



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

**Government of Guam**  
(Gubetnomention Guahan)  
**Department of Administration**  
(Dipattamenton Atmenestration)  
**HUMAN RESOURCES DIVISION**

(Dibision Inadilanto yan Guinaha Para Taotao)  
Post Office Box 884 Hagatña, Guam 96932  
Tel: (671) 475-1288/1249 \* Fax: (671) 477-3671



Christine W. Baleto  
Director  
Vincent P. Arriola  
Deputy Director

**HRD NO.: OG-17-500**

**NOV 16 2017**

**MEMORANDUM**

To: Personnel Services Administrator, Human Resources Division  
From: Personnel Specialist II, Classification and Pay Branch  
Subject: **Creation of Position**  
**RE: Invasive Species Coordinator**

*Buenas yan Håfa Adai!* This memorandum is respectfully requesting approval to create a new position and establish class specifications for the abovementioned position into the classified service. This is based on a request to create the position by the Department of Agriculture, Biosecurity Division dated June 26, 2017.

The Department of Agriculture seeks to create the new position as mandated by Public Law 31-43. The Invasive Species Coordinator is responsible for the coordination and communication between the Guam Invasive Species Council (GISC), the Biosecurity Division within the Department of Agriculture, other Government Agencies, Stakeholders, Nursery Associations, Private Landowners and others pursuing invasive species management and control.

In addition, the incumbent performs duties involved in developing specific programs related to invasive species management on Guam to include terrestrial, aquatic and marine species and recommends solutions to the GISC to mitigate environmental impacts and other problems caused by invasive species.

The creation of this position is vital for the prevention and spread of invasive species by developing and implementing eradication plans; allowing a more proactive approach and response to all issues including imports and exports of goods; educating the communities about invasive species and providing more public awareness.

The following is our recommended Hay Evaluation for the proposed positions:

**PROPOSED CREATION OF THE ACCOUNTABILITY AUDITOR SERIES**

<b>POSITION TITLE</b>	<b>KNOW-HOW</b>	<b>PROBLEM SOLVING</b>	<b>ACCOUNTABILITY</b>	<b>TOTAL POINTS</b>	<b>PAY GRADE</b>
<b>INVASIVE SPECIES COORDINATOR</b>	<b>E II 2 264</b>	<b>E 3 33% 87</b>	<b>D 3 C 115 (A2)</b>	<b>466</b>	<b>O</b>

This proposal will be posted on the DOA website for a period of 10 working days from November 20 to December 1, 2017, with a copy of the established specifications to be forwarded to the requesting department to be posted on their website. After the 10-day period has expired, the proposed job specification will be sent to the Director, Department of Administration and the Governor for his approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265 or 1123. *Dangkolo na Agradesimiento!*

A handwritten signature in blue ink, appearing to read 'RSantos', is centered on the page.

ROSEZETTE N.T. SANTOS

JUN 26 2017

*[Handwritten signature]*  
 24.26  
 DIRECTOR'S OFFICE



**Department of Agriculture  
 Dipårtamenton Agrikottura**

163 Dairy Road, Mangilao, Guam 96913



**Eddie Baza  
 Calvo  
 Governor**

Director's Office	300-7969; Fax 735-6569
Agricultural Dev. Services	300-7970/3
Animal Health	300-7964/5/6
Aquatic & Wildlife Resources	735-0281/3/4; Fax 734-3154
Forestry & Soil Resources	300-7975/6/7; Fax 734-6569
Plant Nursery	300-7974
Biosecurity Division	475-1427; Fax 477-9487

**Matthew L.G. Sablan  
 Director**

**Ray Tenorio  
 Lt. Governor**

**Jessie B. Palican  
 Deputy Director**

[www.guamagriculture.org](http://www.guamagriculture.org)

