

**NATURE OF WORK IN THIS CLASS:**

This is a trainee position that is established and utilized via a Cooperative Apprenticeship Program Agreement in a specific trade or occupation between the Guam Department of Labor and a sponsoring line or autonomous department or agency. Apprentices are employed and compensated as stipulated in the program agreement or as determined by the Director of Administration.

Employees in this class participate in on-the-job training or specific work processes in a particular trade or occupation and attend trade or occupation-related academic classes on a regular basis. A certificate of completion is awarded upon satisfactory completion of both the on-the-job training and academic program requirements.

**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.)

Participates in specific work processes or on-the-job training and evaluation in a particular trade or occupation involving safety, organizational policies and procedures, and any other job-related duty or activity as assigned.

Attends trade or occupation-related academic classes on a regular basis.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to follow oral and written instructions.

Ability to meet hard deadlines and work or study to strict schedules.

Ability to troubleshoot, problem-solve, and/or think critically.

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

Ability to learn work processes and/or assigned tasks readily and to adhere to prescribed procedures.

Ability to work effectively with employees and the public, and as part of a team.

Willingness to put in the extra time and effort to build and gain the required knowledge and experience to complete program requirements.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from High School or its Equivalency.

**NECESSARY SPECIAL QUALIFICATIONS:**

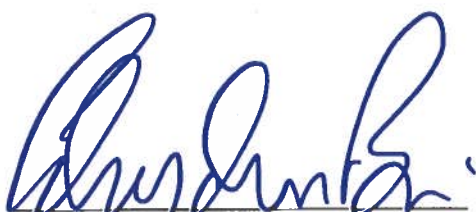
Depending on the trade or occupation, applicant must meet established job-related requirements stipulated in the cooperative program agreement.

**ESTABLISHED:** September 8, 2023

**PAYGRADE:** E (GPP)

**STATUTE:** (If applicable)

|                        |                         |                  |                  |
|------------------------|-------------------------|------------------|------------------|
| <b>HAY EVALUATION:</b> | <b>KNOW-HOW:</b>        | <b>B I 1</b>     | <b>87</b>        |
|                        | <b>PROBLEM SOLVING:</b> | <b>B 2 (19%)</b> | <b>16</b>        |
|                        | <b>ACCOUNTABILITY:</b>  | <b>B N II</b>    | <b><u>19</u></b> |
|                        | <b>TOTAL POINTS</b>     |                  | <b>122</b>       |



EDWARD M. BIRN, Director  
Department of Administration



JOSHUA F. TENORIO  
ACTING GOVERNOR OF GUAM

LOURDES A. LEON GUERRERO  
Governor of Guam

**NATURE OF WORK IN THIS CLASS:**

This is a trainee position that is established and utilized via a Cooperative Apprenticeship Program Agreement in a law enforcement occupation between the Guam Department of Labor and a sponsoring line department or agency. Apprentices are employed and compensated as stipulated in the program agreement or as determined by the Director of Administration.

Employees in this class participate in on-the-job training or specific work processes in law enforcement and attend law enforcement-related academic classes on a regular basis. A certificate of completion is awarded upon satisfactory completion of both the on-the-job training and academic program requirements.

**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.)

Participates in specific work processes or on-the-job training and evaluation in law enforcement involving safety, organizational policies and procedures, and any other job-related duty or activity as assigned.

Attends law enforcement-related academic classes on a regular basis.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to follow oral and written instructions.

Ability to meet hard deadlines and work or study to strict schedules.

Ability to troubleshoot, problem-solve, and/or think critically.

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

Ability to learn work processes and/or assigned tasks readily and to adhere to prescribed procedures.

Ability to work effectively with employees and the public, and as part of a team.

Willingness to put in the extra time and effort to build and gain the required knowledge and experience to complete program requirements.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from High School or its Equivalency.

**NECESSARY SPECIAL QUALIFICATIONS:**

Applicant must meet established age, physical fitness, certification and/or any other specific job-related law enforcement requirements stipulated in the cooperative program agreement.

