



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Telifon): (671) 475-1174/1201 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

October 26, 2023

HRD No.: 23-425

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Notice of Proposed Creation of Position
RE: Procurement Counsel

Buenas yan Hafa Adai! This is to request your approval to prepare the proposed creation of the Procurement Counsel pursuant to 5GCA Sub-article 8, Creation of the General Services Agency, § 5118 and 7GCA Chapter 9A, Attorney Admission and Discipline, §§ 9A114 and 9A114A. The Department of Administration may employ an attorney to assist the General Services Agency.

Pursuant to statute, the Procurement Counsel shall assist and advise the Chief Procurement Officer on all civil matters in which the General Services Agency is legally interested, provided that the Office of the Attorney General shall represent the General Services Agency. The attorney shall provide technical assistance to the Guam Procurement Advisory Counsel, and shall assist with the preparation of any legislation, rules or regulations. The incumbent procurement advisor shall be designated as the procurement counsel.

The recommended job evaluation for the Procurement Counsel is as follows:

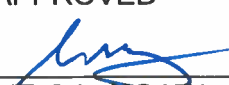
POSITION TITLE	KNOW-HOW	PROBLEM-SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Procurement Counsel	F II 3 350	E 4 (43%) 152	E 3 C 175	677	Lvl 4 (ATTY)

Upon approval of this request, the Classification Branch will post the proposed job specifications on the Department of Administration's website for a period of ten (10) work days pursuant to 4 GCA §6303(c)(2) for comments. Additionally, electronic copies will be provided to the various local media outlets.

Should you have any questions or require further information, please do not hesitate to call on me or the Classification and Pay staff. *Si Yu'os Ma'ase!*


RAMON T. LIZAMA

Attachments

<input checked="" type="checkbox"/> APPROVED  <hr/> SHANE G.L. NGATA, PSA Human Resources Division Date: 10/26/23
--

DRAFT as of 10/26/23

NATURE OF WORK IN THIS CLASS:

This position assists and advises the Chief Procurement Officer on all civil matters affecting the operations of the General Services Agency (GSA), except that the Office of the Attorney General is the representative of record in litigations.

The employee in this class is responsible for providing technical assistance to the Guam Procurement Advisory Council and shall assist with the preparation of any legislation, rules or regulations.

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.)

Counsels on government contracts and disputes, including bid protests, contract claims, investigations and disclosures, litigation and appeals.

Conducts legal research and prepares written analysis on relevant topics; briefs the Chief Procurement Officer on legal conclusions derived from comprehensive legal research.

Formulates and/or administers contracts; works on modifying existing contracts and takes corrective actions; handles contract claims and appeals.

Assists in GSA's response to bid protests; serves as counsel of record and leads in the development of strategy in bid protests.

Prepares legislation, rules or regulations governing procurement and government contracts.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of procurement, government contracts, and environmental law.

Governance and legal jurisprudence.

Analytical mindset and problem-solving ability.

Ability to interpret and apply pertinent laws, regulations, and policies; and make decisions in accordance with appropriate program guidelines.

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

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

Research, organizational, and leadership skills.

DRAFT as of 10/26/23

MINIMUM EXPERIENCE AND TRAINING:

Eight (8) or more years of progressively responsible experience as a licensed attorney including two years of substantive experience in procurement/government contracts law and some experience in environmental law, and graduation from a law school accredited by the American Bar Association.

NECESSARY SPECIAL QUALIFICATIONS:

1. Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing; and
2. Authorization from the Guam Board of Law Examiners to practice temporarily (without admission to the Bar of Guam) pursuant to the special provisions for Government Attorneys (7GCA, Chapter 9, §§ 9A114 and 9A114A).

ESTABLISHED:

PAYGRADE: Level 4 (ATTY)

STATUTE: 5GCA, Chapter 5, § 5118

HAY EVALUATION:	KNOW-HOW:	F II 2	350
	PROBLEM SOLVING:	E 4 (43%)	152
	ACCOUNTABILITY:	E 3 C	<u>175</u>
	TOTAL POINTS		677

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam