



GHURA

Guam Housing and Urban Renewal Authority
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PETITION

The Guam Housing and Urban Renewal Authority (GHURA) hereby petitions our Board of Commissioners for the approval of the following creation of positions into the classified service:

1. Resident Relations Specialist
2. Housing Administrative Officer
3. Housing Facilities Assistant
4. Housing Inspector Supervisor
5. Housing Procurement Administrator

This petition is in compliance with Public Law 28-112 and codified in 4GCA, Chapter 6, §6393 (d). The petition is also required by 4GCA §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Article 1.

For more information, please direct all comments, suggestions, inquiries to Kimberly K. Bersamin, Personnel Services Administrator at kbersamin@ghura.org, or 671-475-1419.


ELIZABETH F. NAPOLI
EXECUTIVE DIRECTOR *EF*
Date:

GUAM HOUSING & URBAN RENEWAL AUTHORITY
HUMAN RESOURCES STAFF REPORT
May 15, 2023

I. REQUEST

The Executive Director is petitioning approval from the GHURA Board of Commissioners for the following creation of positions to the classified service:

- Resident Relations Specialist
- Housing Administrative Officer
- Housing Facilities Assistant
- Housing Inspector Supervisor
- Housing Procurement Administrator

II. AUTHORITY

Title 4, Guam Code Annotated, Section 6303. Creation of Positions (d).

1. Creation of positions in the Autonomous Agencies and Public Corporations states in part:

The petition of the head of an agency, department, or public corporation listed in §4105(a) of this Title to create a position shall include:

- a) the justification for the new position (see below);
- b) the essential details concerning the creation of the position (see below);
- c) an analysis of the similarities and difference between the position to be created and positions listed pursuant to 4GCA §4101.1(d) (see below);
- d) the position description (see attached);
- e) the proposed pay range and demonstration of compliance with §6301 of this Title; and
- f) a fiscal note, as that term is described in 2GCA § 9101 et seq.; and any other pertinent information.

2. The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturday, Sundays and government of Guam holidays excepted). After posting, the head shall forward the petition, along with evidence of his compliance with 4GCA §6303.1(a) to the governing board or commission who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.

3. No new position may be filled until after compliance with the provision of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

III. **METHODOLOGY**

The Human Resources (HR) staff reviewed the duties and responsibilities as described in the proposed class standard as well as the organizational and job descriptions of the position.

HR staff also utilized the Hay-Xpert questionnaire that was completed by the Executive Director (Acting) and the Hay Guide Chart-Profile Method in determining the points in terms of Know-How(KH), Problem Solving (PS) and Accountability (AC).

IV. **AGENCY BACKGROUND**

The Guam Housing and Urban Renewal Authority (GHURA) is an autonomous agency of the Government of Guam. Its mission is to promote the health, safety, and welfare of its people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent and sanitary dwellings for low-income families, through encouragement of private enterprise to participate in the common task of community improvement.

GHURA is governed by a seven (7) member Board of Commissioners who formulate and establish policy decisions for the Authority. Currently, GHURA has a total workforce of 120 employees and services approximately 3,314 families on Guam.

V. **DIVISIONAL BACKGROUND**

The proposed creations are for the Public Housing, Section 8 and Procurement Divisions, respectively.

Public Housing Division. In June 2006, the US HUD mandated that housing authorities with more than 250 units be converted to an asset management system. HUD finalized its final rule in that it established two things: (1) a new formula for its operating subsidy was determined and (2) a new business model was introduced called asset management.

According to HUD, asset management is intended to lead housing authorities into better management and oversight of their public housing. Doing so provides the agency with

much needed information as to the operating cost and performance level of each public housing project.

With the conversion, the public housing divisions now consist of four independent property sites, identified as AMP#1, AMP#2, AMP#3, AMP#4, and are responsible for the leasing and maintenance of 750 housing units located throughout various sites on island. HUD subsidizes these public housing rental units and ensures that GHURA provides safe, affordable housing to Guam's low-income residents. Although, not part of Public Housing, the Authority manages the Guma Trankilidat program that houses 49 elderly homes.

Section 8 Division is also one of the major programs administered by GHURA and funded by the US. Department of Housing and Urban Development (HUD) by more than a 30 million grant called, the Housing Choice-Voucher Program (HCVP). The HCVP, administers about 2,515 vouchers that pay federal rent subsidies to private property owners who rent to eligible low-income households, the elderly, and persons with disabilities.

