

**AQUACULTURE DIVISION ASSISTANT CHIEF
(Proposed Creation)**

7.116

DRAFT as of 05/24/24

NATURE OF WORK IN THIS CLASS:

Assist the Division Chief in administering all programs and activities associated with the Division of Aquaculture.

Duties may be assigned in full or part depending on workload and best management principles.

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.)

Assist in the daily management of two sections of the Aquaculture Division; Environmental Protection & Restoration and Economic & Community Developments, at the personnel programmatic, budgetary, and policy levels.

Provides direct operation oversight of Division activities for review and analysis at the management level.

Assist in fulfilling local mandates as well as maintaining fiscal and program compliance for all federal funds received.

Assist in the review of proposed scientific work on aquaculture species and impacts to species and associated habitats.

Assist in evaluating research planning and its effectiveness.

Keeps abreast of laws and regulations (federal and local) as they pertain to aquaculture programs and staff.

Prepares, reviews and submits grants seeking funding for aquaculture resources.

Conduct research, complete analysis, and write scientific reports consistent with accepted professional standards.

Represents division and department in writing and orally at meetings and public forums including newspaper, radio, and television interviews or presentations.

Responsible for hearing and resolving employee complaints or relation problems and/or provides advice, counsel, instruction, supervision, and recommendations on formal resolutions.

Reviews Work Planning and Performance Evaluation (WPPE) of employees and counsels them on measures to improve performance.

Approves leave requests, and may modify section supervisor's staff schedules to provide for the efficient function of the Division's operations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laws and regulations both local and federal as they pertain to aquaculture programs.

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Knowledge of the principles and practice of aquaculture research, development, and management to include the ecosystem approach to conservation management.

Knowledge of commercial aquaculture species of the pacific area.

Knowledge of the principles and practices of administration, supervision, and management.

Knowledge of budget formulation and process.

Knowledge in the preparation of federal grant applications and compliance requirements.

Knowledge of research and statistical methods and techniques.

Knowledge of federal natural resource laws.

Ability to manage aquaculture resource programs.

Ability to supervise the work of others.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate/ recommend appropriate changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare scientific and technical papers and reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and at least one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in biology or agriculture with an emphasis on aquaculture; OR
- B. Three (3) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and graduation from a recognized college or university with a Master's degree in biology or agriculture with an emphasis on aquaculture.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license.

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ESTABLISHED: MAY 2024

PAYGRADE: R (GPP)

STATUTE: Executive Order 2024-01

HAY EVALUATION:

KNOW-HOW:	E II 3	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

DRAFT

**CIVIL SERVICE COMMISSION
POSITION DESCRIPTION QUESTIONNAIRE**

I. IDENTIFICATION

Official Position Title <u>(Proposed) Aquaculture Division Assistant Chief</u>	Official Position No. <u>7116</u>
Job Location: <u>Agriculture</u> <u>Division of Aquaculture</u>	
(Department/Agency)	(Division)
(Section/Unit)	
Name: _____	
(Last)	(First)
(Middle Initial)	
Pay Grade _____ [] Classified [] Unclassified [] Position Vacant	
Supervisor <u>Chelsa Muna</u>	<u>Director</u>
(Name of Direct Supervisor)	(Title of Supervisor)

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [] (1), [] (2), [] (3).</p>
	<p>Acts as Chief in Chief's absence</p> <hr/> <p>Assists the Division Chief in administering the programs, activities and personnel associated with the Division of Aquaculture at the Guam Department of Agriculture.</p> <p>(Duties may be assigned in full or part depending on workload and best management principals.)</p> <p>Assists in the daily and long-term management within the two Sections of the Division (Economic & Community Dev and Environmental Protection & Restoration) at the personnel, programmatic, budgetary, and policy levels.</p> <hr/> <p>Provides direct operational oversight of Division activities for review and analysis at the management level.</p> <p>Assists in fulfilling local mandates as well as maintaining fiscal and program compliance for all federal funds received. This is to include but not limited to</p> <hr/> <p>application requirements, compliance with all assurance and fund eligibility requirements, oversight of completion of subordinate staff assigned work and fulfillment of fiscal and program status reporting requirements.</p> <hr/> <p>Assists review of proposed scientific work on aquaculture species and impacts to species and associated habitats.</p> <hr/> <p>Assists in evaluating research planning and effectiveness.</p> <hr/> <p>Applies a working knowledge of laws and regulations (federal and local) as they</p>

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

<input type="checkbox"/>	Detailed and specific instructions/procedures received or followed for each assignment.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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. (General 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.

Number Supervised	Position Title	Description of Responsibilities
30	Administrative Officer	
	Administrative Assistants	
	Administrative Aide	
	Clerk Typists	
	Biologists, Program Coordinators	
	Technicians	

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.

TOOLS/EQUIPMENT	PERCENT (%) OF TIME FOR EACH

Vehicles, computer, copy machine, fishing/hunting equipment, dive gear,	

VII. JOB REQUIREMENTS

[] Mark (√ or X) here if job holder 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.

General: A) Five (5) years of progressively responsible biological professional experience

in the field of aquaculture management

OR

B) One (1) year of progressively responsible biological professional experience

in the field of aquaculture management

Specialize (A) And graduation from a recognized college or university with a Bachelor's degree

in Biology or related field with an emphasis in aquaculture

B) And graduation from a recognized college or university with a Master's degree

in Biology or related field with an emphasis in aquaculture

Supervisory/Management: A) And at least one year of supervisory experience

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

Knowledge of current best management practices and principles in managing aquaculture resources using accepted scientific techniques and analysis.

