

# 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



May 19, 2022

HRD NO.: 21-1245

**MEMORANDUM** 

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist II, Classification and Pay Branch

Subject: Creation of Position

RE: Truck Enforcement Screening Station Inspector
Truck Enforcement Screening Station Supervisor

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to create two (2) new positions and establish class specifications for the abovementioned positions into the classified service. This is based on requests to create the positions by the Department of Public Works (DPW) dated November 29, 2021 and March 2, 2022, respectively.

The Department of Public Works seeks to create these new positions as mandated by Public Law 33-106. The Truck Enforcement Screening Station (TESS) program is responsible for the inspection of commercial motor vehicles prior to entering Guam's roads, streets, or highways. The purpose of establishing these positions are to ensure the safe travels of vehicles on the highways by affirming the vehicles are mechanically sound, the operators are properly licensed, their loads are properly secured, and the weight of their loaded vehicles are within the weight/gross limitations established in P.L. 33-106.

The DPW Director shall have such powers of enforcement, as may be necessary, to implement the TESS program in relation to truck gross weight and the safety and maintenance of Guam's public roads, streets and highways. TESS Inspectors and Supervisors are authorized to stop drivers, inspect and weigh vehicles and issue violations subject to penalties for non-conformance or issue special permits authorizing the operation of vehicles of a size or weight exceeding maximum requirements.

The creation of these positions are vital for the safety, welfare and health of the general public, and the safe transportation of materials on any public road, street or highway; and the enforcement of the Truck Enforcement Screening Station program.

The following is our recommended Hay Evaluation for the proposed positions:

## PROPOSED CREATION OF THE TRUCK ENFORCEMENT SCREENING STATION SERIES

POSITION TITLE	KNOW- HOW	PROBLEM SOLVING	ACCOUNTABILI TY	TOTAL POINT S	PAY GRAD E
Truck Enforcement Screening Station Inspector	D I 2 132	C 2 22% 29	C 1 C 38 (A2)	199	
Truck Enforcement Screening Station Supervisor	D I 3 175	D 3 29% 50	D 1 C 57 (A1)	282	K

Upon approval, this proposal will be posted on the DOA website for a period of 10 working days, with a copy of the established specifications to be forwarded to the requesting department to be posted on their website. After the 10-day period has expired, the proposed job specification will be sent to the Director, Department of Administration and the Governor for 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 475-1265 or 1123. Dångkolo na Agradesimiento!

ROSEZETTE N.T. SANTOS

/	
	Approved
	Disapproved
	lipen
SHA	NE GL NGATA.
Admii	onnel Services nistrator, Human urces Division



The Honorable
LOURDES A. LEON GUERRERO
Maga' Håga · Governor

The Honorable
JOSHUA F. TENORIO
Sigundo Maga' Låhi • Lieutenant Governor



Department of Administration
Human Resources Division

2 - 2021

Administrative Branch

#### **MEMORANDUM**

TO:

Director, Department of Administration

FROM:

Director

SUBJECT:

Request for Creation of Position, Truck Enforcement Screening Station

Inspector II

### Buenas Yan Hafa Adai!

In reference to Public Law 33-106, which lapsed into law December 2, 2015, finds that Guam's public highways, roads and streets must be protected from undue wear and tear by commercial vehicles that exceeds total weight limits that the highways and roads are designed to carry. Inspection programs have been established to verify weight restrictions and requirements for commercial vehicles prior to entering Guam's public highways. *I Liheslaturan Guāhan* established respective authorities and responsibilities with the Department of Public Works (DPW) and Department of Revenue and Taxation (DRT), to stop, inspect, and weigh commercial vehicles operating on Guam's roads and highways.

As a result of the enactment of Public Law 33-106, DPW is requesting your assistance in creating the Truck Enforcement Screening Stations Inspector position to operate the Truck Enforcement Screening Station Facility to weigh commercial vehicles prior to entering Guam's roads, streets, or highways. The responsibilities of a TESS Inspector are to stop, inspect, and weigh commercial vehicles to ensure compliance with weight/gross limitation as established in P.L. 33-106. TESS Inspectors are authorized to issue penalties for violations in excess of permissible limits as established by the provisions of this public law. TESS Inspectors shall issue violations and penalties fees in accordance with Public Law 33-106.

