



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

RESOLUTION NO. 23-07 RELATIVE TO AMENDING THE ADMINISTRATOR SALARY SCALE AND LIST OF ADMINISTRATOR POSITIONS

WHEREAS, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

WHEREAS, Public Law 32-114 requires the RCUOG Board of Directors to set employees' duties, responsibilities, and salaries; and

WHEREAS, Public Law 37-3 was enacted on March 31, 2023, adjusting the government of Guam General Pay Plan by 22%; and

WHEREAS, the University of Guam Board of Regents adopted the government of Guam General Pay Plan 2023 on June 6, 2023, for classified staff and eligible employees per Public Law 37-3; and

WHEREAS, upon approval by the Board of Directors, RCUOG plans to implement the 2023 government of Guam General Pay Plan effective June 19, 2023, for all eligible employees, based on availability of funding, except those on the RCUOG Administrator Salary Scale.

WHEREAS, RCUOG's Administrator Salary Scale has not been modified for nine years; and

WHEREAS, the salary quartiles of the Administrator Salary Scale for all positions have been adjusted and benchmarked to similar administrator positions at the University of Guam in consultation with the UOG Chief Human Resources Officer; and

WHEREAS, RCUOG seeks approval to limit administrator increments to once every two years, based on performance and availability of funds, once an administrator reaches quartile three (3); and

WHEREAS, RCUOG seeks to add four (4) positions to the Administrator Salary Scale to properly categorize these positions as administrator positions; and

WHEREAS, the four positions to be added to the Administrator Salary Scale are the Associate Director Communications and Engagement, UOG Center for Island Sustainability & Sea Grant; Associate Director for Natural Resources, UOG Center for Island Sustainability and Sea



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Grant; Associate Director for Operations, EPSCoR; the Associate Director for Operations and Development, UOG Center for Island Sustainability & Sea Grant; and

WHEREAS, these positions manage millions of dollars of federal projects, supervise dozens of employees, and are responsible for obtaining funds to support their projects and salaries.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby amends the Administrator Salary Scale and List of Administrator Positions for the Research Corporation of the University of Guam to include the Associate Director Communications and Engagement, UOG Center for Island Sustainability & Sea Grant; Associate Director for Natural Resources, UOG Center for Island Sustainability and Sea Grant; Associate Director for Operations, EPSCoR; the Associate Director for Operations and Development, UOG Center for Island Sustainability & Sea Grant; and

BE IT FURTHER RESOLVED, that the Board of Directors establishes a policy limiting increments, awarded based on performance and availability of funds, to once every two years once an administrator reaches quartile three (3).

Adopted this 16th day of June 2023.


Thomas Krise (Jun 19, 2023 15:26 GMT+10)

Dr. Thomas Krise, Chairperson

ATTESTED:


Ryan Shook (Jun 19, 2023 15:35 GMT+10)

Ryan Shook, Secretary










Resolution No_23-07_Amending_Administrative_Salary_Scale


Final Audit Report

2023-06-19


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RCUOG ADMINISTRATOR SALARY SCALE									
POSITION TITLE	QUARTILE #1		QUARTILE #2		QUARTILE #3		QUARTILE #4		MEDIAN
Executive Director, RCUOG	\$107,087	\$120,472	\$120,472	\$133,724	\$133,724	\$147,096	\$147,096	\$160,334	\$133,723
Chief Business Officer, RCUOG	\$76,287	\$85,823	\$85,823	\$95,395	\$95,395	\$104,895	\$104,895	\$114,431	\$95,395
Associate Director Communications and Engagement, UOG Center for Island Sustainability & Sea Grant	\$75,538	\$84,981	\$84,981	\$94,423	\$94,423	\$103,865	\$103,865	\$113,308	\$94,423
Associate Director for Natural Resources, UOG Center for Island Sustainability & Sea Grant	\$75,538	\$84,981	\$84,981	\$94,423	\$94,423	\$103,865	\$103,865	\$113,308	\$94,423
Associate Director for Operations, EPSCoR	\$75,538	\$84,981	\$84,981	\$94,423	\$94,423	\$103,865	\$103,865	\$113,308	\$94,423
Associate Director for Operations and Development, UOG Center for Island Sustainability & Sea Grant	\$75,538	\$84,981	\$84,981	\$94,423	\$94,423	\$103,865	\$103,865	\$113,308	\$94,423
Sponsored Programs Administrator	\$64,000	\$72,000	\$72,000	\$80,000	\$80,000	\$88,000	\$88,000	\$96,000	\$80,000

Note: Once an administrator reaches quartile three (3) increments will be awarded, based on performance and availability of funds, every two years.