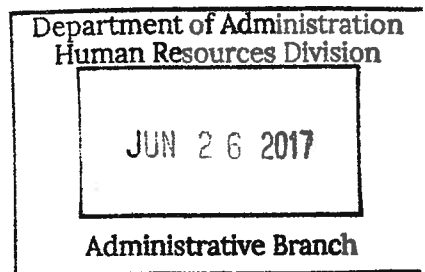
June 26, 2017

**MEMORANDUM**

**TO: Director, Department of Administration**

**FROM: Director**

**SUBJECT: Creation of Position**  
**RE: Invasive Species Coordinator**



***Bueñas yan Hafa Adai!*** This is a formal request to create the position of Invasive Species Coordinator (ISC) within the Department of Agriculture, Biosecurity Division. Dr. Russell Campbell is the Entomologist and oversees the division's administration and operations. The division currently does not have a position needed to assist the Guam Invasive Species Council and provide coordination with other governmental jurisdiction within the Pacific.

We are requesting to create the position since it was mandated by P.L. 31-43, along with authorizing the creation of the Biosecurity Division, which was completed by executive order of Acting Governor Ray Tenorio in Reorganization Advisory No. 8 on November 10, 2011.

The creation of the position is expected to play a major role in developing a broad program related to invasive species management on Guam. This broad invasive species program is anticipated to include both terrestrial and aquatic species. The position is responsible for communication and coordination with government agencies, private landowners, non-governmental organizations and others pursuing invasive species management and control.

The ISC would recommend solutions to the Guam Invasive Species Council (GISC) to mitigate environmental impacts and other problems caused by invasive species. The ISC will work with staff within the various Guam Invasive Species Council members' organization to address invasive species control and management issues. The ISC will assist with implementing best

management practices for prevention of spread of invasive species in all member departments, agencies or groups of the GISC and the Government of Guam.

The biggest challenge experienced by the newly created division is having the necessary personnel available to conduct administrative functions, inspections, field trappings, collections of invasive species i.e. (Rhinoceros Beetles, Fruit Flies, Black and Brown Widow Spiders, fire ants) etc...

According to the Global Invasive Species Database, Guam has 129 invasive species. Everyone knows about the devastation wrought by the brown tree snake, and how the coconut rhinoceros' beetles are destroying the islands coconut trees and palm trees.

The little fire ant and the greater banded hornet are more recent invaders that got a lot of attention. There are a host of lesser known invasive species, including vertebrates, plants, insects and diseases that threaten our island. Our Government and our Federal counterpart, the USDA have been stepping up to prevent importing and exporting of invasive species.

Since the creation of the division we have established funding for this position and others under the creation of the Invasive Species Fee Fund with Department of Administration Division of Accounts, Revenue Branch.

I hope that our request to create the Invasive Species Coordinator position within the Biosecurity Division is granted as it will greatly improve our ability to meet all of our mandates and service our island's growing population and businesses more efficiently.

The creation of this position is vital to helping the division and department be more proactive and responsive to all related issues that exist with expected future increases of incoming imports and exports. It is critical that the division has an Invasive Species Coordinator to be responsive to the needs of the Guam Invasive Species Council.

The creation of this position will also help the division in educating our communities about invasive species and provide more public awareness, and enforce all relevant laws, rules and regulations; both federal and state. I would like to thank you for your time and attention on this matter, and look forward to your favorable consideration to this request.

***Un Dangkolo na Agradesimiento!***



**MATTHEW L.G. SABLAN**

## **INVASIVE SPECIES COORDINATOR (PROPOSED)**

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### **NATURE OF WORK IN THIS CLASS:**

This is responsible work involved in developing specific programs related to invasive species management on Guam including terrestrial, aquatic and marine species.

Under general direction, this position independently performs professional duties in the coordination of the Guam Invasive Species Council (GISC) for the Department of Agriculture, Biosecurity Division. This position is responsible for the planning, designing, implementation, monitoring, and coordination of assigned project (s). The position is also responsible for communication and coordination between the GISC and Government Agencies, Stakeholders, Nursery Associations, Private Landowners, Non-Governmental Organizations and others in pursuing invasive species management and control.

