

GOVERNMENT OF GUAM  
OFFICE OF THE GOVERNOR  
AGANA, GUAM

EXECUTIVE ORDER NO. 80-10

SALARY SURVEY AND CLASSIFICATION STUDY IMPLEMENTATION  
POLICY AND PROCEDURES

WHEREAS, Executive Order No. 78-41 relative to the implementation of the Government of Guam Salary Survey and Classification Task Force was promulgated on December 12, 1978; and

WHEREAS, Executive Order No. 79-14 effected a moratorium on the implementation of the classification and pay recommendations of the Salary Survey and Classification Task Force because of extreme financial constraints of the Government of Guam; and

WHEREAS, further delay on the implementation of the study would have severe adverse effects on the morale of deserving employees; and

WHEREAS, on March 4, 1980, I submitted a bill to the Guam Legislature requesting appropriation, among other things, to implement the Salary Survey and Classification Study; and

WHEREAS, on August 4, 1980, the Guam Legislature duly passed Bill No. 955 to implement the recommendations of the Salary Survey and Classification Study; and

WHEREAS, on August 22, 1980, I signed Bill No. 955 which now becomes Public Law No. 15-136;

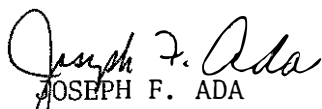
NOW, THEREFORE, I, PAUL M. CALVO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do hereby approve and promulgate, as attached hereto, the policy and procedures for the implementation of the Salary Survey and Classification Study.

DATED at Agana, Guam this 26th day of August, 1980.



PAUL M. CALVO  
Governor of Guam

Countersigned:

  
JOSEPH F. ADA  
Lieutenant Governor of Guam

Attachment

CIVIL SERVICE COMMISSION  
GOVERNMENT OF GUAM

SALARY SURVEY AND CLASSIFICATION STUDY IMPLEMENTATION POLICY AND PROCEDURES:

The following policy and procedures are set forth in the implementation of the Salary Survey and Classification Task Force recommendations, subject to the provisions established by law.

All existing pay policies and procedures relating to position reclassification and pay range reassignments are deemed inappropriate and shall not be applicable in the implementation of the new classification and pay plans.

I. Reclassification of Positions:

The reclassification of positions shall be in accordance with each department/agency reallocation list prepared by the Commission in coordination with respective personnel offices. The Commission shall provide each department/agency with the official copy for the processing of personnel actions.

II. Method of Implementation:

A "Save Pay Policy" is provided by P.L. No. 15-136 so that any employee whose position has been designated for demotion as a result of the Salary Survey and Classification Study shall continue to serve in such position title without loss of pay or change of position title until such employee vacates his position.

A. Graded (white collar) Job Classification

The method of implementation authorized by P.L. 15-136 for positions in the Graded Pay Range Schedule is for a step-to-step pay adjustment.

1. Effect of the new plan on positions that are being upgraded.

All employees occupying positions that are being reclassified to a class with a higher maximum salary rate (step 10) than their position's present pay range shall retain their present step in the new pay range.

2. Effect of the new plan on positions that are being downgraded.

All employees occupying positions that are being reclassified to a class with a lower maximum salary rate (step 10) than their position's present pay range shall retain their present position titles and salary rates until such time those employees vacate their present position.

3. Effect of the new plan on positions that are remaining status quo, range-wise.

All employees occupying positions that are being reclassified to a class with the same pay range as their present pay range shall retain their present rate and step upon reclassification.

B. Ungraded (blue collar) Job Classifications

The method of implementation authorized by P.L. 15-136 for positions in the Wage Schedule is for a two-step pay adjustment.

1. Effect of the new plan on positions that are being upgraded.

All employees occupying positions that are being reclassified to a class with a higher maximum salary rate (step 5) of the Wage Schedule than their position's present pay range shall receive a pay adjustment equivalent to a two-step pay increase from their present salary rate, but not less than the minimum rate established for the wage level and not to exceed the maximum salary rate (step 5) of the recommended wage pay level upon reclassification.

2. Effect of the new plan on positions that are being downgraded.

All employees occupying positions that are being reclassified to a class with a lower maximum salary rate (step 5) of the Wage Schedule than their position's present title and salary rates until such time those employees vacates their present position.

III. Minimum Qualification Requirements:

The new and/or revised minimum qualification requirements for all classes of positions shall not apply to the employee now occupying "classified" positions, but shall be applied for all initial recruitment, and subsequent promotion, transfer, reclassification and other personnel actions upon implementation of the Classification and Pay Plan.

IV. Employee's Anniversary Dates:

Implementation of the reclassification actions shall not change the employee's anniversary dates.

V. Implementation Date:

Effective date shall be no earlier than July 1, 1980.

VI. Pay Differentials:

Adjustments for pay differentials such as overtime, night differential, environmental pay, detail/acting pay will not be affected in line with the Salary Survey and Classification Study implementation unless otherwise directed by the Governor.

VII. Reclassification Review:

Employee requests for classification review shall be in accordance with the respective personnel agency's personnel rules and regulations.

VIII. Modification of the Occupational Listing of Classes:

The attached modification to the Occupational Listing of classes are hereby made in order to incorporate significant reorganizational changes and/or development of new programs implemented subsequent to September 1978 which affected the Classification Plan.

OCCUPATIONAL CLASS LIST MODIFICATIONS

Civil Service Commission  
 Gov't. of Guam  
 P. O. Box 3156  
 Agana, Guam 96910

A. NEW CLASSES OF POSITIONS

<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
0.230	0.316	Legal Secretary	16	22
0.509		Word Processing Technician	NC	22
1.120	1.050	Port Tariff Technician	15	15
1.121	1.051	Port Tariff Supervisor	19	19
1.163		Administrative Supervisor (Attorney General)	NC	26
1.170	1.060	Retirement Benefit Technician	18	18
1.172	1.061	Retirement Benefit Supervisor	25	25
1.208		Assistant Property Tax Appraisal Chief		32
1.235	2.248/9	Land Abstractor I	16, 19	20
1.236	2.250/1	Land Abstractor II	22, 25	24
1.237	2.252	Land Abstractor III	28	29
1.239	2.254	Deputy Civil Registrar	33	34
1.325		Assistant Revenue Officer Supervisor		30
1.438	2.178	Inventory Management Officer	30	30
1.563	4.005	License Officer III	24	23
1.564		License & Regulations Supervisor	NC	28
1.573		Driver's License Officer III	NC	23
2.032		Chief of Administration (Public Works)	NC	37
2.035	2.296	Research, Planning & Evaluation Administrator	42	42
2.118	2.085	Consumer Advocate Administrator	32	35
2.124	2.100	Federal Programs Examiner I	23	27
2.125	2.101	Federal Programs Examiner II	27	31
2.127	2.102	Independent Monitoring Unit Administrator	33	35
2.136		Chief of Operations (Public Works)		44
2.137	7.220	Territorial Epidemiologist	42	42

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<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
2.138	2.020	Public Health Administrator		35	35
2.225		Motor Vehicle and License Division Chief		NC	35
2.235	4.209/10	Regulatory Examiner Supervisor		34,37	37
2.237	4.211	Chief Regulatory Examiner		39	39
2.424		Tax Conferee		NC	37
2.430	2.220	Revenue & Compliance Chief		39	40
2.567		Assistant Personnel Services Administrator (DOA)		NC	38
2.624		Systems Programmer		NC	35
2.635	2.190	Data Processing Systems Administrator		33	40
3.059		Medicaid Specialist		NC	32
3.060	3.031	Medicaid Administrator		30	36
3.062	3.064	Senior Citizens Assistant Administrator		35	37
3.063	3.063	Senior Citizens Administrator		38	40
3.071		Psychiatric Social Service Administrator			40
3.083		Mental Health Substance Abuse Training Coordinator		23	27
3.084	2.183	Mental Health Substance Abuse Training Officer		34	36
3.085	2.023	Mental Health Program Specialist		32	32
3.086	2.033	Substance Abuse Program Supervisor		34	36
3.214	4.104	Labor Law Enforcement Supervisor		27	30
3.237	4.109	Workmen's Compensation Claims Examiner		21	21
3.333		Vocational Evaluation Specialist		NC	32
3.337		Small Business Administrator		NC	34
3.341		Rehabilitation Workshop Marketing Specialist		NC	32
3.412	3.280	Parent Volunteer Program Coordinator		18	18
3.441		Project Director, (Dept. of Education)		NC	35
3.460		Psychometrist		30	34
3.467		Chamorro Studies Administrator		NC	40

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<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
3.464		Teacher Center Administrator		NC	35
3.476		Assistant Superintendent - Special Education		NC	35
3.550		School Librarian I		23	23
3.551		School Librarian II		26	26
3.552		School Librarian III		28	28
3.705	5.430	Youth Service Worker I		18	19
3.706	5.431	Youth Service Worker II		21	23
3.709	5.432	Youth Service Supervisor		24	27
3.711	3.060	Youth Community Service Supervisor		NC	37
3.715	3.062	Youth Development Administrator		34	40
3.721	5.434	Youth Correction Superintendent		29	34
3.723	5.436	Youth Rehabilitation Administrator		34	38
3.731	6.079	Conservation Project Leader		21	23
3.732	6.080	Conservation Project Coordinator		25	27
3.733	6.081	Environmental Awareness Coordinator		25	27
3.734	6.082	Conservation Camp Director		28	32
4.122	5.314	Safety Inspector III		22	26
4.201	5.310	Roadside Sign Inspector		10	12
4.513		Security Inspector		NC	17
6.223	6.353	Cartographic Supervisor		28	29
6.330	6.355	Coastal Program Assistant Administrator		37	37
6.331	6.356	Coastal Program Administrator		42	42
7.127	6.036	Livestock Specialist I		21	25
7.128	6.037/8	Livestock Specialist II		24,27	29
7.129	6.039	Livestock Specialist III		30	32
7.133	6.008	Biologist IV		30	35
7.134	6.009	Assistant Aquatics & Wildlife Division Chief		32	39
7.135	6.010	Aquatics & Wildlife Division Chief		35	42
7.145		Agricultural Management Specialist I		NC	25
7.146		Agricultural Management Specialist II		NC	29
7.147		Agricultural Management Specialist III		NC	32

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<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
7.149		Agricultural Development Chief		NC	37
2.204		Pharmacy Aide		NC	10
7.254	6.107	Cytotechnologist		24	29
8.113		Cardiac Monitoring Technician		NC	15
8.225	7.180	Headstart Health Coordinator		28	28
8.227	3.040	Home Educator I		20	23
8.228	3.041	Home Educator II		26	27
8.229	3.042	Children's Home Training Administrator		34	35
8.322	7.122/3	Occupational Therapist I		18,21	25
8.323	7.124/5	Occupational Therapist II		24,27	30
8.328	7.140/1	Physical Therapist I		18,21	25
8.329	7.142/3	Physical Therapist II		24,27	30
9.533		Crane Operator		17	(W 19)
9.535		Crane Operator Supervisor			(W 25)
9.540		Handicap Bus Driver		NC	(W 12)
9.546		Field Operator Bus Supervisor		NC	(W 21)
9.734		Meter Reader Leader		NC	(W 12)
10.181		Crane Maintenance Mechanic I			(W 16)
10.182		Crane Maintenance Mechanic II			(W 21)
10.183		Crane Maintenance Mechanic Leader			(W 24)
10.185		Crane Maintenance Mechanic Supervisor			(W 27)
10.410		Boiler Supervisor		NC	(W 21)
10.431		Wastewater Maintenance Mechanic I		NC	(W 15)
10.432		Wastewater Maintenance Mechanic II		NC	(W 20)
10.435		Wastewater Maintenance Mechanic Leader		NC	(W 23)
10.437		Wastewater Maintenance Mechanic Supervisor		NC	(W 26)
10.671		Telephone Test/Dispatcher		20	(W 17)
10.672		Telephone Dispatcher Supervisor		24	(W 21)
10.683		Carrier Technician		23	(W 20)
10.696		Switching Technician II		25	(W 22)

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<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESENT RANGE</u>	<u>NUM RANGE</u>
10.936		Assistant Automotive Repair Superintendent	NC	34
10.943		Wastewater Plant Superintendent	NC	36
10.944		Wastewater Construction/Maintenance Superintendent	NC	33
10.948		Water Construction/Maintenance Superintendent	NC	32
10.965		Facilities & Maintenance Manager (DOE)	34	38
10.996		Port Transportation Superintendent		35
10.997		Port Equipment Maintenance Superintendent		38

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## B. RECLASSIFICATION OF PAY RANGE

