December 11, 2020

HRD No: 20-1360

MEMORANDUM

TO: Personnel Services Administrator, Human Resources Division

FROM: Personnel Specialist III, Classification and Pay Branch

SUBJECT: Notice of Proposed Creation

RE: Paratransit/Fixed Route Transit Driver

Buena's yan Háfa Adai! This is written to respectfully request approval for the creation and establishment of job specifications for the "Paratransit/Fixed Route Transit Driver" position, into the classified service of the government of Guam. This request is based on the correspondence received from the Guam Regional Transit Authority (GRTA), dated June 30, 2020.

In their June 30, 2020 correspondence, GRTA requested to “amend” the existing Bus Driver for Individuals with Disabilities (BDID) job specifications. However, based upon our review of the information provided, and in light of the fact that the BDID is a "shared" position that may be utilized by other government of Guam departments/agencies, it is our recommendation to create a new position entitled "Paratransit/Fixed Route Transit Driver," and incorporate duties and responsibilities designed to meet the needs of GRTA.

The creation of the Paratransit/Fixed Route Transit Driver is necessary in providing safe and reliable transportation for GRTA customers by operating mini-buses and other vehicles, designed for wheel chairs and other medical or mobility equipment, in non-emergency transporting of persons with disabilities and others, to and from pre-determined locations, such as medical appointments and other quality of life destinations.

Accordingly, the Classification Branch recommends the following Hay Evaluation:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>KNOW-HOW</th>
<th>PROBLEM SOLVING</th>
<th>ACCOUNTABILITY</th>
<th>TOTAL POINTS</th>
<th>PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paratransit/Fixed Route Transit Driver</td>
<td>C-1 3 115</td>
<td>C 3 25% 29</td>
<td>C N III 38</td>
<td>182</td>
<td>H</td>
</tr>
</tbody>
</table>

Upon approval of this request, the Classification Branch will cause copies of the attached proposed job specifications to be posted on the Department of Administration and GRTA’s...
Memorandum to Personnel Services Administrator

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respective websites, for a period of ten (10) work days (Saturdays, Sundays and government of Guam holidays excepted) [4 GCA §6303(c)(2)]. Additionally, electronic copies will be provided to the various local media [4GCA §6303.1(a)].

We look forward to your response. If you have any questions or require further information, please do not hesitate to contact the Classification Branch at 475-1131/1201/1265. Dângkolo na Agradesimiento!

CATHARINE L.I.P. BORJA

Attachments

[✓] APPROVED

[ ] DISAPPROVED

SHANE G.L. NGATA, Personnel Services Administrator
Human Resources Division
Date: 12/10/2020
June 30, 2020

Mr. Edward M. Bin
Director, Department of Administration
590 South Marine Corps Drive
ITC Building, Suite 215
Tamuning, Guam 96913

Buenas yan Hafa Adai!

As we proceed to hire more Bus Drivers and Customer Service Representatives, I would like to request that the Dispatcher position be reinstated and amended to read Transit Dispatcher/Scheduler and that the Bus Driver for Individuals with Disabilities be amended to read Transit Bus Driver.

Attached you will find our updated position description for both positions and if possible, I would like to request that the salary for the Transit Bus Driver be adjusted to I-01, $28,595, due to the training that is required by FTA and the certifications that they must maintain in order to drive.

It is my intent that the Customer Service Representatives currently working with us be transitioned into the new Position Title. It is also my intent to submit our request for recruitment for both positions under a Classified Limited Term Appointment upon your approval.

Thank you for your time and consideration. I look forward to your favorable decision. Should you require additional information or have any questions please feel free to contact me.

Senseramente,

CELESTIN C. BABAUTA
NATURE OF WORK IN THIS CLASS:

Employees in this class perform skilled work in the operation of buses and/or vans designed for wheelchairs and other medical or mobility equipment in non-emergency transport of persons with disabilities and others to and from pre-determined locations.

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

Utilizes technology to operate Transportation Management System using tablet to manage paratransit riders manifest and data gathering requirements mandated by the Federal Transit Administration.

Performs pre/post daily operational inspection; cleans and services assigned vehicle and reports mechanical repairs as required.

Operates various ADA compliant buses and vans, as assigned, safely, in all types of weather and traffic conditions.

Transports individuals with disabilities and other riders according to driver daily manifest, which includes designated pick-up and drop-off locations and times.

Assists paratransit riders in boarding and exiting paratransit vehicles safely; assists passengers in fastening wheelchairs and other medical and mobility equipment safely.