### **ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)**

Serves as the Council Secretary for the GISC to carry out necessary communication and coordination as directed by the Council and performs related day to day operational activities within the Biosecurity Division.

Represents Guam and addresses regional issues through participation on the Regional Invasive Species Council.

Provides guidance and support necessary for the GISC to undertake and implement the Guam Invasive Species Management Plan to prevent the introduction of invasive species and the monitoring, control and eradication of invasive species throughout Guam.

## **INVASIVE SPECIES COORDINATOR (PROPOSED)**

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Acts as advisor to the GISC on the development and implementation of invasive species policies and practices to prevent the spread of invasive species.

Prepares and maintains all records, reports, and correspondence for the GISC and the Regional Invasive Species Council activities.

Provides advice and guidance on technical aspects of procedures, provide clarification of policy and to facilitate processes with regards to the Interagency Biosecurity Task Force Work Plan as directed.

Evaluates risks associated with introduction and spread of invasive species and provides scientific assistance and technical advice and guidance to the GISC.

Conducts analysis and assessments in developing invasive species strategies and management plans.

Develops and creates prevention protocols for invasive species at the borders.

Coordinates and manages data and information collection and develops databases to categorize trends of incursion of invasive species.

Updates the Guam Invasive Species database for inventory, record keeping, mapping and reporting.

Serves as a liaison and develops effective communication and coordination plans with government agencies, private landowners, non-governmental organizations and others pursuing invasive species management and control in the event of species detection.

Analyzes pathways and conveyances to limit the impacts on economic and environmental resources and recommend solutions to the GISC, Regional Invasive Species Council, National Invasive Species Council, and the Guam Invasive Species Advisory Committee.

## **INVASIVE SPECIES COORDINATOR (PROPOSED)**

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Collects information and prepares statistical reports from operational entities (i.e. Biosecurity Division, Customs and Quarantine Agency, UOG, Aquatic and Wildlife Division, etc.) for GISC.

Analyzes, prepares and submits statistical reports on invasive species to the GISC, Guam Invasive Species Advisory Committee, and the Executive and Legislative Branches of government for their use and disposition.

Gathers and submits recommendations from experts in specific fields of science pertaining to invasive species based on verified research.

Develops contingency and a Rapid Response Plan for invasive species control, eradication and mitigation. Ensures compliance with applicable Guam and federal plans, policies, regulations and guidelines.

Recommends budget and staffing requirements for management and research projects related to invasive species programs that the GISC may undertake.

Schedules meetings for sitting Council members and Advisory Committees with interagency voting and non-voting member agencies within the government (i.e EPA, GPA, GWA, PAG, GIAA, etc.)

Facilitate the development of an interagency monitoring plan and conduct activities, build partnerships and collaboration with community organizations, leaders and related agencies on invasive species programs.

Coordinates and conducts media and public education and outreach for the government, to the private sector and the community.

Performs related duties as required.

## **INVASIVE SPECIES COORDINATOR (PROPOSED)**

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### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles of ecology and conservation

Knowledge of the implementation of a multi-faceted natural resource- related project or program.

Knowledge of Guam's terrestrial, aquatic and/or marine Invasive Species.

Knowledge of the Guam Invasive Species database.

Knowledge of rules and policies pertinent to personnel safety and operational matters

Ability to manage, coordinate and implement plans with multiple government agencies and interest groups.

Ability to apply statistical theory; computer techniques; quantitative techniques; and other procedures including study design, statistical analysis and sampling methods.

Ability to apply pertinent laws, rules, regulations and other program guidelines

Ability to gather, evaluate and analyze data utilizing various tools; data collection management and relational databases; and recommend solutions.

Ability to establish and maintain effective working relationships with managers, staff, representatives of governmental, professional and community organizations, and the general public.



**INVASIVE SPECIES COORDINATOR  
(PROPOSED)**

Skilled in problem solving, decision making, and interpersonal management in accordance with appropriate program guidelines.

Skilled in organization, leadership, public relations and communications.