Attached for your review and approval are Position Description, Proposed Job Specifications, Division of Highways Organizational Chart and Function Chart. Your assistance in regarding the request to create the Truck Enforcement Screening Stations (TESS) Inspector will be greatly appreciated.

DEC 3 2021

Should you have any questions, please contact Ms. Maria G. Duarte, Management Analyst IV, at 671 646-3250 or email: maria.duarte@dpw.guam.gov.

VINCENT P. ARRIOLA

Date:

#### Attached:

Proposed Position Description
Proposed Job Specification
Public Law 33-106
Division of Highway Organization Chart
Division of Highway Functional Chart
DPW Organization Chart

### **NATURE OF WORK IN THIS CLASS:**

This is routine to moderately complex inspection work of commercial vehicles and loads for conformity to size, weight and load restrictions as well as safety and mechanical requirements as determined by the Bridge Formula.

Employees in this class perform the full range of screening and recording incoming loads at the scale house, direct vehicles entering and leaving the facility, measuring between axle groups for Bridge Formula, and perform spotter duties as required.

<u>ILLUSTRATIVE EXAMPLES OF WORK</u>: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Performs operating sequences to receive and exit commercial vehicles through incoming and outgoing scales.

Inspects vehicle loads and query drivers as required. Measures end-to-end components of commercial vehicles to determine compliance with weight formula and weigh scale system to ascertain actual weight and length, utilizing the Bridge Formula.

Enter load information, consignee, commercial vehicle and driver information into computer and operates truck scale to determine weight of load.

Reviews load information and determines compliance or violation of gross and axle weight of commercial vehicles. Issues permits or Notice of Violation for non-compliance to weight capacity in accordance with Public Law.

Maintains a controlled environment in the scale house to ensure proper operation of the computerized scale system.

Directs commercial vehicles in performing key starting instructions on command as they drive through the scale.

Operates traffic control devices to allow commercial vehicles to proceed to scale area and exit from facility.

Operates a computer to process proper charges to be assigned for each load and to generate charge ticket to print fees from established rate schedules for customers.

Prepares Request for Over-Weight Limit Permit application.

Maintains records of all Truck Enforcement Screening Station (TESS) violations, permits, and data pertaining to consignees with permits.



Uses computer applications or other automated systems such as spreadsheets, to record daily weight ticket issued; input data into spreadsheet for reporting purposes; uses word processing applications to prepare and issue notices to commercial vehicles.

Answers phones, records messages and provides information.

Keeps abreast of program laws and regulations, fine schedules of the Superior Court of Guam and the Commercial Vehicle Safety Alliance (CVSA).

Performs related duties as required.

## MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of weigh station procedures; standard methods, practices and techniques used in the inspection of commercial motor vehicles

Knowledge of basic mathematical skills to examine records for compliance and measure and calculate weight limits

Ability to learn and apply the Bridge Formula

Ability to apply and enforce laws, policies, rules and regulations relating to weights, loads, and mechanical requirements

Ability to operate a computerized weigh scale system for extended periods of time

Ability to use computer system applications such as spreadsheets and word processing

Ability to maintain records and prepare reports

Ability to follow oral and written instructions

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the safe operation of a motor vehicle

Skill in handling irate customers with tact and maintain self-control

## NECESSARY SPECIAL QUALIFICATION

Must possess a valid Guam Chauffer's License



## TRUCK ENFORCEMENT SCREENING STATION INSPECTOR

## MINIMUM EXPERIENCE AND TRAINING:

- (A) Two (2) years of general experience in regulatory enforcement type of work, or technical work involving mathematical computations and data gathering and compilation, or other related work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

**ESTABLISHED:** 

**MAY 2022** 

FLSA:

**NON-EXEMPT** 

PAYGRADE:

**HAY EVALUATION:** 

KNOW-HOW:

132

199

PROBLEM SOLVING:

C 2 (22%)

29

ACCOUNTABILITY:

C 1 C

38 (A2)

**TOTAL POINTS:** 

LOURDES A. LEON GUERRERO Governor of Guam

EDWARD M. BIRN, Director Department of Administration Revised: 06/07

257

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

Class	Code	

I. IDEN	TIFICATION	25°, 25°, 25°		
Official Position Title:	Truck Enforcement Sc	reening Station Inspec	etor II	Official Position No.:
Job Location:	Public Works (Department/Agend		Highways (Division)	Planning_ (Section/Unit)
Name:	VACANTLast	First		Middle Initial
Pay Grade:	<u> </u>	[ ] Classified	[ ] Unclassified	[ ] Position Vacant
Supervisor:	(Name of Direct Supe	ervisor)	-	Title of Supervisor