The **Procurement Division** administers GHURA's purchasing, and contracting activities, to include various supply management functions in accordance with local and federal procurement authority.

VI. **CLASSIFICATION REVIEW**

- A. These creations are critical in order for the Authority to meet the current demands of the Public Housing, Section 8 and Procurement divisions.

The creations reflect the nature of work, duties, responsibilities and requirements of the work expected essential to meeting HUD mandates, and GHURA's mission as follows:

- Resident Relations Specialist
- Housing Administrative Officer
- Housing Facilities Assistant
- Housing Inspector Supervisor
- Housing Procurement Manager

B. **RESIDENT RELATIONS SPECIALIST**

The Resident Relations Specialist (RRS) position performs professional housing services work for the Public Housing Division's Asset Management Property Site Development.

The RRS plays a critical role in the efficient operations of the property site development by briefing and counseling clients, performing final eligibility determination, issues citations, initiates leases, and conducts resident resolutions.

The proposed position requires the knowledge of the principles, methods and techniques of housing management administration, contracts, legal instruments, personal computers and related software.

The minimum experience and training of the proposed position calls for graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, social science, property or real estate management, plus two years ; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

With respect to the job content of the proposed position, using the Hay Guide Chart-Profile Method, the following points were determined in terms of Know-How (KH), Problem Solving (PS) and Accountability (AC):

<u>Know How</u>	<u>Problem Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
EII2 200	D3 (33) 66	D1S 76	342	M

The proposed position is a professional level job executing leases, interpreting federal regulations and issuing citations. The job's know-how depth is "basic specialized" in that it requires some specialized skill in the field of housing management.

The problem solving latitude of the job is substantially diversified because the position works within specialized standards and must have the kind of "thinking" needed to solve the problems commonly faced in the job, as the job is not routine in nature.

The accountability (end results) component of the position is generally regulated. This is because the job is subject in whole, or in part, to well established and defined policies that are subject to an annual confirmatory review by the federal government.

Organizationally, the proposed position reports to the Property Site Manager and has an interviewer clerk under their supervision.

C. HOUSING ADMINISTRATIVE OFFICER

The proposed creation of the Housing Administrative Officer is designed to perform complex administrative and support services to the housing development.

The position provides not only administrative support, but also technical work in small procurement, and tenant receivables and payables for each property site development following HUD's decentralized model.

The proposed position requires knowledge of general administrative processes, office management, knowledge of procurement and supply, accounts payable and receivables.

The minimum experience and training of the proposed position calls for two (2) years of work involving procurement, accounts receivables, accounts payable and other management operations, and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral or social science or related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

With respect to the job content of the proposed position, using the Hay Guide Chart-Profile Method, the following points were determined in terms of Know-How (KH), Problem Solving (PS) and Accountability (AC):

<u>Know How</u>	<u>Problem Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
EI2 175	D3 (33) 57	D1S 66	306	L

The proposed position is "basic specialized". The knowledge required to do the job involves knowing practices, precedents and principles in the field of housing management. The position's depth operates within specialized techniques in getting the job done.

The problem solving latitude of the job is "standardized" because the position works well within specialized standards of procurement and accounting, and must have the kind of "thinking" needed to solve the problems commonly faced in the job, as the job is not routine in nature.

The accountability (end results) component of the position is generally regulated. This is because the job is subject in whole, or in part, to well established and defined policies that are also subject to an annual confirmatory review by the federal government.

Organizationally, the proposed position reports to the Property Site Manager.

D. HOUSING FACILITIES ASSISTANT

The proposed position performs a variety of day-to-day operational tasks of administrative work that includes: generating, entering, closing order requests into GHURA's computerized tenant data system from public housing residents,

maintaining inventory levels of maintenance consumables, equipment and office supplies.

The minimum experience and training of the proposed position calls for three (3) years of staff work involving inventory control, maintaining the work order system, and other management operations, and graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

With respect to the job content of the proposed position, using the Hay Guide Chart-Profile Method, the following points were determined in terms of Know-How (KH), Problem Solving (PS) and Accountability (AC):

<u>Know How</u>	<u>Problem Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
DI2 152	C2 (22) 33	C1C 38	223	J

The proposed position's know how is "basic specialized". The knowledge required to do the job involves knowing practices, precedents and principles in the field of housing management. The position's depth operates within specialized techniques especially in getting the job done on inventory control.

