resource Center (one-stop center)	\$ 42,128	\$ 47,394	\$ 47,394	\$ 52,660	\$ 52,660	\$ 57,926	\$ 57,926	\$ 63,192
Summer Services / Student Life	\$ 53,107	\$ 59,246	\$ 59,246	\$ 65,384	\$ 65,384	\$ 71,522	\$ 71,522	\$ 77,661
Student School and Off-Campus Programs	\$ 62,929	\$ 70,795	\$ 70,795	\$ 78,661	\$ 78,661	\$ 86,527	\$ 86,527	\$ 94,393
Micronesian Area Research Center (MARC)	\$ 66,996	\$ 75,371	\$ 75,371	\$ 83,745	\$ 83,745	\$ 92,120	\$ 92,120	\$ 100,494
Professional and International Programs	\$ 45,613	\$ 51,314	\$ 51,314	\$ 57,016	\$ 57,016	\$ 62,718	\$ 62,718	\$ 68,419
Associate Dir. PIP Telecommunications and Distance Education and Outreach	\$ 44,898	\$ 50,510	\$ 50,510	\$ 56,122	\$ 56,122	\$ 61,734	\$ 61,734	\$ 67,346
Associate Dir. PIP Professional Development and Lifelong Learning Center								
Office of Administration and Finance								
Vice President, Administration and Finance	\$ 110,978	\$ 124,851	\$ 124,851	\$ 138,723	\$ 138,723	\$ 152,595	\$ 152,595	\$ 166,468
Chief Information Officer	\$ 66,430	\$ 74,734	\$ 74,734	\$ 83,038	\$ 83,038	\$ 91,342	\$ 91,342	\$ 99,646
Director, Computer Center/Technology Resources	\$ 66,590	\$ 74,913	\$ 74,913	\$ 83,237	\$ 83,237	\$ 91,561	\$ 91,561	\$ 99,884
Sr. IT Manager, Infrastructure Services and Information Security	\$ 52,762	\$ 59,358	\$ 59,358	\$ 65,953	\$ 65,953	\$ 72,548	\$ 72,548	\$ 79,144
Associate Budget and Administrative Process Officer	\$ 67,950	\$ 75,431	\$ 75,431	\$ 82,912	\$ 82,912	\$ 90,393	\$ 90,393	\$ 97,874
Chief Human Resources Officer	\$ 60,424	\$ 67,977	\$ 67,977	\$ 75,530	\$ 75,530	\$ 83,083	\$ 83,083	\$ 90,636
Director, JEO and Title IX/ADA Coordinator	\$ 65,899	\$ 73,237	\$ 73,237	\$ 80,574	\$ 80,574	\$ 87,911	\$ 87,911	\$ 95,249
Comptroller/Chief Financial Officer	\$ 52,680	\$ 59,175	\$ 59,175	\$ 65,750	\$ 65,750	\$ 72,325	\$ 72,325	\$ 78,900
Associate Comptroller / Bursar	\$ 63,812	\$ 70,027	\$ 70,027	\$ 76,252	\$ 76,252	\$ 82,477	\$ 82,477	\$ 88,702
Chief Plant and Facilities Officer								
Director/Manager/Coordinator	\$ 65,317	\$ 73,481	\$ 73,481	\$ 81,646	\$ 81,646	\$ 89,811	\$ 89,811	\$ 97,975
Capital Projects	\$ 45,024	\$ 50,652	\$ 50,652	\$ 56,280	\$ 56,280	\$ 61,908	\$ 61,908	\$ 67,536
Campus Facilities	\$ 43,660	\$ 49,118	\$ 49,118	\$ 54,575	\$ 54,575	\$ 60,033	\$ 60,033	\$ 65,490
Campus Construction Projects	\$ 52,047	\$ 58,553	\$ 58,553	\$ 65,059	\$ 65,059	\$ 71,565	\$ 71,565	\$ 78,071
Bookstore and Auxiliary Services	\$ 54,058	\$ 60,816	\$ 60,816	\$ 67,573	\$ 67,573	\$ 74,330	\$ 74,330	\$ 81,088
Athletic Director	\$ 58,835	\$ 66,190	\$ 66,190	\$ 73,544	\$ 73,544	\$ 80,898	\$ 80,898	\$ 88,253
Internal Auditor								

Scale is managed by UCG Human Resources Office. Last updated on April 26, 2018 by BOR Resolution No. 18-14