



**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



June 30, 2026

HRD NO.: 26-211

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division
From: Personnel Specialist IV, Classification and Pay Branch
Subject: Notice of Proposed Amendment
RE: Assistant Chief Aquatic and Wildlife Resources

Buenas yan Hafa Adai! This is to request your approval to proceed with the proposed amendment of the Class Specifications for the Assistant Chief Aquatic and Wildlife Resources position under the Division of Aquatic and Wildlife Resource (DAWR), at the request of the Director, Department of Agriculture.

As a result of recruitment difficulties, the Department of Agriculture is requesting to amend the education requirements listed under the minimum experience and training requirements. Previous recruitment attempts have yielded only one applicant. Amending the education requirement to include a bachelor's degree will positively broaden the applicant pool while preserving the integrity and effectiveness of the role. The proposed amendment for the Assistant Chief Aquatic and Wildlife Resources position is as follows, with no change to the current pay grade:

Current Minimum Training and Experience:

- A.) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one year of supervisory experience and graduation from a recognized college or university with a master's degree in biology or related aquatic and/or wildlife field; or
- B.) One (1) year of progressively responsible biological professional experience in the field of fish and/or wildlife management and graduation from a recognized college or university with a Doctorate degree in biology or related aquatic and/or wildlife field.

Proposed Amendment:

- A.) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one (1) year of supervisory experience and graduation

from a recognized or accredited college or university with a bachelor's degree in biology, general science or related aquatic and/or wildlife field; **or**

- B.) Three (3) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a master's degree in biology, general science or related aquatic and/or wildlife field.

Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days, with a copy of the proposal being forwarded to the requesting department to be posted on their website, pursuant to 4 GCA §6303 (c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Director of Administration and the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201.
Dangkolo na Agradesimientol



ROSEZETTE NT SANTOS

Attachments

☒ APPROVED

☐ DISAPPROVED



TONY C. AGUON, PSA
Human Resources Division

Date:



Lourdes A. Leon Guerrero

Governor

Joshua F. Tenorio

Lt. Governor

Department of Agriculture Dipattamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913



Chelsa Muña

Director

Roy Gamboa

Deputy Director

Department of Administration
Director's Office

APR 22 2026

RECEIVED

MEMORANDUM

To: Edward Birn, Director
Department of Administration

From: Chelsa Muna, Director Chelsa D. Muna

Digitally signed by Chelsa D. Muna
Date: 2025.10.27 15:13:23 +1000

Date: October 24, 2025

Subject: **Proposed Amendment to the Classification Specifications of the Assistant Chief Aquatic and Wildlife Resources**

Hafa Adai,

The Department of Agriculture (DOAG) is proposing to amend the classification specifications for the Assistant Chief of the Division of Aquatic and Wildlife Resources (DAWR).

The current educational requirement is:

- A) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one year of supervisory experience and graduation from a recognized College or University with a Master's degree in Biology or related aquatic and/or wildlife field: OR
- B) One year of progressively responsible biological professional experience in the field of fish and/or wildlife management and graduation from a recognized college or university with a Doctorate degree in Biology or related aquatic and/or wildlife field.

The educational requirement—a Master's or Doctorate degree in Biology or a related aquatic or wildlife field—has proven to be a barrier to recruitment and has not currently resulted in the most qualified applicants. Revising this requirement is essential to broaden the applicant pool while preserving the integrity and effectiveness of the role.

DOAG proposes the following amendment:

- A) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, at least one (1) year of supervisory experience, and graduation from a recognized College or University with a Bachelor's degree in Biology, General Science, or related aquatic and/or wildlife field: OR

- B) Three (3) years of progressively responsible biological professional experience in the field of fish and/or wildlife management and graduation from a recognized college or university with a Master's degree in Biology, General Science, or related aquatic and/or wildlife field.