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Associate Director for Communications & Engagement, UOG Center for Island Sustainability and Sea Grant

Position Narrative

This position is generally responsible for the management of all communications and stakeholder engagement for the UOG Center for Island Sustainability and Sea Grant (CIS/Sea Grant). This position assists the Director of CIS/Sea Grant and management team in the overall management and administrative direction of all aspects of communication and engagement for the unit and its many programs. Assists the director and other management leads in strategy, development, and publication of communications engagement initiatives. Structures communications campaigns to achieve long-term and short-term organizational goals. Assists in the analysis of the effectiveness of and establishes future direction for functional policies and programs. Supervises all science communication staff. This position reports to the Director of CIS/Sea Grant.

Duties and Responsibilities

- Directs strategy, development, and publication of communications initiatives. Structures communications campaigns to achieve long-term and short-term organizational goals for programs, including CIS/Sea Grant, Guam NSF EPSCoR, NSF INCLUDES SEAS Islands Alliance, and NSF Navigating Home.
- Defines communication strategies for organizational initiatives and oversees media relations to ensure consistency of messages and materials.
- Serves as part of the unit's leadership team.
- Leads the strategic planning for assigned areas and assists the Director and Associate Director for Operations and Development in developing and implementing the overall unit strategic plan.
- Establishes performance goals and measures to evaluate success of assigned area of responsibility.
- Assists leadership team in formulating and implementing policies and procedures.
- Oversees the day-to-day operations of assigned area.
- Supervises communication employees. Provides guidance and direction to staff involved in unit services and programs.
- Responsible for ensuring that all programs, activities, and series comply with university, state, and federal regulations.
- Responsible for maintaining an inclusive working environment that is free from discrimination and harassment.



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- Performs other duties as assigned by the Director or other appropriate administrator of the units assigned to.

Minimum Qualifications

- Bachelor's degree in marketing, communications, or related discipline
- Ten (10) years of relevant experience in marketing, communications, supervisory, and management
- Six (6) years of professional supervisory and management experience
- Ability to communicate and work effectively with the public, students, and employees.
- Strong verbal and written communication skills, with the ability to convey complex technical information in a manner that is easy for others to understand.
- Excellent writing skills and communication skills.

PREFERRED QUALIFICATIONS

- Master's Degree in marketing, communications, or related discipline

Salary Range: \$75,538 - \$113,308

- Salary based on work experience, credentials, and availability of funds.



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Associate Director for Natural Resources, UOG Center for Island Sustainability and Sea Grant

Position Narrative:

The Associate Director for Natural Resources oversees the operations of the Natural Resources Division of the UOG Center for Island Sustainability and Sea Grant (CIS/Sea Grant) and reports directly to the Director. The Associate Director is primarily responsible for the combined functions of administrative, financial, supervisory and operations management of the grants of the Natural Resources Division. The Associate Director plays a critical role in shaping and implementing the CIS/Sea Grant's natural resources management and conservation strategies, goals, and objectives, including oversight of grants, programs, operations, and financial management. The Associate Director helps to lead the annual planning and budgeting process as well as developing new strategic initiatives each year. The Associate Director of Natural Resources writes, submits, and obtains competitive federal awards and contracts from partner agencies.

The Associate Director supports the achievement of institutional purposes and educational objectives in a manner that creates an efficient environment consistent with the UOG's mission.

Duties and Responsibilities:

- Writes, submits, and obtains competitive grant awards.
- Oversight of natural resources management and conservation grants.
- Oversees daily operations, develops, and carries out work plans, programs, budgets, financial components for a multitude of grants from various federal, local, and private foundation funding agencies.
- Provides effective and inspiring leadership by being actively involved with research designed and performed under the different grants, developing a broad and deep knowledge of their purpose, role, and contributions to our island communities.
- Serves as an advisor and co-strategist to the Director, providing sound counsel and confidentiality.
- Attends strategic plan meetings to support ORSP and RCUOG.
- Serves as an advisor and co-strategist to the Director in relationships with federal, local, and private foundation funding agencies.
- Represents UOG, CIS, and RCUOG interests in communications with local and federal government officials, and other external contacts.
- Plans, assigns, supervises, coordinates, and evaluates subordinates in accordance with RCUOG policies.



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- Strong scientific understanding of biogeography, ecology, ethnobotany, policy, and related topics.
- Ability to work with a variety of people from diverse socio-economic and cultural backgrounds.
- Ability to endure physically demanding field conditions.
- Excellent coordination, leadership, writing, communication, and management skills.
- Native (with a focus on endemic and rare species) and invasive plant knowledge on Guam, the Mariana Islands, and Micronesia (optional), trained in endangered fauna identification.
- Development of scientific and social science experimental design, data collection and analysis, report writing, scientific writing.
- Performs other duties as assigned.

Minimum Qualifications:

- Master of Science (MS) degree in biology or a related field.
- Five (5) years of supervisory and management experience
- Demonstrated ability to successfully write, submit, and obtain federal grants as the grant PI or co-PI.
- Demonstrated ability to work effectively with researchers, students, and employees.
- Strong verbal and written communication skills, with the ability to convey complex technical information in a manner that is easy for others to understand.
- Excellent report writing skills and experience.