The proposed position's problem solving latitude is "semi-routine" with its thinking environment and working with somewhat diversified procedures and specialized standards.

The accountability (end results) component of the position is standardized. This is because the job is subject in whole, or in part, to standardized practices and procedures.

Organizationally, the proposed position reports to the Property Site Manager.

E. HOUSING INSPECTOR SUPERVISOR

The proposed position supervises all aspects of the housing inspection function of privately owned dwelling units, and newly constructed building and housing developments to determine if they meet housing quality standards under the Section 8 program that ensures quality, safe, and affordable housing for the Section 8 Housing Choice Voucher participants.

The minimum experience and training of the proposed position calls for five (5) years of experience in planning, developing, coordinating housing inspections and compliance, and graduation from a recognized college or university with a Bachelor's degree in business administration, public administration or closely

related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

With respect to the job content of the proposed position, using the Hay Guide Chart-Profile Method, the following points were determined in terms of Know-How (KH), Problem Solving (PS) and Accountability (AC):

<u>Know How</u>	<u>Problem Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
EII2 264	E3 (33) 87	E1S 100	451	O

The proposed position's know how is "basic specialized". The knowledge required to do the job involves knowing practices, precedents and principles in the field of housing inspection management. The position's depth operates within scientific theory and principles in getting the job done.

The proposed position's problem solving latitude is "clearly defined", as housing inspection have policies and procedures that are defined by US HUD.

The accountability (end results) component of the position are directed. This is because the job is covered by HUD housing standards.

Organizationally, the proposed position reports to the Section 8 Administrator.

F. HOUSING PROCUREMENT ADMINISTRATOR

The proposed position is responsible for administering all aspects of purchasing, and contracting activities to include various phases of supply work and stock control for the authority's housing programs.

The minimum experience of the proposed position calls for five (5) years of experience in purchasing and materials management, to include various phases of supply work, stock controlling, and three (3) years of supervisor experience and graduation with a bachelor's degree in business administration, public administration or closely related field; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

With respect to the job content of the proposed position, using the Hay Guide Chart-Profile Method, the following points were determined in terms of Know-How (KH), Problem Solving (PS) and Accountability (AC):

<u>Know How</u>	<u>Problem Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
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The proposed position's know how is "seasoned specialized". The knowledge required to do the job involves proficiency gained through wide exposure in techniques which combines a broad understanding of local and federal procurement laws.

The proposed position's problem solving latitude is "clearly defined", as local and federal procurement policies, procedures and laws are defined and established.

The accountability (end results) component of the position are directed. This is because the job is covered by local and federal procurement standards.

Organizationally, the proposed position reports to the Executive Director.

VII. CONCLUSION

In creating the five (5) new positions, the duties and responsibilities accurately depicts the work required to provide technical and professional level housing services work, specifically to our Public Housing, Section 8 and Procurement Divisions, respectively.

The justification, as depicted above for the creations of the Resident Relations Specialist, Housing Administrative Officer, Housing Facilities Assistant, Housing Inspector Supervisor, and Housing Procurement Manager, can be summarized for the following two reasons:

1. GHURA is mandated by the U.S. Department of Housing and Urban Development to continue the asset management model and structure; and
2. The functions of the proposed positions are more aligned with the current program expectations GHURA must meet as outlined in the Annual Contributions Contract and the Administrative Plan from the U.S. Department of Housing and Urban Development.

VIII. FISCAL NOTE

A fiscal note as the term as described in 2GCA, §9101 et seq.; and any other pertinent information.


GHURA is responsible for the funding availability for the above referenced positions and are in compliance with all applicable laws, rules and regulations regarding the creation, filling and retention of positions. Funding for these positions have no financial impact on the Government of Guam's General Fund.

IX. RECOMMENDATION

Staff recommends approval on the following creations of positions:

Position Title	Pay Grade
Resident Relations Specialist	M
Housing Administrative Officer	L
Housing Facilities Assistant	J
Housing Inspector Supervisor	O
Housing Procurement Administrator	P

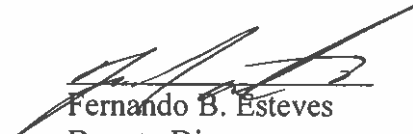
Submitted By:



Kimberly K. Bersamin
Personnel Svc. Admin


06/09/2023
Date

Concurred By:



Fernando B. Esteves
Deputy Director

6/12/2023
Date



Elizabeth F. Napoli
Executive Director

06/12/2023
Date

RESIDENT RELATIONS SPECIALIST (PROPOSED) GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Under the direct supervision of the Property Site Manager, the Resident Relations Specialist assists in ensuring the efficient operations of the Public Housing (PH) Program through briefings, client counselings, performing final eligibility determinations, assisting with resident/problem resolutions, terminations, transfers, investigations, referrals, and performing related functions adhering to all requirements by the Guam Housing and Urban Renewal Authority (GHURA) and the Department of Housing and Urban Development (HUD).