<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
1.160	2.272	Vital Records Registrar	25	28
1.210	2.239	Property Tax Appraisal Chief	34	36
1.575	4.223	Driver's License Examiner Supervisor	27	28
2.115	2.161	Food Service Administrator (DOE)	32	36
2.340		Assistant Financial Affairs Administrator (DOE)	NC	36
2.341	2.194	Financial Affairs Administrator (DOE)	35	40
2.425	2.218	Tax Audit Supervisor	39	39
2.545	2.180	Equal Employment Opportunity Administrator (CSC)	35	38
2.559		Personnel Services Administrator	34	38
2.565	2.145	Wage and Classification Specialist	35	40
2.568	2.150	Personnel Services Administrator (DOA)	35	40
2.820	2.303	Attorney Trainee	34	34
2.825	2.301	Attorney I	36	39
2.826	2.302	Attorney II	41	44
2.828	2.307	Deputy Attorney General	42	48
3.210	4.100/1	Labor Law Enforcement Specialist I	15, 18	20
3.211	4.102	Labor Law Enforcement Specialist II	21	23
3.212	4.103	Labor Law Enforcement Specialist III	24	27
3.245		Employment Service Administrator	32	35
3.457	3.247	Learning Resources Administrator	33	35
3.463	3.225	Federal Programs Administrator (DOE)	35	38
3.466	3.236	Associate Superintendent (Curriculum & Instruction)	36	40
4.115	2.149	Safety Administrator	29	32
4.125	5.314	Safety Inspector Supervisor	NC	30
4.130	5.300	OSHA Administrator	30	35
4.220	5.212	Conservation Officer I	17	23
4.221	5.213	Conservation Officer II	22, 25	25
4.222	5.214/5	Conservation Officer III	29	28

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<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
		Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910		
4.230	5.207	Customs Officer I	17	22
4.231	5.208	Customs Officer II	22	24
4.235	5.209	Customs Officer Supervisor	25	28
4.237	2.406	Assistant Chief Customs Officer	28	31
4.238	2.408	Chief Customs Officer	31	38
4.311	5.044	Investigation Agent I (AG)		30
4.312	5.045	Investigation Agent II (AG)		34
4.313	5.046	Chief Investigator Agent (AG)		36
4.411		Police Officer I	21	24
4.412		Police Officer II	24	26
4.413		Police Officer III	27	29
4.414		Police Sergeant I	29	31
4.415		Police Sergeant II	31	33
4.416		Intelligence Analyst	31	33
4.510		Detention Facility Guard	NC	20
4.511		Detention Facility Leader	NC	22
4.530	5.401	Correction Officer I	18	22
4.531	5.402	Correction Officer II	20	24
4.532	5.403	Correction Officer III	22	27
4.535	5.405	Correction Officer Supervisor I	25	31
4.536	5.406/7	Correction Officer Supervisor II	27, 30	33
4.540	5.409	Correction Facility Assistant Superintendent	32	38
4.541	5.410	Correction Facility Superintendent	35	41
9.505	9.606	Winch Operator	13	(W 11)
9.527		Equipment Operator Supervisor		(W 24)
9.607	9.122	Rigger	16	(W 12)
9.621	8.010	Stevedore	12	(W 10)
9.622	8.011	Stevedore Leader	14	(W 13)
10.681	9.268	Installer Repairer I	13	(W 15)
10.925	2.427	Assistant School Bus Operations Superintendent	25	31
10.943	2.451	Wastewater Systems Manager	28	40
		Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910		

C. RETITLING OF POSITIONS

<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
0.416	0.529	Treasury Cashier	12,15	16
3.055		Social Service Field Representative III	NC	25
3.066		Psychiatric Social Worker I	NC	29
3.067		Psychiatric Social Worker II	NC	33
3.453	3.245	Special Education Program Supervisor	30	33
3.640	2.419	Assistant Parks Administrator	35	35
3.641	2.418	Parks Administrator	38	38
4.211	3.285/6/7	School Attendance Officer	15,26	21
6.155	6.215/6	Environmental Health Supervisor	33,35	36
6.209		Construction Inspector III	NC	29
6.255		Building Inspector and Permits Administrator	NC	39
7.205	6.135	Pharmacy Technician	15	15
7.320	6.165	Crime Scene Technician	16	17
7.321	6.166/7	Fingerprint Examiner	19,22	21
8.215	9.147	Nutritionist I	17	23
8.216	7.148	Nutritionist II	21	27
8.217	7.149	Nutritionist III	25	32
8.213	7.138	Health Education/Nutrition Administrator	28	36
8.335	7.171	Speech/Language Clinician	23	25
8.336	7.172	Speech/Language Pathologist	29	30
8.340	7.168	Speech/Language Pathologist Supervisor	33	34
10.642	9.266	Cable Splicer	20	(W 17)
10.691	9.272/4	Frame Worker	20	(W 17)
10.696		Switching Technician I	25	(W 22)