Preferred Qualifications

- PhD in biology or related field
- Expertise in island conservation.
- Knowledge of administrative policies, procedures, and processes in higher education.
- Scientific publications relevant to the position.

Salary Range: \$75,538 - \$113,308

- Salary based on work experience, credentials, and availability of funds.



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Associate Director for Operations, Established Program to Simulate Competitive Research (EPSCoR)

Position Narrative:

The Associate Director of EPSCoR reports directly to the principal investigator (PI) of the Established Program to Stimulate Competitive Research (EPSCoR) \$20M Guam Ecosystems Collaboratorium for Corals and Oceans (GECCO) Project. The Associate Director is primarily responsible for the administrative, financial, supervisory, operations management, and ensuring federal and local compliance for the project. The Associate Director plays a critical role communicating the PI vision and mission to grant staff. The Associate Director helps to lead the annual planning and budgeting process, and any modifications to plans and budgets.

The Associate Director supports the achievement of institutional purposes and educational objectives in a manner that creates an efficient environment consistent with the UOG's mission.

Duties and Responsibilities:

- Functions as the Project Administrator for NSF EPSCoR
- Oversees the daily operations for Guam EPSCoR including developing and implementing work plans, programs, budgets, and monitor's the project's financial components.
- Works closely with the Guam EPSCoR Principal Investigator (PI) to ensure proper and efficient coordination and implementation of the NSF EPSCoR grant.
- Develops and maintains a system to monitor Guam EPSCoR grant reporting required by the NSF.
- Submits progress and annual project reports as required.
- Works closely with EPSCoR PI and oversees program and budget management.
- Works closely with the Guam EPSCoR PI and Co-Principal Investigators with oversight of design and implementation, data gathering, assessment analysis, interpretation of results, scenario projections, budgets, hiring, and project reporting requirements, including annual, final, and cost sharing reporting.
- Supervises, coordinates, and evaluates project administrative staff.
- Other duties as assigned.

Minimum Qualifications:

- Master's degree in business, grants management, or similar field relevant to the position.
- Ten (10) years of research project/budget management work experience
- Three (3) years of professional experience in grants administration



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- Three (3) years of supervisory and management experience
- Demonstrated ability to work effectively with researchers, students, and employees

Preferred Qualifications:

- Experience in managing federal projects, specifically cooperative agreements with the National Science Foundation (NSF)
- Knowledgeable in federal award compliance
- Capable of handling complex issues

Salary Range: \$75,538 - \$113,308

- Salary based on work experience, credentials, and availability of funds.



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Associate Director of Operations and Development, UOG Center for Island Sustainability and Sea Grant

Position Narrative:

The Associate Director of Operations and Development oversees the operations and development activities of the UOG Center for Island Sustainability and Sea Grant (CIS/Sea Grant) and reports directly to the Director. The Associate Director of Operations and Development is primarily responsible for the combined functions of administrative, financial, supervisory and operations management of grants under the Center for Island Sustainability and Sea Grant. The Associate Director plays a critical role in shaping and implementing the CIS/Sea Grant's strategies, goals, and objectives, including oversight of grants, programs, operations, compliance, and financial management. The Associate Director helps to lead the annual planning and budgeting process as well as developing new strategic initiatives each year. The Associate Director of Operations and Development writes, submits, and successfully obtains competitive federal awards.

The Associate Director supports the achievement of institutional purposes and educational objectives in a manner that creates an efficient environment consistent with the UOG's mission.

Duties and Responsibilities:

- Writes, submits, and successfully obtains competitive federal awards.
- Oversight of Center for Island Sustainability and Sea Grant projects.
- Oversees daily operations, develops, and carries out work plans, programs, budgets, financial components for a multitude of grants from various federal, local, and private foundation funding agencies.
- Provides effective and inspiring leadership by being actively involved with research designed and performed under the different grants, developing a broad and deep knowledge of their purpose, role, and contributions to our island communities.
- Serves as an advisor and co-strategist to the Director, providing sound counsel and confidentiality.
- Serves as an advisor and co-strategist to federal, local, and private foundation funding agencies.
- Represents UOG, CIS, and RCUOG interests in communications with local and federal government officials, and other external contacts.
- Plans, assigns, supervises, coordinates, and evaluates subordinates in accordance with RCUOG needs and policies.
- Performs other duties as assigned.



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Minimum Qualifications:

- Master of Science (MS) degree in environmental science or field related to the position.
- Five (5) years of supervisory and management experience
- Demonstrated ability to successfully write, submit, and obtain federal grants as the grant PI or co-PI.
- Demonstrated ability to work effectively with researchers, students, and employees.
- Strong verbal and written communication skills, with the ability to convey complex technical information in a manner that is easy for others to understand.
- Excellent report writing skills.

Preferred Qualifications

- Knowledge of administrative policies, procedures, and processes in higher education.
- Scientific publications relevant to the position.

Salary Range: \$75,538 - \$113,308

- Salary based on work experience, credentials, and availability of funds.