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 the Property Site Manager in monitoring activities of resident families and other staff.

Provides technical guidance and training to subordinate staff.

Assists Property Site Manager in coordinating Town Hall meetings, agendas, and logistics.

Represents the division at community meetings, workshops, trainings, and outreach activities.

Researches, compiles, analyzes, and maintains information for compliance with local and federal policies, rules, and regulations.

Participates and provides input on the Admission and Continued Occupancy Policy (ACOP) when requested. Participates in recommending and drafting Standard Office Procedures (SOPs) for Public Housing Program improvements.

Enforces resident dwelling leases for compliance, accurately and timely documentation to support lease compliance actions inclusive of issuing noncompliance citations, subject to review by the Property Site Manager.

Performs timely and accurate annual and interim examinations for factors affecting eligibility, suitability, and rent of each family in occupancy, accurately calculates and establishes annual and interim rent amounts, and notifies families of these changes in accordance with applicable policies.

Conducts reexaminations of participants and completes required processing procedures manually and electronically.

Completes appropriate processing procedures for lease terminations and transfers.

Maintains files, records, and manuals according to federal regulations, Admissions and Continued Occupancy Policy (ACOP), GHURA policy, and other requirements.

Verifies recent housing situation of applicants to determine priority of applicants in accordance with established guidelines.

Participates in the selection of applicants for admission into the Public Housing developments.

Advises residents on new policies as they are updated and implemented.

RESIDENT RELATIONS SPECIALIST - Proposed

Accompanies residents to the properties to view units.

Meets with residents to thoroughly explain the Public Housing Program leasing requirements and rent determination.

Explains resident responsibilities for the unit.

Responds to resident complaints and works to find resolutions.

Investigates allegations of program abuse and fraud pertaining to applicants and residents, accurately documents, follow-up actions, and final resolutions with consultation and direction of the Property Site Manager. Reports information as necessary, to appropriate legal, law enforcement and governmental officials.

Recommends and initiates termination actions for non-compliance of program regulations and policies, providing thorough explanations of hearing procedures pursuant to applicable policies, rules, regulations, and laws.

Executes follow-up actions based on grievance hearing determinations within the time and manner as prescribed.

Works with hearing officer to schedule grievance hearings and explains hearing procedures to residents. Takes appropriate and efficient action based on the final hearing determination. Files appropriate documents in resident's file.

Performs various housing inspections such as move-in, annual housekeeping, and other special inspections to ensure tenants are meeting the lease obligations in keeping the units decent and habitable.

Timely reporting of maintenance repairs that are needed for the unit to remain National Standards for the Physical Inspection of Real Estate (NSPIRE) compliant.

Issues citations to tenants for unit discrepancies that are a result of tenant neglect and provides a reasonable timeframe for the matter to be corrected.

Schedules inspections and/or re-inspections of units and reviews inspection reports.

Assigns residents to the units in accordance with adopted policies and procedures, notifies Building Maintenance Supervisor to prepare units for occupancy, and prepares leasing documents.

Reviews and processes resident damages and vacancy loss claims submitted by the maintenance section against security deposits held under resident's accounts.

Explains the Community Service Program requirements for exempt and non-exempt household members. Collects and tracks the Community Service hours for compliance and leasing renewal. Counsels and negotiates with tenants who fail to comply with the Community Service requirements and provides deadlines in order to recertify the tenant's participation.

Distributes agency and client notices and correspondences through a variety of delivery methods, which takes place in an inside and outside environment.

Works to achieve occupancy levels of 100%.

Provides counseling to program participants on housing program-related matters, including rental delinquencies. Provides mediation when appropriate in the resolution of resident problems.

Performs various project assignments with minimal supervision. May be required to perform any/all duties, including subordinate positions, on occasion, or as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of HUD housing program regulations and eligibility requirements, regulations governing occupancy, rent calculation and administration of public housing and applicable federal and state fair housing requirements.