## II. DESCRIPTION OF DUTIES

111.	
Duty NO. or %	<b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.
of Time	(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%).
	(3) Order of importance, beginning with the most important.
	Mark (√ or X) one format only: [ ✓ ] (1), [ ] (2), [X] (3)
30%	Operates computerized weigh scale to determine gross and axle weight and also determine if commercial vehicles are in compliance with gross weight requirements; measures end-to-end components of commercial vehicles to determine formula and weigh scale to ascertain actual weight and length regarding Bridge Formula;
15%	Inspects loads and query drivers; enters required data into computerized system to determine weigh of load;
25%	Directs commercial vehicles in starting instructions as they drive through scale; maintains proper control in scale house to ensure proper operation of the computerized scale system; generates charge ticket and print fees associated with established formula;
10%	Prepares Request For Over-Weight Limit Permit for review and approval; Issues Notice of Violation in accordance with Public Law;
15%	Maintains TESS reports, permits and data pertaining to consignees with permits; prepares daily/monthly reports of activities and issuance of TESS Control Numbers (TCN); Post all TESS transaction into spreadsheet recording amounts issued per TCN;
5%	Customer service to incoming callers/visitors to TESS facility;
_	
<u> </u>	<u> </u>
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
	Other duties as assigned.
	First Responder on Natural Disasters and Calamity.
<u> </u>	

			· · · · · · · · · · · · · · · · · · ·	
<u> </u>	CONTACTS: [	Departments, agencies and individuals you deal with d	uring the course of your daily activities.	
A. W	/ithin your departn	nent / agency. Mark (X or √) one box:		
[	] None [	] Up to 15% of total working hours		
	[	x ] 15 – 50% of total working hours	[_] Over 50%	
	outside your depart	tment / agency. Mark (X or √) ] Up to 15% of total working hours		
1	[	x ] 15 - 50% of total working hours	[ ] Over 50%	
IV.		RECEIVED: How closely is the employee's/jobholde	r's work reviewed by the direct supervisor?	
	Detailed and spe	ecific instructions / procedures received or followed for	r each assignment.	
[x ]				
[ ]	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.)			
[ ]				
٧.				
Num	ber Supervised	Position Title	Description of Responsibilities	
	N/A			

Number Supervised	Position Title	Description of Responsibilities
N/A		
''''		
		<u></u>

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
Computer	50
Tape / Wheel Measure	10
Portable Scale	30
Truck	10

[ ] Mark (√ or X) here if jobholder is unable to complete this section. complete this section for the jobholder.	The direct supervisor will then
A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience at must have before employment.	
1. WORK EXPERIENCE: List the general, specialized and/or supervisory / manageme	nt work experience needed and
how much (in months and/or years). If none, mark (√ or X) "No work experience requ	ired."
[ ] No work experience is required.	
<ul> <li>a. Two (2) years of general experience in regulatory enforcement type of work, or technical work involving mathematical computations and data gathering and compilation, o other related work, and graduation from high school; or</li> </ul>	r
b. Any equivalent combination of experience and training which provides the minimum knowledge, skills, and abilities.	
If not work experience is required. List the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
Ability to sit and operate a computerized weigh scale system for extended periods of time.	
Ability to follow oral and written instructions;	
Ability to use computer applications such as spreadsheets, word processing;	
Ability to work effectively with the public and employees	
Ability to communicate effectively, orally and in writing.	
Ability to enforce laws and regulations with tact, firmness and impartiality.	
Ability to maintain records and prepare reports.	
Skill in the safe operation of a motor vehicle.	
Skill in working independently	
Skill in dealing with angry/discourteous customers	
Callana Danca (Chau maior area of study required )	
a. College Degree (Show major area of study required.)	
[ ] Associate's :	_
[ ] Bachelor's:	
	- 1
[ ] Master's:	— I
[ ] Beyond Masters:	
CONTROL OVER DISTRICT. List an axialized skills are an axialization proceed to p	orform assential functions
2. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to p	enorm essential functions.
3. LICENSE, REGISTRATION OR CERTIFICATION:	
List possession of required license, professional registration/certification needed to per	rform essential functions.
Guam Driver's License	
Chauffeurs License	

