

REGULATORY PROGRAMS ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Plans and directs the administration of the programs and activities of Regulatory Division, Department of Revenue and Taxation, involved in the enforcement and administration of the Insurance, Securities and Banking Laws; Real Estate Law; Weights and Measures Act; Alcohol Beverage Control Act; Cockfight Law; Business License Law, and similar regulations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Administers and implements the Insurance Law of Guam, including the licensing of insurers, general agents, sub-agents, brokers and solicitors; the examination of insurance companies and agencies; the review and analysis of policies and insurance and all rate proposals and recommends appropriate action.

Implements the Uniform Securities Act, including the licensing of broker-dealers, investment advisors and agents; the examination of petitions for registration of securities; the review of all stock and securities transactions to insure conformity with the law and the protection of investors.

Administers, implements and enforces the Savings and Loan Association Act, the Uniform Consumer Credit Code, Guam Banking Code, all laws pertaining to banking, small loan businesses or finance companies and the Uniform Commercial Code; directs the audit of all banking and other financial institutions to insure compliance to established laws and regulations.

Administers the Guam Real Estate Law, including the examination and licensing of Real Estate Brokers and Salesmen and other enforcement functions.

Directs the issuance of business licenses and the registration of related documents and similar functions under the purview of the Business License and Registration Branch.

Directs the enforcement and administration of the Alcoholic Beverage Control Act, Cockfight Law, Cosmetology Law and the Business License and Registration regulations.

Directs the inspection of all devices or applicances used for the ascertainment of weight, length or measure in connection with buying or selling, or with transportation or receiving for shipment, or of any commodity offered for sale or to be offered for sale, or for any other commercial purpose for accuracy and compliance to laws, standards and regulations.

Plans work objectives; formulates work plans and implements program activities within policies established by the department; formulates immediate and long-range plans for meeting work objectives; establishes work criteria and operating procedures and guidelines.

Explains the interpretations and applications of pertinent laws, rules, regulations, policies and other requirements to the public and employees.

Responds to issues and problems that could not be resolved by the Branch supervisor and employees; reviews reports of unusual incidents or involving highly sensitive issues and initiates or recommends appropriate action.

Reviews and comments on proposed laws, rules, regulations and policies to affect the Division; initiates and recommends changes to laws, regulations, and/or operations to enhance programs.

Studies the licensing and related fees and penalties and advises Director and Deputy Director on findings and recommendations.

Directs and participates in studying the trends and developments in the Banking, Insurance, Real Estate, Savings and Loans, Uniform Consumer Credit and other regulatory related industries; and reports on trends and developments.

Resolves personnel problems of the division; resolves grievances, establishes performance standards; reviews performance ratings; recommends selection, disciplinary actions, promotions, training and other personnel actions; counsels employees.

Recommends budget requests for staffing, operating expenses, supplies and equipment needs of the Division.

Prepares technical and periodic reports of division activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the laws and regulations governing the operations of the Division.

Knowledge of the principles and practices of management.

Knowledge of modern business practices.

Ability to plan and direct programs and employees.

Ability to interpret and apply pertinent laws, regulations, policies and other program guidelines.

Ability to make decisions in conformance with established laws, regulations, policies and other program guidelines.

Ability to analyze problems and identify solutions.

Ability to evaluate program effectiveness, and initiate/implement changes to enhance program and operations.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

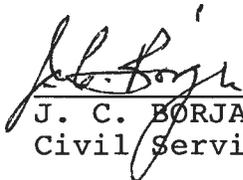
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Four years of technical experience in regulatory enforcement work, two years of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 45



J. C. BORJA, Executive Director,
Civil Service Commission