Knowledge of housing and community development programs for client referrals.

Knowledge of resident rights and local statutes pertaining to rental laws.

Ability to understand technical legal forms and documents.

Ability to enter residences regardless of the state and condition to conduct housing inspections and ensure lease obligations are met.

Ability to interview families, using techniques and procedures, and professional rules of conduct.

Ability to use housing management and office software programs, office equipment, including computer, fax, copier, telephone system.

Ability to plan, organize, manage, and assign routine work and special projects in order to meet organizational goals.

Ability to interpret and apply pertinent laws, regulations, and related program guidelines.

Ability to maintain privacy and confidentiality of client and owner interviews, information, and files.

Ability to work effectively with the employees and the public who have different social, economic, and ethnic backgrounds.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of experience in housing services, property management, real estate, or human services and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavior or social science or related fields; or
- B. Any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills required of the position.

RESIDENT RELATIONS SPECIALIST - Proposed

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: JUNE 2023

PAY GRADE: M

HAY EVALUATION: KNOW HOW: E112 200
PROBLEM SOLVING: D3 (33) 66
ACCOUNTABILITY: D1S 76
TOTAL POINTS: 342

JOHN J. RIVERA
CHAIRMAN
GHURA BOARD OF COMMISSIONERS

PROPOSED

**HOUSING ADMINISTRATIVE OFFICER (PROPOSED)
GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

NATURE OF WORK IN THIS CLASS:

Involves moderately complex staff administrative work in providing administrative and support services to the Asset Management Property (AMP).

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; accounts receivables and payables, small purchase procurement of supplies, materials, equipment, and other support services. Operates under the direct general supervision of a Property Site Manager.

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.)

Performs the full range of routine small purchase procurement activities including procurement of a variety of services, supplies, equipment, and materials required for the Public Housing Asset Management Property.

Assists with other AMP developments, when necessary.

Prepares regular monthly invoices and utility requisitions for approvals and processes.

Submits purchase requisitions, obtains purchase orders, and assists with monitoring workflow.

Expedites requests for purchase requisitions and other administrative transactions.

Responsible for office supplies; places orders for and accounts for supplies received.

Checks for proper coding, classification, mathematical accuracy, and compliance with procedures, entering data on statistical, administrative and fiscal records, perform mathematic calculations.

Coordinates the preparation and administration of the public housing budget; examines overall budget for completeness, accuracy and conformance with established guidelines and requirements; and provides expenditures financial report. Recommends adjustments, as necessary, to the Property Site Manager to meet approved budget ceiling; researches and provides input to department budget or assigned projects.

Reviews and prepares documents for items pertaining to the Asset Management Property's accounts payables and receivables (e.g., invoices and receivables).

Reviews credit listing report for accuracy; verify record and post customer/client transactions.

Maintains aging of accounts receivables and may include hand-delivery of monthly statements to residents.

Manages multiple delinquent accounts for debt collection efforts; tracks accounts to identify outstanding debts; negotiates payoff deadlines or payment plans, as approved by the Property Site Manager. Handles questions, or complaints; investigates and resolves discrepancies with payments or accounts.

Assists with contract monitoring and administration.

HOUSING ADMINISTRATIVE OFFICER (Proposed)

Processes accounting transactions utilizing an automated accounting system related to accounts payable, accounts receivable, tenant contracts, inventory control, property control, payroll or purchasing; post financial data. Analyze receipts and disbursements by project and on a project-by-project basis.

Reviews and reconciles tenant security deposits.

Reconciles bank statements, conduct bank uploads.

Prepares a variety of management, to include intra, extra, and interagency reports.

Assists with the reconciliation of petty cash fund.

Participates in the internal audit of financial records.

Interprets and explains administrative policies, rules, and procedures to employees and supervisors.

Creates finished documents from notes or outlines, including letters, memos, project summaries, meeting agendas, meeting minutes, spreadsheets, and presentations.

Compiles statistics and other data for the preparation of the annual and other reports.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of procurement policies, procedures, and processes.

Knowledge of management principles, practices and techniques.

Knowledge of accounts payable and account receivables.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to supervise the work of others.

Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to work and communicate effectively with the public and employees.