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) Four years of progressively responsible specialized experience in the applicable fields of ecology, entomology, plant pathology, weed science, botany, wildlife, or forestry; and graduation from a recognized college or university with a Bachelor's degree in Agriculture, Biology, Ecology or related field; or
  
- (B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills

**ESTABLISHED:      NOVEMBER 2017**  
**FLSA:                EXEMPT**  
**PAYGRADE:        O**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>E II 2</b>	<b>264</b>
	<b>PROBLEM SOLVING:</b>	<b>E 3 (33%)</b>	<b>87</b>
	<b>ACCOUNTABILITY:</b>	<b>D 3 C</b>	<b><u>115</u></b>
	<b>TOTAL POINTS:</b>		<b>466</b>

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**CHRISTINE W. BALETO, Director**  
**Department of Administration**

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**EDDIE BAZA CALVO**  
**Governor of Guam**

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION (PROPOSED)

Official Position Title: <b>INVASIVE SPECIES COORDINATOR</b>	Official Position No.:
Job Location: <b>DEPARTMENT OF AGRICULTURE</b> (Department/Agency)	<b>BIOSECURITY DIVISION</b> (Division)
<b>INVASIVE SPECIES</b> (Section/Unit)	
Name: _____	
Last	First
Middle Initial	
Pay Grade: <u> O </u> <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified <input type="checkbox"/> Position Vacant
Supervisor: <b>DR. RUSSELL K. CAMPBELL</b> (Name of Direct Supervisor)	<b>ENTOMOLOGIST</b> Title of Supervisor

### II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.
	(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important.
	Mark (√ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)
	Serves as Council Secretary for the Guam Invasive Species Council (GISC) and a Guam representative to the Regional Invasive Species Council, National Invasive Species Council and the Guam Invasive Species Advisory Committee.
	Provides professional scientific assistance on invasive species to members of the GISC and performs related day to day operational coordination.
	Schedules meetings for sitting council members and Advisory Committee with interagency voting and non-voting member committees within the government (i.e. EPA, GPA, GWA, PAG, GIAA, etc.) on reported and recorded invasive species issues.
	Provide professional scientific assistance through research, analysis, and collection of data for reporting and projecting plans
	Collect information and prepare statistical reports from operation entities (i.e. Biosecurity Division, Customs & Quarantine Agency, UOG, Aquatic and Wildlife Division, etc.)
	Develop contingency and Rapid Response plan for invasive species control, eradication and mitigation
	Develop and create prevention protocol for invasive species at the borders
	Develop specific program related to invasive species management to including terrestrial, aquatic and marine species
	Prepare and maintain all records, reports, and correspondence for the GISC and the Regional Invasive Species Council
	Coordinate and develop database to categorize trends of incursion of invasive species.
	Analyze pathways and conveyances to limit the impact on economic and environmental resources.
	Prepare, analyze, provide statistical data reports on invasive species and provide recommendations to the GISC, Regional Invasive Species Council, National Invasive Species Council Guam Invasive Species Advisory Committee, and the Executive and Legislative Branches of government for their use and disposition
	Gather recommendations from experts in specific fields of science pertaining to invasive species and submits recommendations based upon verified research.
	Prepare and recommend budget and staffing requirements for various projects
	Schedule and oversee the Guam Invasive Species Council website
	Coordinate and conducts media and public education outreach for the government and private sectors

	<b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that may be performed, as assigned.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

<b>A. Within your department / agency. Mark (X or √) one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%
<b>B. Outside your department / agency. Mark (X or √)</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Computer	
Telephone	
Photo Copying Machine	
Multimedia Projector	

**VII. JOB REQUIREMENTS**

Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**A. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

<p><b>1. WORK EXPERIENCE:</b> List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."</p>
<p><input type="checkbox"/> No work experience is required.</p>
<p>General:</p>
<p>Specialized: Four (4) years of specialized experience in invasive species management (ecology, entomology, plant pathology, weed science, botany, wildlife, forestry, etc.)</p>
<p>Supervisor / Management:</p>
<p>If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.</p>
<p><b>2. FORMAL EDUCATION OR TRAINING:</b> Mark (✓ or X) the <b>most</b> applicable education level required.</p>
<p>a. <input type="checkbox"/> Below High School – Show Number of Years</p>
<p>b. <input type="checkbox"/> High School Graduation / GED</p>
<p>c. <input type="checkbox"/> Vocational / Technical School</p>
<p>Show specific training that is required by this position.</p>
<p>_____</p>
<p>_____</p>
<p>_____</p>
<p>_____</p>

d.  Some College

Show number of  Semester Hours \_\_\_\_\_ or  Quarter Hours \_\_\_\_\_.