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B.		SICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:		
1. Ma [x]	ark (√ or X) the most app Sitting	ropriate physical requirement(s) for the job.  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.		
[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.		
[x]	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).		
[x]	Reaching	The employee is regularly required to use the hands and arms to reach for objects.		
[x ]	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.		
[x]	Other	Describe the requirement.		
1				
2. M	ark (d. ar. V) the most one	ropriate mental / visual requirement for the job.		
[X]		al requirement for machine operators, office staff, etc.)		
		typical for automotive mechanic, painter, etc.)		
[]		ds, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)		
		for counselors, customer service representatives, etc.)		
		pical for an accounting clerk, cargo checker, etc.)		
	Other:			
	7-0			
i i				
3. The job's most appropriate work environment and the weather exposure.				
	Show what percent of a ty (Select one response only	ypical workday is spent.		
_50_	% Indoors in a comfortab	ole temperature-controlled environment (for instance, in an office).		
	% Indoors in a non-tempetc.)	perature-controlled environment (such as an open garage, storerooms and warehouses,		

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50_%	Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)			
%	_% Outdoors but in an enclosed vehicle protected from extreme weather conditions.			
4. Other	er physical working conditions			
[	Mark (X or √) if none of the following is applicable.			
Si	Show what percent of a typical workday this position is exposed to:			
80%	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 bearing loss or fatigue).	à		
%	An improperly illuminated or awkward and confining work space.			
%	Working above ground level where the chance of falling exists (i.e., on ladders, rooftop scaffolding).	s, bucket trucks,		
_%	Lifting or carrying items or objects. Describe item/object and weight:			
_20%	Heat. Describe source and degree of high temperature.			
	Environmental heat during warm weather (summer days) up to 105 degree temperature			
%	% Cold. Describe source and degree of cold temperature:			
%				
5 Desc	cribe the working conditions that are irregular or unusual for the job and show frequency	of exposure		
5. Desci	[ ] Mark (X or √) if not applicable.	or exposure.		
	CONDITION FREQUENCY OF I	EXPOSURE		
N/A	OONDITION THE CONTRACT OF THE			
C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.				
[x ] Regular – Standard Eight (8) hours daily, Monday – Friday				
[ ] Irregular – Shift work – A 24-hour work operation.				
State Purpose and Total Hours required per pay period:				
During times of natural disaster declared by the Governor of Guam				

[ ]	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period:		
The i	nformation given on this position is complete and correct.		
_	Signature of Employee	Date	

#### VIII. SUPERVISOR'S REVIEW

	11	MPORTANT: This Block To Be Filled Out Only By The Direct S	Supervisor	
a.	(1)	Has the employee correctly stated his or her official payroll posit	ion title?	
		[ ] Yes		
	(2)	If not, what is the correct title?		
b.	(1)	Are the employee's statements about the duties of his/her complete and accurate?	position and the supplementary information	
		[x] 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 essenti	ial functions Give name and title:	
		Name	Title	
		_N/A		
		· · · · · · · · · · · · · · · · · · ·		
d.	<u>-</u>	Does this position require (mark one)		
u.		[ ] Immediate supervision on a regular basis,		
		[x ] Immediate supervision only for new/complex tasks, or		
		[ ] Little immediate supervision.		
e.		Does the employee participate in (mark those appropriate) the		
		[ ] Formulation, [x] Interpretation, and/or [ ] Application examples:	on of Agency/Department policy. Give	
f.		The employee (mark one)		
		[ ] Performs routine, well-defined tasks,		
		[x ] Performs moderately complex tasks requiring moderate kno		
		[ ] Performs complex tasks requiring extensive knowledge of A	Agency's/Department's work.	
furtl mad	ner, th de with	to the accuracy of the description of duties, responsibilities and nat the position is necessary to carry out government functions for the knowledge that this information is to be used for statutory puring statement may constitute violations of such statutes or their imple	r which I am responsible. This certification is poses on the use of public funds. The false or	
Linda J. Ibanez, Deputy Director				
Signature of mmediate/Supervisor			Date	
	incent	t P. Article Director	2 9 NUV 2001	
17		t P. Arhola, Director  ignature of Department/Agency Head	Date	

## IX. Human Resources Office Review:

eviewed by:		No. 1
-	Position Title	Name
assification Correct: [	] Yes [ ] No	
not, corrective action to	ken: (Attach copy of review made)	
	Human Resources Manager	Date