Ability to maintain records and prepare administrative and financial status reports.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in staff administrative work involving procurement, budget and other management and

HOUSING ADMINISTRATIVE OFFICER (Proposed)

graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: JUNE 2023

GRADE PAY/STEP: L

HAY EVALUATION:	KNOW HOW:	E12	175
	PROBLEM SOLVING: D3 (33)	57	
	ACCOUNTABILITY: D1S		66
	TOTAL POINTS:		298

JOHN J. RIVERA
CHAIRMAN
GHURA BOARD OF COMMISSIONERS

**HOUSING FACILITIES ASSISTANT (PROPOSED)
GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

NATURE OF WORK IN THIS CLASS:

This is complex work involved in supply management inventory, accountability, and quality control functions of computerized data processing. Employees in this class control and verify a variety of source data and computer-generated reports, generally requiring extensive adjustments and entries for accuracy.

This position performs a variety of day-to-day operational tasks to include, but not limited to, tracking the goods and supplies within the property's store room and warehouse, generating reports to replenish goods and supplies based on demand, keeping accurate record of fixed assets, appliances, equipment, and tools; scheduling deliveries from vendors; receiving items from vendors physically and in the database system; and, fielding calls from residents requesting the need for maintenance to conduct repairs in their units.

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).

- Uses database system to prepare, schedule and generate work orders for maintenance repairs;
- Communicates with residents to confirm and schedule a date and time of repairs based on priority;
- Accounts for the issuance of inventory supplies for each system generated work order
- Adjusts and returns supplies in the database system as needed.
- Leads the annual supply and inventory consumable physical count.
- Controls and issues property control tags and item locations at least annually.
- Conducts physical verification and checks of fixed asset inventory, equipment, and tools daily at units, in the compound, and in common areas. Submits reports to the Property Site Manager to document inventory controls, as required.
- Records inventory for accurate stockage and storage; performs quality checks on stored inventory.
- Works closely with the Building Maintenance Supervisor and Housing Administrative Officer to identify inventory for transfer or disposal.
- Prepares and maintains records for supply and inventory dispositioned for disposal.
- Receives inventory from vendor deliveries verifying for accuracy against the Purchase Orders and its descriptions; signs off on deliveries from vendors.
- Tracks low minimum stock and reorder points placing orders as required.
- Picks up inventory from vendors if they are not able to deliver.
- Monitors Purchase Orders for backorders.
- Communicates with vendors for estimated delivery.
- Advises vendors of Purchase Order delivery expiration and cancellations.
- Advises Housing Administrative Officer of status and closes on order requests that have expired.
- Prints receiving tickets from the housing authority's software system and submits to the Housing Administrative Officer for processing payments to vendors, noting discrepancies, working with vendors for any credit memos if required.

Verifies data contained in source documents and computer printouts for consistency, validity, accuracy, and completeness; traces sources of error in documents, data, and procedures; obtains corrected/new data and makes appropriate adjustments and entries.

Schedules routine official vehicle maintenance; monitors and tracks vehicle expirations and conducts registration renewals.

Makes runs for maintenance to purchase parts that are not currently in stock for repairs.

Monitors and tracks open work orders weekly. Works closely with the Building Maintenance Supervisor to track workorder delays; closes Work Orders; prints, and delivers billings for any tenant charges as a result of the completed Work Orders; and defers Work Orders that are pending parts availability

Manages unit and property key controls, documenting the issuance and return of keys to the master box, and updates newly issued keys or locks.

Collects and receives National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections and schedules repairs accordingly and in the time specified or required by the U.S. Department of Housing and Urban Development (HUD).

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer workflow and processing methods, procedures and practices controlling the collection of data; and the distribution and use of documents, reports and related materials produced by computers.

Knowledge of storekeeping/warehousing supplies, equipment, and/or services ordering and inventory control.

Knowledge of standard office practices and procedures.

Ability to reconcile stock counts to report data; ability to receive, stock, and/or deliver goods.

Ability to prepare routine administrative paperwork, clerical, word processing, and/or office skills.

Ability to review and/or edit documents for accuracy and completeness.

Ability to learn, interpret and apply program guidelines.

Ability to operate standard office machines and equipment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of general business office experience in processing a variety of data for the housing development to include work order management, various phases of supply, warehousing, issuing and receiving of supplies, inventory control and property recordkeeping; or
- B. Any equivalent combination of training and experience beyond high school which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.
Must be able to lift at least 50lbs.