Show specific courses required by the essential functions of this job.

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e. College Degree (Show major area of study required.)

Associate's : \_\_\_\_\_

Bachelor's: Agriculture, Biology or Ecology

Master's: \_\_\_\_\_

Beyond Masters: \_\_\_\_\_

**3. CRITICAL SKILLS / EXPERTISE:** List specialized skills or specialization needed to perform essential functions.

Skill in the management of employees.

**4. LICENSE, REGISTRATION OR CERTIFICATION:**

List possession of required license, professional registration/certification needed to perform essential functions.

Valid Driver's License

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

**1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | Sitting                  | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.          |
| <input type="checkbox"/>            | Sitting                  | Employee is required to sit for extended periods or time without being able to leave the work area.                    |
| <input type="checkbox"/>            | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/>            | Climbing                 | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                           |
| <input type="checkbox"/>            | Lifting                  | Employee is required to raise or lower objects from one level to another regularly.                                    |
| <input type="checkbox"/>            | Pulling and/or Pushing   | The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee. |
| <input type="checkbox"/>            | Carrying                 | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).               |
| <input type="checkbox"/>            | Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                     |
| <input type="checkbox"/>            | Stooping and Crouching   | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.               |
| <input type="checkbox"/>            | Crawling                 | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.         |

- Speaking      The job requires expressing ideas by the spoken word.
  - Listening      The job requires the perception of speech or the nature of sounds in the air.
  - Other      Describe the requirement.
- 
- 
- 

**2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.**

- General Intelligence (typical requirement for machine operators, office staff, etc.)
  - Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
  - Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
  - Verbal Intelligence (typical for counselors, customer service representatives, etc.)
  - Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
  - Other:
- 
- 
- 

**3. The job's most appropriate work environment and the weather exposure.**

Show what percent of a typical workday is spent.  
(Select one response only)

- 90 %    Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- %    Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 10 %    Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- %    Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions**

Mark (X or ✓) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- %    Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
  - %    Vibration (i.e., operating jackhammer, impact wrench).
  - %    Noise (Exposure at a level enough to cause hearing loss or fatigue).
  - %    An improperly illuminated or awkward and confining work space.
  - %    Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
  - %    Lifting or carrying items or objects. Describe item/object and weight:
- 
- 
- %    Heat. Describe source and degree of high temperature.

\_\_\_\_\_ % Cold. Describe source and degree of cold temperature:  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ % Other hazards. Describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

**C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.**

Regular – Standard Eight (8) hours daily, Monday – Friday

Irregular – Shift work – A 24-hour work operation.

Regular / Irregular – Overtime hours with overtime pay entitlement  
 State Purpose and Total Hours required per pay period:  
 \_\_\_\_\_  
 \_\_\_\_\_

Regular / Irregular – Overtime hours without overtime pay entitlement  
 State Purpose and Total Hours required per pay period:  
 \_\_\_\_\_  
 \_\_\_\_\_

The information given on this position is complete and correct.

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ ] Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Russell K. Campbell Ph.D.  
Russell K. Campbell PhD  
Signature of Immediate Supervisor

11-16-2017  
Date

Matthew L. G. Sablan  
Matthew L. G. Sablan  
Signature of Department/Agency Head

11/16/17  
Date



IX.

**Human Resources Office Review:**

Date: 10/02/17

Reviewed by: Personnel Specialist II  
Position Title

Rosezette Santos  
Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

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Approved by: \_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date