Civil Service Commission  
Gov't. of Guam  
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II. ABOLISHMENT

<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
0.170	2.248/9	Land Document Clerk I		16,19	11
0.171	2.250/1	Land Document Clerk II		22,25	15
0.173	2.252	Land Document Clerk Supervisor		23	20
0.415	0.528	Treasury Cashier I		12	12
1.165	2.254	Land Records Registrar		33	26
1.300	2.201	Tax Technician I		16	13
1.301	2.202	Tax Technician II		20	17
1.302	2.203	Tax Technician III		24	21
1.310	2.204	Tax Service Supervisor		28	27
1.569		Vehicle Safety Inspector Supervisor			21
1.580		Motor Vehicle Division Chief			31
2.215	2.288	Real Estate Examiner		30	31
2.220		License & Regulations Supervisor			33
2.225	2.239	Regulatory Division Chief			35
2.235	4.209/10	Assistant Regulatory Examiner Supervisor		34,37	34
2.237	4.211	Regulatory Examiner Supervisor		39	37
2.316	2.121	Treasurer of Guam		35	36
2.350	2.110	General Accounting Deputy Administrator		36	36
2.351	2.111	General Accounting Administrator		41	41
2.430	2.220	Chief of General Taxes		39	40
2.548	2.151	Training & Development Administrator		35	38
2.562	3.254	Associate Supervisor, Personnel Services (DOE)		34	37
2.635	2.190	Assistant Data Processing Manager (DOA)		33	36
2.636	2.191	Data Processing Manager (DOA)		35	40
3.060	3.031	Medical Assistance Supervisor		33	31
3.065		Psychiatric Social Worker I			25
		Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910			

<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESENT RANGE</u>	<u>NEW RANGE</u>
		<b>Civil Service Commission</b> Gov't. of Guam P. O. Box 3156 Agana, Guam 96910		
3.071	3.033	Program Director, Programman Patgon	36	38
3.205	3.102	Employment Interviewer I	16	17
3.206	3.103	Employment Interviewer II	19	20
3.207	3.105	Employment Interviewer III	22	23
3.220	4.120	Alien Labor Specialist I	18	18
3.221	4.121	Alien Labor Specialist II	21	21
3.222	4.122	Alien Labor Specialist III	24	24
3.238	4.113	Workmen's Compensation Administrator	30	30
3.240		Employment Program Specialist		32
3.250	3.157	Assistant CETA Program Administrator	31	34
3.251	3.156	CETA Program Administrator	35	38
3.460	3.271	Educational Media Center Coordinator	28	28
3.613		Aquatics Manager	17	24
4.210	3.285	School Attendance Officer I	15	15
4.240	4.011/2	Compliance Officer I	15, 18	16
4.241	4.013	Compliance Officer II	21	19
4.242	4.014	Compliance Officer III	24	22
4.245	4.015	Compliance Branch Supervisor	27	28
4.310		Investigation Agent I		23
6.115		Vector Control Technician		17
6.116		Vector Control Supervisor		21
6.160		Environmental Engineer I	20	27
6.161		Environmental Engineer II	23	30
6.162		Environmental Engineer III	25, 29	34
6.165		Environmental Engineer Supervisor	32	39
7.135	6.010	Wildlife Division Chief	35	37
8.218	7.150	Chief Public Health Nutritionist	28	35
9.605		Rigger I		(W 6)

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<u>NEW CODE</u>	<u>OLD CODE</u>	<u>CLASS TITLE</u>	<u>PRESERVE RANGE</u>	<u>NEW RANGE</u>
		Civil Service Commission Gov't. of Guam P. O. Box 3156 Agana, Guam 96910		
10.641	9.024	Cable Splicer I	13	(W 12)
10.691	9.272	Frame Worker I	13	(W 12)
10.997		Port Transportation & Equipment Maintenance Superintendent		37
10.999		Port Operations Manager		40

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