Knowledge of and ability to apply the ecosystem approach to conservation management of aquaculture resources.

Knowledge of principals and practices of personnel and public administration.

Knowledge of commercial, recreational and game aquatic species of the Pacific area.

A working knowledge of federal natural resource laws. (Examples being, Endangered Species Act, Migratory Bird Treaty Act, Magnusson-Stevens Act and Marine Mammals Protection Act).

Ability to assist in the development, implementation, management, and maintenance of Division programs.

Ability to develop scope of work for local programs, including grant applications with functional budgets for staff, operations and capitol purchases. Must have a working knowledge of federal grant applications and compliance requirements.

Ability to make effective decisions based on gathered information including effective interpretation of scientific and/or staff provided guidance or program guidance.

Ability to work effectively with the public and employees.

Ability to evaluate program effectiveness and recommend appropriate change in organization, policies and procedures to improve effectiveness.

Ability to prepare scientific/technical papers and reports.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

2. FORMAL EDUCATION OR TRAINING:

Mark (X or √) the **most** applicable education level required.

a. Below High School - Show Number of Years _____

b. High School Graduation/GED

c. Vocational/Technical School

Show specific training that is required by this position.

d. Some College

Show number of Semester Hours _____ or Quarter Hours _____

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

e. College Degree (Show major area of study required.)

Associate's: _____

Bachelor's: _____

Master's: _____

Beyond Master's: _____

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

Graduation from a recognized College or University with a Bachelor's, Master's or Doctorate in Biology or related field of study with an emphasis in aquaculture. The intent behind this requirement is to qualify individuals with educations that are directed toward the study and/or management of aquaculture species and/or related habitat.

A minimum of five years of experience with a degree in the specified field will be

considered equivalent.

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

Valid Driver's License

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.
- [X] 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).
- [] Reaching The employee is regularly required to use the hands and arms to reach for objects.
- [] 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.
- [X] Speaking The job requires expressing ideas by the spoken word.
- [X] Listening The job requires the perception of speech or the nature of sounds in the air.
- [] Other Describe the requirement.

2. Mark (✓ or X) the most appropriate mental/visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customers 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)

- | | |
|-----------------|--|
| <u>80</u> % | Indoors in a comfortable temperature-controlled environment (for instance, in an office). |
| <u> </u> % | Indoors in a non-temperature-controlled environment (such as on open garage, some storerooms and warehouses, etc.) |
| <u>10</u> % | Outdoors exposed to changing weather conditions (for insurance, rain sun, wind, etc.) |
| <u>10</u> % | Outdoors but in an enclosed vehicle protected from extreme weather conditions. |

4. Other physical working conditions.

Mark (X or ✓) if none of the following is applicable.

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

10 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

10 % Vibration (i.e., operating jackhammer, impact wrench).

10 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

 % 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).

 % Lifting or carrying items or objects.
Describe item/object and weight:

20 % Heat. Describe source and degree of high temperature:

50 % Cold. Describe source and degree of high temperature:

 % Other hazards. Describe:

5. Describe the working conditions that are irregular or annual for the job and show frequency of exposure.

[] Mark (X or √) if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

[] Regular - - Standard Eight (8) hours daily, Monday - Friday

[] Irregular - - shift work - A 24-hour work operation.

[] Regular/Irregular - - Overtime hours with overtime pay entitlement.

State Purpose and Total Hours required per pay period:

Regular/Irregular - - Overtime hours without overtime pay entitlement. State Purpose and Total Hours required per pay period:

The information given of 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

a. (1) Has the employee correctly stated his or her official payroll position title?

Yes No

(2) If not, what is the correct title? _____

b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?

Yes No

(2) If not, what additions, deletions or corrections should be made?

(refer to block and page)

c. What positions under your supervision perform the same essential functions.

Give name and title:

NAME

TITLE

d. Does this position require (mark one)

Immediate supervision on a regular basis,

Immediate supervision only for new/complex tasks, or

Little immediate supervision.

e. Does the employee participate in (mark those appropriate) the Formulation, Interpretation, and/or Application of Agency/Department policy.

Give examples:

f. The employee (mark one)

Performs routine, well-defined tasks,

Performs moderately complex tasks requiring moderate knowledge of Agency's Department's work; or

Performs complex tasks requiring extensive knowledge of Agency's Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationship 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 statues or their implementing regulations.

Chelsa D. Muna

Digitally signed by Chelsa D. Muna

Date: 2024.04.25 08:36:59 +10'00'

Signature of Immediate Supervisor

Date

Chelsa D. Muna

Digitally signed by Chelsa D. Muna

Date: 2024.04.25 08:37:22 +10'00'

Chelsa Muna, Director of Agriculture

Signature of Department/Agency Head

Date

IX.

Human Resources Office Review:

Date

Reviewed By:

Position Title

Name

Classified Correct:

Yes

No

If not, corrective action taken: (Attach copy of review made)

Approved by:

Personnel Services Administrator

Date

Civil Service Commission Post-Audit:

Date:

Reviewed by: _____

Position Title

Name

Classified Correct: Yes No

If not, corrective action taken: _____