ESTABLISHED: June 2023

PAY GRADE: J

HAY EVALUATION:	KNOW HOW:	D12 152
	PROBLEM SOLVING:	C2 (22) 33
	<u>ACCOUNTABILITY:</u>	CIC 38
	TOTAL POINTS:	223

JOHN J. RIVERA,
CHAIRMAN
GHURA BOARD OF COMMISSIONERS

PROPOSED

**HOUSING INSPECTOR SUPERVISOR (Proposed)
GUAM HOUSING AND URBAN RENEWAL AUTHORITY**

NATURE OF WORK IN THIS CLASS:

This position performs moderately complex supervisory work for all aspects of the housing inspection function, by ensuring rental units have quality, safe, and affordable housing for Section 8 Housing Choice Voucher (HCV) participants.

Employees in this class perform the full range of moderately complex supervisory work to include, monitoring all phases of the inspections process, including program compliance, problem resolution, and report preparation and presentation.

All activities shall support the Guam Housing and Urban Renewal's mission, strategic goals and objectives.

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

Supervises and manages the work of inspectors and support staff including: assigning, planning, and reviewing work, evaluating work performance, inspection processes and procedures to ensure timely scheduling of inspections and adequate documentation of unit and landlord information; completing performance evaluations, coordinating activities, maintaining standards, and providing input in the allocation and training of personnel.

Supervises Housing Inspectors and inspection-support staff and coordinating the housing inspection process to ensure that each Section 8 HCV assisted rental unit is properly inspected in a timely manner and in accordance with all applicable U.S. Housing and Urban Development (HUD) housing quality standards and GHURA policies and procedures.

Tracks policy and procedure changes to ensure quality control inspections are adhered to in accordance with HUD regulations and GHURA policy.

Collects, compiles, and updates Rent Reasonableness information to ensure a sufficient rent reasonableness database of the going market rental rates.

Prepares and presents reports regarding housing inspections, summarizes data from inspection reports and identifies trends of problems.

Develops and implements changes and updates to increase the use of technology solutions to streamline and improve the process for completing inspections and all associated correspondence and reporting.

Implements and monitors appropriate procedures of notifying owners or real estate agencies of repairs needed for program compliance.

Assists in the development and revisions of revised policies relating to inspection standards, rent setting, rent reasonableness, utility allowances and other related program requirements.

Assists, directs and monitors the negotiation of rents with owners or real estate agencies for all Section 8 Programs to ensure compliance.

Responds to inquiries regarding inspection inquiries and the Section 8 Program.

Researches and answers various types of correspondence and telephone inquiries relating to inspection staff, inspection and program policies and the Section 8 HCV Program.

Tracks and inspects Section 8 assigned vehicles to ensure safety, adequate maintenance and use of vehicles.

Investigates or assigns staff to investigate a complaint or complaints of unauthorized tenancy and other tenancy issues that may not be legal, or threatening to other tenants within the premises.

Works with the property owner or landlord to resolve tenancy or HQS deficiencies, tenant disputes, and HQS repair issues in a timely manner.

Acts as a liaison between landlord and tenant disputes relative to HQS repair issues.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of HUD Housing Quality Standards and the principles of leasing housing.

Knowledge of building codes and enforcement.

Ability to conduct a high volume of thorough inspections efficiently and effectively while applying detailed and comprehensive HUD housing quality standards.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to learn, interpret and apply pertinent laws, regulations and other program guidelines.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepares reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Five years of experience, including two years of supervisory experience conducting housing inspections, Housing Choice Voucher Program operations, or building code enforcement; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: June 2023

PAY GRADE: O

HAY EVALUATION:	KNOW HOW:	E112	264
	PROBLEM SOLVING:	E3 (33)	87
	<u>ACCOUNTABILITY:</u>	EIS	100
	<u>TOTAL POINTS:</u>	451	

JOHN J. RIVERA,
CHAIRMAN
GHURA BOARD OF COMMISSIONERS

PROPOSED

**HOUSING PROCUREMENT ADMINISTRATOR (Proposed)
GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)**

NATURE OF WORK IN THIS CLASS:

Administers the full programs and activities in administering the purchasing and contracting activities for the Housing Authority.

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

Performs management level duties.

Serves as the procurement advisor to the Authority's Chief Procurement Officer (Executive Director).

Performs senior procurement work functions to include, but not limited to, purchasing, supply, warehouse inventory and surplus activities for the Authority, in accordance with both federal and local procurement statutes and regulations.

