



GUAM POWER AUTHORITY

ATURIDAT ILEKTRESEDAT GUAHAN
P.O. BOX 2977, HAGATNA, GUAM 96932-2977

JOB ANNOUNCEMENT NO: 2023-028

OPEN Announcement for the following position to establish list

STAFF ATTORNEY, GUAM POWER AUTHORITY

SALARY COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS*

OPENING DATE: 05/03/2023

CLOSING DATE: 05/16/2023

The Guam Power Authority is searching for qualified individuals to apply for Staff Attorney, a full-time unclassified position using the below qualification criteria.

*Salary commensurate with experience and qualifications, starting at \$115,666.00 per annum. Pursuant to §8112(a) of 12 GCA Chapter 8, Staff Attorney duties and compensation shall be fixed by the Board.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a law school accredited by the American Bar Association, admission to practice before the courts of Guam and the U.S. District Court of Guam, and three (3) years of legal work in the areas of procurement, administrative law, contracts, and land condemnation processes and procedures, and other similar business activity relating to public utilities.

NECESSARY SPECIAL QUALIFICATION:

Must be a member, in good standing, of the Guam Bar Association and must be licensed to practice before the courts of Guam and the U.S. District Court of Guam. Must have a Guam Drivers License and provide his or own transportation.

NATURE OF WORK IN THIS CLASS:

This is moderately complex to complex professional legal work requiring the performance of a variety of legal functions such as advanced research, writing opinions, briefs, and memoranda.

An attorney in this class shall advise the Consolidated Commission on Utilities (CCU), when acting as the governing board for the Guam Power Authority (GPA), and/or the GPA General Manager on all legal matters to which GPA is a party or in which GPA is legally interested and may represent GPA in connection with legal matters before the Guam Legislature, boards, and other agencies of Guam.

This position primarily serves the CCU, when acting as the governing board for GPA, the GPA General Manager, and may, as required by the CCU, serve the Guam Power Authority.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods, and practices of legal research. Knowledge in the areas of procurement, contracts, administrative law, and land condemnation. Ability to analyze legal documents and instruments. Ability to appraise and organize facts and to present evidence and other material in effective written and oral form. Ability to communicate effectively. Ability to maintain records and prepare legal documents.

ILLUSTRATIVE EXAMPLES OF WORK:

Serves as legal advisor to the CCU, when acting as the governing board for GPA, the GPA General Manager or designee by assisting them in determining the policies, procedures, rules, and regulations of GPA. Confers with the CCU and GPA personnel on various administrative legal matters concerning GPA. Review for legal soundness and accuracy, program materials originating from the different GPA divisions. Review for legal soundness, procurement procedures, contracts, and land condemnation processes and procedures for GPA. Review, draft, or present testimony to the Legislature concerning GPA. Review, draft, and participate in the disposition of adverse action cases and other personnel matters for GPA. Conduct research and provide legal advice on personnel-related matters for GPA. Represent GPA in administrative hearings. Prepare and track documents for filing for the CCU, when acting as the governing board for GPA. Assists GPA in all environmental matters concerning the interpretation and implementation of environmental regulations affecting GPA. Receive assistance and follow guidance from the CCU's Staff Attorney or other attorneys as directed by the CCU. Collect past due amounts owed to GPA.

HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254

Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

PROHIBITION AGAINST SEX OFFENDERS: Pursuant to P.L. No. 28-98, “No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam”.

EVALUATION METHOD:

A written test maybe required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

INTERVIEWING PROCEDURE/INTERVIEW CONTACT:

Applicants certified for interview based on GPA Eligibility List will receive a **Notification of Certification and Interview Schedule**, Form #HR-NOC-01 via USPS mailing to their last known address. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview. For rescheduling of interview applicants must contact the Human Resources Division 2 days prior to date of scheduled interview. Applicants are responsible to update personal contact information to the GPA Human Resources Division at gpahr@gpagwa.com as necessary. Interviews for all certified, eligible candidates, whether in-person, virtual, or telephonic, will be held by the General Manager or his designee(s). **Individuals with disabilities requiring special accommodations must submit their request to the GPA Human Resources Division at gpahr@gpagwa.com or (671) 648-3130 no later than 2 business days prior to the scheduled interview date.** In accordance with Personnel Rules and Regulations Section 4.A.3.11, the General Manager, at his discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

DISABILITY PREFERENCE:

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are required to submit official or verified copies of transcripts or high school diploma or GED certification.

HOW AND WHERE TO APPLY:

Interested applicants may call or visit the Human Resources Division at the Gloria B. Nelson Public Service Building at Route 15 Fadian, Mangilao, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment (Form A). You may also visit <http://www.guampowerauthority.com/how-do-i/find-job-openings> to view current openings and download the GPA Employment Application. You may submit your application in person, through facsimile (671) 648-3160, or e-mail to gpahr@gpagwa.com. *NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

DRUG TESTING:

As approved by Board of Directors effective May 30, 1995, **all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

IMPORTANT INFORMATION:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility to all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

FOR FURTHER INFORMATION:

Call us at (671) 648-3130, e-mail us at gpahr@gpagwa.com or visit our office.

APPROVED BY:



**JOHN M. BENAVENTE
GENERAL MANAGER**

The Guam Power Authority is an Equal Opportunity Employer