The following reasons support the change:

- 1) **Limited applicant pool:** Recent hiring cycles have produced few qualified candidates who meet the advanced degree requirement.
- 2) **Local limitations:** There is a small number of locally based candidates with graduate-level education applying for this position.
- 3) **Geographic and market challenges:** Guam's remote location and competitive compensation offered by private, nonprofit, and federal entities make it difficult to attract graduate-level professionals with relevant experience. Updating the requirement ensures competitiveness and consistency with peer institutions.
- 4) **Alignment with peer agencies:** Comparable organizations—including the U.S. Department of the Interior (U.S. Fish and Wildlife Service, National Park Service, Bureau of Land Management), California Department of Fish and Wildlife, and Texas Parks and Wildlife—recognize bachelor's degrees with relevant experience as sufficient for leadership roles. These organizations have adopted more flexible education standards, recognizing that leadership, technical proficiency, and program management skills are not solely determined by academic credentials.
- 5) **Extensive experience:** Many professionals in aquatic and wildlife management possess extensive field experience, certifications, and leadership credentials that match or exceed the competencies gained through graduate education including current government staff.
- 6) **Expanded eligibility:** Amending the requirement to accept a bachelor's degree with substantial relevant experience will allow DOAG to consider highly capable candidates who bring practical expertise.
- 7) **Evolving field demands:** As the field evolves, regulatory knowledge, interdisciplinary knowledge, adaptability, and stakeholder engagement are increasingly valued alongside or over formal education.
- 8) **Holistic evaluation:** A revised requirement supports a more comprehensive assessment of applicants allowing for a broader and deeper evaluation, emphasizing leadership – how well the applicant demonstrates initiative, guides others, or takes charge in meaningful ways; innovation - the applicant's ability to think creatively, solve problems, or introduce new ideas; and community impact - the extent to which the applicant contributes positively to their community or makes a difference in others' lives.

If you have any questions or if the proposed amendment needs to be revised, please contact Jay T. Gutierrez at jay.gutierrez@doag.guam.gov or at (671) 735-0285.

NATURE OF WORK IN THIS CLASS:

Assists the Chief in administering all programs and activities associated with the Division of Aquatic and Wildlife Resources.

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.)

Assists in the daily management of all sections of the Division of Aquatic and Wildlife Resources to include Fisheries, Wildlife, Coral Reef, Technical Guidance and Administration, at the personnel programmatic, budgetary and policy levels.

Serves as acting Chief in their absence.

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

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

Assists in the development and implementation of program plans and policies.

Assists in evaluating research planning and program effectiveness.

Assists in the review of proposed scientific work on aquatic and wildlife species and impact to species and associated habitats.

Keeps abreast of local and federal laws and regulations as they pertain to fish and wildlife programs and staff.

Prepares, reviews and submits grant requests seeking funding for aquatic and wildlife resources programs.

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

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

Responsible for hearing and resolving employee complaints or issues and/or provides guidance, counsel, instruction, supervision and recommendations on formal resolutions.

Reviews Work Planning and Performance Evaluation of employees and provides counsel on measures to improve performance.

Plans, assigns and assists in overseeing the work of subordinates; approves leave requests and may modify staff schedules to provide for the efficiency of Division operations.

Performs related duties as directed or required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

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

Knowledge of commercial and game aquatic 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 (Endangered Species Act, Migratory Bird Treaty Act, Magnuson-Stevens Act, Marine Mammals Protection Act).

Ability to manage aquatic and wildlife resource programs.

Ability to supervise the work of others.

Ability to provide guidance and training.

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, both orally and in writing.

Ability to analyze data and prepare scientific and technical papers and reports.

MINIMUM EXPERIENCE AND TRAINING:

- A.) Four (4) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a bachelor's degree in biology, general science or related aquatic and/or wildlife field; **or**
- B.) Three (3) years of progressively responsible biological professional experience in the field of fish and/or wildlife management, one (1) year of supervisory experience and graduation from a recognized or accredited college or university with a master's degree in biology, general science or related aquatic and/or wildlife field.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license.

AMENDED: **JULY 2026**
 MAY 2006

ESTABLISHED: **JULY 1980**

PAYGRADE: **R (GPP)**

HAY EVALUATION:	KNOW-HOW:	E II	3	350
	PROBLEM SOLVING:	E 4	43%	152
	ACCOUNTABILITY:	E 2	C	175
	TOTAL POINTS			677

This standard revises and supersedes the standard established in July 1980 and amended May 2006.

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam