

**DRAFT as of 05/24/24**

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**NATURE OF WORK IN THIS CLASS:**

Administer all programs and activities associated with the Division of Aquaculture.

The employee in this class is responsible as the program and fiscal signatory for the Division (Federal Aid Coordinator).

**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.)

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

Directs and/or formulates policies, plans, standards, and procedures for comprehensive aquatic programs and activities.

Directs the coordination of grant-in-aid for aquatic programs.

Responsible for maintaining fiscal and program compliance of all federal funds received and assure compliance with law, regulations, policies, and executive orders applicable to aquaculture programs and activities.

Direct the preparation of operating budget for the division.

Review proposed scientific work on aquaculture species and conduct research analysis and write scientific reports.

Maintain liaison with federal aquaculture agencies, and local and private agencies.

Provide expertise to assure compliance with laws, regulations and policies applicable to aquaculture programs and activities.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

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

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.

**AQUACULTURE DIVISION CHIEF  
(Proposed Creation)**

7.117

**DRAFT as of 05/24/24**

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Knowledge of federal natural resource laws.

Ability to manage aquaculture resource programs.

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. Five (5) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and at least two (2) years 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. Four (4) 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 in biology or agriculture with an emphasis on aquaculture.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license.

**ESTABLISHED:                      MAY 2024**

**PAYGRADE:                        S (GPP)**

**STATUTE:                         Executive Order 2024-01**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>F II 3</b>	<b>400</b>
	<b>PROBLEM SOLVING:</b>	<b>E 4 43%</b>	<b>175</b>
	<b>ACCOUNTABILITY:</b>	<b>E 4 C</b>	<b><u>200</u></b>
	<b>TOTAL POINTS</b>		<b><u>775</u></b>

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EDWARD M. BIRN, Director  
Department of Administration

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LOURDES A. LEON GUERRERO  
Governor of Guam

**DRAFT**

Class Code 7.117

**CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION QUESTIONNAIRE**

**I. IDENTIFICATION**

Official Position Title	<u>(Proposed)</u>	<u>Aquaculture Division</u> Division of Aquaculture Chief	Official Position No.	<u>7117</u>
Job Location:	<u>Agriculture</u> (Department/Agency)	<u>Division of Aquaculture</u> (Division)	<u>Admin</u> (Section/Unit)	
Name:	<u>(Last)</u>	<u>(First)</u>	<u>(Middle Initial)</u>	
Pay Grade:	<u>S</u>	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Position Vacant
Supervisor:	<u>Chelsa Muna</u> (Name of Direct Supervisor)	<u>Director</u> (Title of Supervisor)		

**II. DESCRIPTION OF DUTIES**

Duty NO. or % of Time	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MU</b> 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: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3).</p>
	<p><b>Administers all programs, activities and personnel associated with the Division of Aquaculture at the Guam Department of Agriculture.</b></p> <p><b>(Duties may be assigned in full or part depending on workload and best management principles.)</b></p>
	<p><b>Responsible for daily and long-term management within the two sections of the Division (Environmental Protection &amp; Restoration, Economic &amp; Community Development) at the personnel, programmatic, budgetary, and policy levels (up to 30 staff). Also oversees an administrative staff to perform all the personnel and programmatic administrative, documentation and reports.</b></p>

**Responsible for upholding local mandates as well as maintaining fiscal and program compliance for all federal funds received. This is to include but not limited to 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.**

**Review proposed scientific work on aquatic/aquaculture species and impacts to species and associated habitats.**

**Evaluates research planning and effectiveness.**

**Applies a working knowledge of laws and regulations (federal and local) as they pertain to aquaculture programs and staff.**

**Directs, prepares, reviews and submits grants seeking funding for aquaculture and aquatic resources.**

**Conducts research, completes analysis, and writes scientific reports consistent with accepted professional standards.**

**Will be required to represent self, division, and department in writing and orally at meetings and public forums including newspapers, radio, and television interviews or presentations.**

**Directs the preparation of an operating budget for Division; administer agency policies for personnel, training and safety; and performs other administrative duties as assigned.**

**Maintain liaison with federal aquatic and aquaculture agencies, local and private agencies**

**Review proposed and/or published work on aquaculture species and impacts to species and associated habitats, local agencies and community access.**

**NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:** List duties and responsibilities not listed above that **may be** performed, as assigned.


**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activity.

A.	Within your department/agency. Mark (X or √) one box: <input type="checkbox"/> None <input type="checkbox"/> Up to 15% to total working hours <input type="checkbox"/> 15 - 50% of total working hours <input checked="" type="checkbox"/> Over 50%
B.	Outside your department/agency. Mark (X or √) one box: <input type="checkbox"/> None <input type="checkbox"/> Up to 15% to total working hours <input checked="" type="checkbox"/> 15 - 50% of total working hours <input type="checkbox"/> Over 50%

**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.

[ ] 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.)

[ X ] General Direction-Receives very general guidance about overall objectives; work usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally 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	Technicians, Biologists, and	
	Program Coordinators	

**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 the regular workday is spent using each.

TOOLS/EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Computer - Word, Excel, PowerPoint, and Graphics Related Software	Up to 75%
Motor vehicle	Up to 25%

**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 "No work experience required.")

[ ] No work experience is required.	
<b>General:</b>	
A) Five (5) years of progressively responsible aquaculture professional experience	
in the field of aquatic and/or aquaculture management	
OR	
B) Three (3) years of progressively responsible aquaculture professional experience	
in the field of aquatic and/or aquaculture management	
<b>Specialized:</b>	
A) And graduation from a college or university with a Bachelor's degree in biology or	
Agriculture with special emphasis on Aquaculture or related fields of study	
B) And graduation from a college or university with a Master's degree in biology or	
Agriculture with special emphasis on Aquaculture or related fields of study	
<b>Supervisory/Management:</b>	

**A) And at least two years 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 aquatic aquaculture species 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.**

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

**Ability to oversee 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 information.**

**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.

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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: Agriculture with Aquaculture emphasis, biology, or related field

Master's: Agriculture with Aquaculture emphasis, biology, or related field

under VII Job Specifications Work Experience 1A

Beyond Master's: Doctorate in Agriculture with Aquaculture emphasis, Biology

or related field under VII Job Spec Work Experience 1B

**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 degree specialized in aquaculture biology or related aquatic and wildlife field. The intent behind this requirement is to qualify individuals with education that is directed toward the study and/or management of aquatic species suitable for aquaculture cultivation and necessary related habitat.**

**No amount of experience or education without a degree in the specified field will be considered equivalent.**

**Experience for multiple categories can be accrued at the same time.**

**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.**

- Sitting      The job requires the employee to sit in a comfortable position most of the time  
The employee can move about.
- Sitting      Employee is required to sit for extended periods or time without being able to  
leave the work area.
- 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 regula
- Pulling and/or Pushing      The job requires exerting force            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 arm  
or on the shoulder(s).
- Reaching      The employee is regularly required to use the hands and arms to reach for obj
- 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.
- Speaking      The job requires expressing ideas by the spoken word.
- Listening      The job requires the perception of speech or the nature of sounds in the air.
- Other      Describe the requirement.

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**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>75%</u> % | Indoors in a comfortable temperature-controlled environment (for instance, in an office).                          |
| _____ %      | Indoors in a non-temperature-controlled environment (such as on open garage, some storerooms and warehouses, etc.) |

\_\_\_\_\_ %      Outdoors exposed to changing weather conditions (for insurance, rain sun, wind, etc.)

25% %      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:

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

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

\_\_\_\_\_ %      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:

\_\_\_\_\_

25 %      Heat. Describe source and degree of high temperature:

75 %      Cold. Describe source and degree of high temperature:

	Central air conditioner
_____ %	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

**C. Work Schedule/Hours - Mark (√ or X) the most appropriate work schedule hours for the job.**

[ ]	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:
[ X ]	Regular/Irregular - - Overtime hours without overtime pay entitlement. State Purpose and Total Hours required per pay period
<b>Depending on workload - flex time may be necessary to complete assigned work for certain deadlines; eg. Weekend public events or when reports are due.</b>	

The information given of this position is complete and correct.

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**Signature of Employee**

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**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)

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

Give name and title:

NAME

TITLE

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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:

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f. The employee (mark one)

Performs routine, well-defined tasks,

- Performs moderately complex tasks requiring moderate knowledge of Agency 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 statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

**Chelsa D. Muna**

Digitally signed by Chelsa D. Muna  
Date: 2024.05.16 11:02:25 +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

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Civil Service Commission Post-Audit:

Date: \_\_\_\_\_

Reviewed by:

\_\_\_\_\_

Position Title	Name
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Classified Correct:                 Yes                     No

If not, corrective action taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_