Works closely with legal counsel to ensure all procurement matters are reviewed for transparency and compliance purposes.

Manages the development of, and prepares Requests for Proposals (RFPs), Requests for Qualifications (RFQ), and Invitations for Bid (IFB), for supplies and professional services.

Coordinates review of proposals and qualifications and prepares Board Action.

Coordinates contract administration activities that are related to professional services, construction, and other contract services.

Oversees the soliciting invitations/requests for bids, quotes, independent price and costs analysis, cost comparisons, quality and suitability, evaluations, price tabulations, ordering, and internal budgets.

Researches federal, state, and local government policy and procedures, new products, market conditions, and trends and informs and encourages participation by minority businesses in compliance with applicable U.S. Department of Urban Development (HUD), Government of Guam, and the Guam Housing and Urban Renewal Authority (GHURA) policy and procedures.

Maintains, updates, and ensures compliance with the Authority's Procurement Policy and Procedure Manual.

Implements best practice procurement strategies delivering the best value for money while ensuring regulatory compliance of goods and services supplied.

Researches, qualifies, and expands vendor list, and assists in the administration of Blanket Supply contracts.

Oversees and maintains the Authority's contract register and collaborates with contract administrators for review, renewal, termination, etc., in accordance with GHURA's policy.

Manages the sourcing and establishment of new suppliers and liaising with existing suppliers to ensure that the best value market leading goods and services, commensurate with the needs of the organization, are procured, retained and/or replaced as required.

Tracks requisitions, purchase orders, departmental reports, and vendor documents for accuracy, quality, timeliness, and agency specifications.

HOUSING PROCUREMENT ADMINISTRATOR (Proposed)

Identifies long-lead-time procurement items and prioritizes requisitions to ensure materials and services are obtained timely, emphasizing quality, cost, and availability.

Initiates the sale of obsolete or excess property and equipment. Analyzes storage methods and recommends improvements.

Maintains a system of internal controls, develops, and presents reports, budgets, and other operational data to the Authority's leadership.

Reviews and resolves conflicts involving incorrect invoices or improper shipments.

Leading professional and transparent tender in award processes across the Authority, ensuring all compliance and risk issues are addressed in the process.

Manages regular contract reviews and negotiations with strategic suppliers and leading those with all other key suppliers.

Monitors all costs to ensure focus of Procurement principles on key spend areas to maximize actual saving.

Facilitates and conducts procurement training and professional development for all agency personnel.

Recommends and drafts agency-wide procurement policies and procedures.

Manages and maintains agency-wide procurement records in a manner prescribed by local and federal regulations, policies, and procedures.

Performs other related duties as required.

MINIMUM KNOWLEDGE ABILITIES AND SKILLS:

Knowledge of the principles, practices, techniques and procedures in procurement management programs and operations as identified by HUD and other federal guidelines.

Knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority regarding procurement.

Knowledge of governmental purchasing and supply methods and procedures, including buying, inspecting, and shipping methods.

Knowledge of contract preparation and specifications.

Knowledge of federal and local procurement laws.

Ability to locate sources of supply and obtain competitive bids, market and price trends.

Ability to understand and follow written and oral instructions and present ideas and information clearly and concisely, orally and in writing.

Ability to award purchase orders for materials, supplies, and equipment on an impartial and objective basis based upon quote information.

Ability to interpret, explain, and ensure compliance with federal and local procurement statutes.

Ability to record data management, storage, and retrieval systems.

Ability to exercise independent judgment within the realm of Agency, state, and federal bid laws and policies, rules, and regulations.

Ability to work effectively with vendors and the public.

MINIMUM EXPERIENCE AND TRAINING:

- A) Six (6) years of progressively responsible experience in the various phases of procuring, purchasing, and supply management in a government agency, preferably with a public housing authority; including two (2) years of supervisory experience in a procurement, purchasing, or contracting roles for a public (government) agency or a large corporation, and graduation from a recognized college or university with a bachelor's degree in business or public administration; or
- B) Any equivalent combination of experience and training which provides the minimum, knowledge abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

ESTABLISHED: June 2023

PAY GRADE: P

HAY EVALUATION:	KNOW HOW:	FII2	304
	PROBLEM SOLVING:	E3 (38)	115
	ACCOUNTABILITY:	EIS	115
	TOTAL POINTS:	534	

JOHN J. RIVERA,
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