Collects bus fare cash and/or tickets of paratransit and fixed route riders.

Ensures proper two-way radio etiquette at all times.

Notifies dispatch of passenger issues, service delays, accidents incidents, unusual occurrences and bus mechanical/electrical trouble.

Ensures discipline, safety, and comfort of passengers; enforce rules and regulations on the bus.

May provide briefing to riders as required.

Receives on-the-job training in first-aid, passenger discipline, defensive driving, passenger assistance, and other training as required.

Affords riders with safety supplies and materials to ensure their safety from diseases and medical dilemmas.

May perform other assigned duties directed by the leadership and management of Guam Regional Transit Authority.
MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of transit operations.

Knowledge of the traffic laws, regulations and safe driving practices.

Knowledge of Guam’s geographical locations: major routes, village names, street names, businesses, and familiar landmarks.

Ability to maintain discipline, safety and comfort of passengers.

Ability to analyze changing situations in the field and provide timely solutions.

Ability to learn and apply rules, regulations practices and procedures of para/transit service operations.

Ability to drive long hours.

Ability to apply safe driving practices on the job.

Ability to assist hearing/visually impaired passengers.

Ability to learn and apply first-aid to passengers when required.

Ability to make sound decisions and exercise good judgment in stressful conditions.

Ability to work harmoniously with employees and the general public.

Ability to communicate clearly and effectively, orally and in writing.

Must be able to work on various shifts, non-traditional hours, and holidays.

Skill in the safe operation of buses and vans.

MINIMUM EXPERIENCE AND TRAINING:

(a) One (1) year experience in the operation of light automotive equipment to include experience in the operation of lifts/ramps for persons with disabilities, and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam Driver's License with D and/or G endorsements.

Must successfully complete the passenger assistance training within six (6) months of hire as a condition for continued employment.

May require completion of American Red Cross First Aid Training or other nationally recognized first aid certification training course.

May require Medial Certificate (D.O.T)

Must possess Traffic Clearances.

ESTABLISHED: DECEMBER, 2020

PAY GRADE: H

HAY EVALUATION: KNOW-HOW: C-I 3 115
PROBLEM SOLVING: C 3 25% 29
ACCOUNTABILITY: C N III 38
TOTAL POINTS 182

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam
# Position Description Questionnaire

## I. IDENTIFICATION

<table>
<thead>
<tr>
<th>Official Position Title</th>
<th>PARATRANSIT/FIXED ROUTE TRANSIT DRIVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Location</td>
<td>GUAM REGIONAL TRANSIT AUTHORITY</td>
</tr>
<tr>
<td>Name</td>
<td>____________________________</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>[ X ] Classified</td>
</tr>
<tr>
<td>Supervisor</td>
<td>CELESTIN C. BABAUTA</td>
</tr>
</tbody>
</table>

## II. DESCRIPTION OF DUTIES

**ESSENTIAL FUNCTIONS:** Organize and list duties and responsibilities that MUST 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: [ ] (1), [ ] (2), [ X ] (3)

- Performs daily pre/post operational inspection and generates discrepancy reports on all vehicle problems requiring repairs.
- Assists in cleaning and sanitizing assigned vehicle.
- Operates various ADA vehicles – buses and vans - in all types of weather and traffic conditions.
- Transports individuals with disabilities according to driver manifest from their pickup locations to their designated destinations and return.
- Briefs riders on proper boarding and disembarkation procedures of ADA compliant vehicles.
- Assists paratransit riders while boarding and disembarking from the vehicles.
- Performs mandatory measures in securing wheel chair riders and those with disability devices on vehicles.
- Adheres to bus fare collection procedures from paratransit and fixed route riders.
- Follows proper two-way radio etiquette at all times.
- Communicates with dispatchers at the Transit Management Center regarding passenger issues, service delays, accidents, incidents, unusual occurrences and bus mechanical/electrical trouble.
- Ensures discipline, safety and comfort of passengers while transporting riders.
- Transports fixed route riders in accordance with scheduled pickup times at their designated bus stops.

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

- May assist with Office support.
- May assist with Grounds Maintenance Support.
- May assist other GRTA staff who may need help in performing their tasks.

June 29, 2007
III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:

[ ] None  [ ] Up to 15% of total working hours  [X] Over 50%
[ ] 15 – 50% of total working hours

B. Outside your department / agency. Mark (X or √)

[ ] None  [ ] Up to 15% of total working hours  [X] Over 50%
[ ] 15 – 50% of total working hours

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

[ ] Detailed and specific instructions / procedures received or followed for each assignment.

