



I GOBETNON GUAHAN

GUAM ETHICS COMMISSION *Kumision Dinisiplina I Guåhan*

Resolution No. 1

We, the members of the Guam Ethics Commission, hereby resolve to create a new job position for the Guam Ethics Commission Executive Director:


In doing so, the Commission agrees to adopt the pay grade recommended by the Department of Administration for the executive director's pay scale as Executive Grade E-T.

The position is in the unclassified service of the Executive Branch of the Government of Guam. The Ethics Director is recommended by the Ethics Commission, appointed by the Governor, with the advice and consent of the Legislature.

The Executive Director works under the supervision of the Commission and through the administrative guidance of the Chairperson, and exercises executive and administrative authority as delegated by the Commission. The Executive Director also supervises the professional and support staff of the Commission in accordance with established duties and responsibilities, and within this context, oversees the operations, programs and activities of the Commission. The Executive Director provides technical and logistical support to the Ethics Commissioners in the performance of their duties and responsibilities.

Attached, for reference, is the approved minimum requirements and job duties.

Hereby approved and adopted by:


Shannon J. Murphy, Chairwoman


Marilyn Borja, Vice Chairwoman


Christopher Cruz, Member


Margaret Tyquengco, Member


Dr. Robert Jack, Member

Date approved: December 21, 2020

Executive Director (Unclassified) for the Guam Ethics Commission

NATURE OF WORK IN THIS CLASS:

Administers the program and activities of the operations of the Guam Ethics Commission as described within Title 4, Chapter 15, Article 3 and 4.

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.)

- Plans, organizes, directs, administers, and coordinates the overall activities of the Offices of the Ethics Commission.
- Represents the Ethics Commission before the Governor, Legislature, government agencies, and community groups.
- Consults and advises government agencies on personnel matters as they pertain to the Ethics programs and activities.
- Coordinates and facilitates oral and written communications and reports.
- Provides logistical support to the Ethics Commission during hearings and other adjudications.
- Administers Ethics research programs and makes appropriate recommendations for improving personnel procedures and policies.
- Initiates and implements new procedures, policies, and programs to promote, perfect and protect the Ethics Commission.
- Gathers information and attends to correspondence in the Office of the Ethics Commission.
- Solicits legal opinions on personnel rules, statutes and policies, procedures and other related matters.
- Develops and maintains rapport with departments and agencies, the Legislature, and the public.
- Coordinates and directs investigations of employment conditions in the Government of Guam and post audits of personnel actions.
- Represents the Ethics Commission at conferences, meetings and Legislative hearings.
- Evaluates and analyzes the Ethics programs for effectiveness and efficiency.
- Plans, analyzes, prepares, submits and justifies the Ethics Commission's budget to the Governor and the Legislature.
- Schedules Ethics Commission meetings and hearings for the Commission.
- Plans and conducts meetings and conferences with government agencies in the fundamental practices and guidelines of the Ethics Commission.

Executive Director (Unclassified) for the Guam Ethics Commission

- Performs other related work as required by the Ethics Commission and the Office of the Ethics Commission.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work independently with high integrity and transparency.
- Ability to plan, evaluate, and execute the organization's mission.
- Ability to manage and lead at all levels of the organization from the board to the front office.
- Ability to communicate within the organization, whether in person, over the phone, or online, and to be able to work cooperatively with other public and private organizations and the general public.
- Demonstrate a strong commitment to staying organized and being able to set and meet deadlines.
- Strong financial management, record keeping, analysis and the ability to objectively report on the progress and status of the organization.

MINIMUM EXPERIENCE AND TRAINING:

- A bachelor's degree or the equivalent from a US accredited institution with seven (7 years) management experience or:
- A master's degree or the equivalent from a US accredited institution with five (5) years management experience.

NECESSARY SPECIAL QUALIFICATIONS:

N/A

ESTABLISHED:

 12-21-2020
Chairwoman
GUAM ETHICS COMMISSION