



CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

JOB ANNOUNCEMENT

Consolidated Commission on Utilities is accepting applications to fill:

**STAFF ATTORNEY for the Guam Waterworks Authority
(UNCLASSIFIED)**

SALARY COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS

Opening Date: 26 March 2021
Closing Date: CONTINUOUS

Announcement Number: EOE 024-2021

HOW AND WHERE TO APPLY:

Applicants must submit an Employment Application- Form A2 to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building, 688 Route 15 Mangilao, Guam 96913 between 8:00 am and 5:00 pm, Monday to Friday, excluding holidays, on or before the closing date of the job announcement and encouraged to submit electronically at hrjobs@guamwaterworks.org. If you are unable to submit your application electronically, please call (671)300-6899 to pre-arrange a specific time during normal business hours to drop off your application. For more information call the Human Resources Office at (671)300-6073~7/6852/6899 or visit our website at www.guamwaterworks.org to view the job announcement and to download the GWA Employment Application- Form A2.

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, construction and land acquisition/ condemnation processes and procedures, and other similar business activity relating to public utilities.

NATURE OF WORK IN THIS CLASS:

This is moderately 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 Commissions on Utilities (CCU), when acting as the governing board for the Guam Waterworks Authority (GWA), and/or the GWA General Manager on all legal matters to which GWA is a party or in which GWA is legally interested and may represent GWA in connection with legal matters before the Guam Legislature, board, and other agencies of Guam.

This position primarily serves the CCU, the GWA General Manager, and the Guam Waterworks Authority.

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

- Serves as legal advisor to the CCU, when acting as the governing board for GWA, the GWA General Manager or designee by assisting them in determining the policies, procedures, rules, and regulations of GWA.
- Confers with the CCU and GWA personnel on various administrative legal matters concerning GWA.
- Review for legal soundness and accuracy, program materials originating from the different GWA divisions.
- Review for legal soundness, procurement procedures, contracts, and land condemnation processes and procedures for GWA.
- Review, draft, or present testimony to the Legislature concerning GWA.
- Review, draft, and participate in the disposition of adverse action cases and other personnel matters for GWA.
- Conduct research and provide legal advice on personnel-related matter for GWA.
- Represent GWA in administrative hearings.

- Prepare and track documents for filing for the CCU, when acting as the governing board for GWA.
- Assists GWA in all environmental matters concerning the interpretation and implementation of environmental regulations affecting GWA.
- Collect past due amounts owed to GWA.

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.

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of 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.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) All new employment in the service of the government of Guam *shall* have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illicit/illegal drugs pursuant to GWA's Drug and Alcohol-Free Workplace Policy (DAFWP) prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the DAFWP or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law 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".

PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.


 JOSEPH T. DUENAS
 Chairman

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"