[X] 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.

[ ] 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.)

[ ] 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.

<table>
<thead>
<tr>
<th>Number Supervised</th>
<th>Position Title</th>
<th>Description of Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>TOOLS / EQUIPMENT</th>
<th>PERCENT (%) OF TIME FOR EACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliant Vehicles</td>
<td>100%</td>
</tr>
<tr>
<td>Tablets/Computers</td>
<td>90%</td>
</tr>
<tr>
<td>Calculator</td>
<td>40%</td>
</tr>
<tr>
<td>Map application software (rel: Google maps)</td>
<td>50%</td>
</tr>
</tbody>
</table>

June 29, 2007
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.

1. WORK EXPERIENCE: 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.”

[ ] No work experience is required.

Specialized: Proficiency in Passenger Assistance, Safety and First Aid and Buddy Care

Supervisor / Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING:

[✓] Mark (✓ or X) the most applicable education level required.

a. [ ] Below High School – Show Number of Years

b. [ ] Vocational / Technical School

Must be at least 21 years of age.

Minimum one (1) year experience in the operation of light automotive equipment.

Minimum one (1) year experience in transportation field.

Knowledge and/or capability of understanding the street geography of the island of Guam: major landmarks, major routes, alternate routes,

Minimum one (1) year experience in operation of lifts/ramps.

c. [ ] Some College

Show number of [ ] Semester Hours _____ or [ ] Quarter Hours _____.

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

----------------------------------------

June 29, 2007
e. College Degree (Show major area of study required.)

- [ ] Associate's: ________________________________
- [ ] Bachelor's: __________________________________
- [ ] Master's: __________________________________
- [ ] Beyond Masters: ______________________________

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

4. LICENSE, REGISTRATION OR CERTIFICATION:
List possession of required license, professional registration/certification needed to perform essential functions.

- Possess a Valid driver's license with a D and/or G endorsements.
- Possess a current Medical Certificate (D.O.T.)

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

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

- [X] Sitting  The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- [ ] Sitting  Employee is required to sit for extended periods or time without being able to leave the work area.
- [X] Sitting/Standing/Walking  The employee is required to sit, stand, walk most of the time.
- [ ] Climbing  Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- [ ] Lifting  Employee is required to raise or lower objects from one level to another regularly.
- [ ] 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.
- [ ] Carrying  The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- [X] Reaching  The employee is regularly required to use the hands and arms to reach for objects.
- [X] Stooping and Crouching  The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- [ ] 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.
- [X] Other  Describe the requirement.

The employee is required to pull, push Persons with Disabilities using wheelchair, mobility device 100 lbs. or more.

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.
[X] General Intelligence (typical requirement for machine operators, office staff, etc.)

[ ] Motor Coordination Skills (typical for automotive mechanic, painter, etc.)

[X] Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)

[X] 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)

- **%** 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.)
- **95 %** 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 v) if none of the following is applicable.

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

- **30 %** 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 bearing loss or fatigue).
- **30 %** 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).
- **40 %** Lifting or carrying items or objects. Describe item/object and weight:
  - 15 - 25 lbs. Riders bags, shopping bags, shopping supplies or walkers.

- **%** 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.

[X] Mark (X or √) if not applicable.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>FREQUENCY OF EXPOSURE</th>
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<tbody>
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</table>

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.

[X] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

Shift Work, 8 hours or more daily, 5-6 days a week except observed Holidays, may have some Overtime entitlement

[ ] 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

<table>
<thead>
<tr>
<th>a. (1) Has the employee correctly stated his or her official payroll position title?</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>(2) If not, what is the correct title?</td>
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<thead>
<tr>
<th>b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>(2) If not, what additions, deletions or corrections should be made? <em>(Refer to block and page)</em></td>
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</tbody>
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<table>
<thead>
<tr>
<th>c. What positions under your supervision perform the same essential functions Give name and title:</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>None</td>
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<th>d. Does this position require (mark one)</th>
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<th>e. Does the employee participate in (mark those appropriate) the</th>
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<tr>
<td>N/A</td>
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<th>f. The employee (mark one)</th>
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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.

Celestin C. Babauta, Interim Executive Manager

Signature of Immediate Supervisor

Celestin C. Babauta, Interim Executive Manager

Signature of Department/Agency Head

Date

09/03/20

09/03/20

June 29, 2007