APPRENTICE (Law Enforcement)

11.031

**ESTABLISHED:** September 8, 2023

**PAYGRADE:** F (L21PP)

**STATUTE:** (If applicable)


**HAY EVALUATION:**

|                         |           |            |
|-------------------------|-----------|------------|
| <b>KNOW-HOW:</b>        | B I 2     | 100        |
| <b>PROBLEM SOLVING:</b> | B 2 (19%) | 19         |
| <b>ACCOUNTABILITY:</b>  | B N II    | <u>22</u>  |
| <b>TOTAL POINTS</b>     |           | <b>141</b> |



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EDWARD M. BIRN, Director  
Department of Administration



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JOSHUA F. TENORIO  
ACTING GOVERNOR OF GUAM

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LOURDES A. LEON GUERRERO  
Governor of Guam



**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Telephone (Telifon): (671) 475-1101/1250



*SM  
09/08/23*

September 8, 2023

HRD No.: 23-261B

MEMORANDUM

To: Governor of Guam

From: Director, Department of Administration

Subject: Creation of Positions  
RE: Apprentice and Apprentice (Law Enforcement)

*2023-19915*  
OFFICE OF THE GOVERNOR  
CENTRAL FILES  
Evelyn Fejeran  
RECEIVED BY  
TIME *4:10* *9-13-23*

*Buenas yan Hafa Adai!* This is to request your approval to create the Apprentice and Apprentice (Law Enforcement) positions in the classified service. This request is based on the Cooperative Apprenticeship Program Agreement received from the Department of Agriculture (AGRI), dated February 10, 2023.

There is no generally established trainee position currently, especially one that matches the job description stipulated in the Standards of Apprenticeship program administered by the Guam Department of Labor. There currently exists trainee positions that are specific to a trade or a specific occupation, especially in law enforcement; however, the proposed positions to be created are intended to align with the specific training and education requirements of a Cooperative Apprenticeship Program Agreement that is developed between the Guam Department of Labor and any line or autonomous department or agency for an appropriate position. The proposed job standards are expected to match the needs of all program requirements, especially law enforcement which has age, physical agility and other testing requirements.

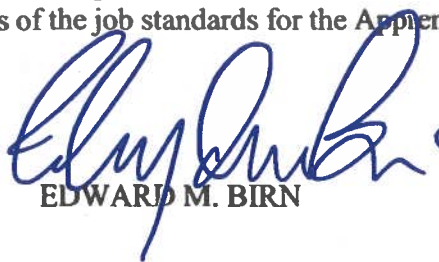
The recommended job evaluation for the Apprentice and Apprentice (LE) positions are as follows:

| POSITION TITLE  | KNOW-HOW  | PROB-SOLVING | ACCOUNTABILITY | TOTAL POINTS | PAY GRADE |
|-----------------|-----------|--------------|----------------|--------------|-----------|
| Apprentice      | B I 1 87  | B 2 (19%) 16 | B N II 19      | 122          | E (GPP)   |
| Apprentice (LE) | B I 2 100 | B 2 (19%) 19 | B N II 22      | 141          | F (L21PP) |


Pursuant to 4 GCA §6303(c)(2), transparency and disclosure requirements for creating positions have been fulfilled as follows:


- Department of Administration Website Posting – 08/10/2023 through 08/30/2023.
- Department of Agriculture – 08/17/2023 through 08/30/2023.
- Notification of media via electronic submission – 08/10/2023.

If you have any questions or require further information, please contact Mr. Shane G.L. Ngata, Personnel Services Administrator at 475-1288/1174. Copies of the job standards for the Apprentice and Apprentice (LE) positions are attached. *Si Yu'os Ma'ase!*

  
EDWARD M. BIRN

Attachments

APPROVED 

 JOSHUA F. TENORIO  
ACTING GOVERNOR OF GUAM  
LOURDES A. LEON GUERRERO,  
Governor of Guam

Date: