



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 amendment of position:

Property Site Manager

This petition is in compliance with Public Law 34-131 and codified in 4GCA, Chapter 6, §6303 (e) (1). 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

Date:

**GUAMHOUSING & URBAN RENEWAL AUTHORITY
HUMAN RESOURCES STAFF REPORT
May 19, 2023**

I. REQUEST

The Executive Director is petitioning approval from the GHURA Board of Commissioners to amend the current Property Site Manager's classification specification. The request to amend the Property Site Manager position is based on a 01/20/23 memorandum from the incumbent Property Site Managers.

II. AUTHORITY

Title 4, Guam Code Annotated, Section 6303(e), (1) Amendments

1. If a position created pursuant to § 6303 is amended in pay range, position description, or qualification, the amendment shall be subject to a petition of the head of a line agency, department, 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) the amended pay range and position description; and
 - d) 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 amended position may be filled until after compliance with the provision of this Section and one hundred eighty (180) 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 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 3314 families on Guam.

V. DIVISIONAL BACKGROUND

The proposed amendment is for the Public Housing Division.

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 need 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 also manages the Guma Trankilidat program that houses 49 elderly homes with a "Property Site Manager" position classification.

VI. CLASSIFICATION REVIEW

- A. Due to the U.S. Department of Housing and Urban Development's 2007 mandate to convert to "Asset Management", the Property Site Manager position was established in May 2007, and has not been updated since its creation. The amended request supports the overall mission of GHURA following the continued mandated "decentralized" model for the public housing developments.
- B. In 2016, GHURA continued to decentralize the public housing operations by further pushing out the functions of small purchase procurement, accounts receivables and accounts payables, out to each development. The concept of further decentralization is for each property development to be efficient and effective, independent of the other site bases.

Therefore, this amendment is necessary in order for the Authority to meet the current demands of the Public Housing. The position's amendments reflect the changing nature of work, duties, responsibilities and requirements essential to meeting HUD mandates noted above, and GHURA's mission.

- C. Therefore, it is necessary to amend and update the "Nature of Work, Minimum Experience and Training, illustrative examples, and the Necessary Special Qualifications".

Nature of Work –

Current – This is complex supervisory and professional property management work involved in the physical (maintenance), fiscal and regulatory operations of the housing Authority's site management.

To amend to read – Administers all aspects of the housing authority's site management to include property management, small purchase procurement, consumable inventory management, tenant's accounts payable and receivables, and fiscal and regulatory operations of the development.

Minimum Experience and Training –

Current – A) Six (6) years of progressively responsible experience in housing services, case management, housing counseling, residential/commercial property management and eligibility, and/or social work; and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, social science or related fields; property or real estate

management; and B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

To amend to read – A) Six (6) years of progressively responsible experience in housing services, case management, housing counseling, residential/commercial property management and eligibility, and/or social work; plus, three (3) years of supervisory experience and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, social science or related fields; property or real estate management; and B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Illustrative Examples of Work

Current –

Monitor, coordinate and oversee the physical, fiscal and regulatory operations of the Housing Authority's housing assets and site properties; areas of responsibility include oversight of management agents and service providers, on-site inspections, negotiating leases, compiling operating budgets, files audits and housing asset development.

Conduct site inspections to determine the physical condition and results of property maintenance activities; review property curb appeal; determine quality of rent ready units and maintenance group or service provider performance to ensure properties are well maintained and meet Housing Authority standards; assess, schedule and oversee capital improvement and/or maintenance requirements.

Oversee property management operations to ensure optimum unit performance; track maintenance issues to ensure they are resolved in a timely and cost-effective manner; track occupancy reports; review and approve marketing plans, rental rates and leasing incentives; evaluate property management or service provider performance and recommend corrective action as required; compile data and present reports.

Monitor the financial status of assigned properties; compare future unit projections with past performance; determine utility increases; collect, compile and present rent comparability reports; determine market trends on occupancy levels in comparable housing; compile annual operating budget.

Monitor occupancy levels in Housing Authority housing assets and comparable units to ensure a continued awareness of market trends; provide assistance to

property managers and managing agents in identifying and resolving occupancy issues.

Review monthly reports and financial statements for each property; analyze performance against annual operating budget; research variances to determine reasons for discrepancies; recommend and initiate operational changes in order to meet performance projections.

To amend to read -

Performs management level duties. Supervises and manages personnel; responsible for training, staff development, enforcement of personnel policies, rules, and professional standards, asset management productivity, and workplace safety.

Interprets, communicates, and administers U.S. Department of Housing and Urban Development (HUD) programs, policies and procedures, and ensures compliance with regulations and policies that are relevant to other Federal, state, local, the Guam Housing and Urban Renewal Authority's administration of programs, and other regulatory requirements, such as Fair Housing, Tenant and Landlord laws.

Ensures procurement policy compliance; reviews past purchases and existing vendor partnerships; solution and product research, inventory management, procurement lifecycle optimization, category management, spend management, Request for Proposal and Request for Quote management, Vendor return on investment analysis, supplier selection, risk and compliance management, supplier relationship management, vendor negotiation, and procurement data analytics.

Oversees the property's fixed assets and consumable inventory, from purchasing in a cost-effective and efficient manner compliant with procurement laws, rules and regulations; disposing and transferring of supplies, equipment and materials.

Develops procurement strategies that are inventive and cost-effective; sourcing and engaging reliable suppliers and vendors; negotiating with suppliers and vendors to secure advantageous terms; reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.

Receives, reviews, and approves requisitions and proposed specifications for small purchase procurement of office/building supplies, materials, equipment, and services purchased in a cost-effective manner and aligned with the site based overall capital improvement and maintenance plans.

Approves small purchase orders, organizing and confirming delivery of goods and services.

Reviews check requests and expense reports; performs monthly reconciliations; reviews vendor accounts associated with accounts payables and receivables.

Reviews and reconciles invoice discrepancies and address vendor inquiries for the site.

Necessary Special Qualifications –

Current – Possession of a valid Guam driver’s license

To amend to read – Possession of a valid Guam driver’s license and must operate a government vehicle to conduct site inspections.

D. Position Evaluation -

The Property Site Manager (PMS) position performs professional housing services administrative work for the Public Housing Division’s Asset Management Property Site Development.

The PSM plays a critical role in ensuring the efficient operations of the administrative aspects of their designated property site development.

With GHURA continuing the mandates of the US HUD Public Housing Model, the PSM position, was further decentralized with the site developments absorbing additional significant duties, which include: small purchase procurement activities, accounts payable and accounts receivable.

In addition to the knowledge of housing/property site management, the amended position will now require the knowledge of basic procurement, supply, accounts payable and accounts receivable.

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). The following is our recommended Hay Evaluation for the proposed amended Property Site Manager position:

FROM:

<u>Know How</u>	<u>Problem-Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
EI3 264	E3 (38) 115	E2C 115	479	O

To:

<u>Know How</u>	<u>Problem-Solving</u>	<u>Accountability</u>	<u>Pts</u>	<u>Pay Grade</u>
FII3 304	E3 (38) 115	EIS 100	519	P

Organizationally, the amended position reports to the Deputy Director.

VII. CONCLUSION

The justification as depicted above for amended Property Site Manager can be summarized as follows:

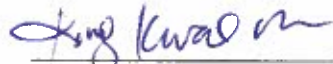
1. GHURA is mandated by the U.S. Department of Housing and Urban Development HUD to continue the asset management model and structure; and
2. GHURA further implemented the asset management model by “decentralizing” significant functions, that include small purchase procurement, accounts receivable, accounts payable each of the development’s site bases; and
3. The duties and responsibilities incorporated in the amendment are more aligned with the current expectations GHURA’s Public Housing Program must meet as outlined in the Annual Contributions Contract from the U.S. Department of Housing and Urban Development.

IX. RECOMMENDATION

Staff recommends approval on the amended of position:

Position Title	Pay Grade
Property Site Manager	P

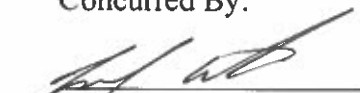
Submitted By:



Kimberly K. Bersamin
Personnel Svc. Admin


06/10/2023
Date

Concurred By:



Fernando B. Esteves
Deputy Director

6/12/2023
Date



Elizabeth F. Napoli
Executive Director

06/12/2023
Date

PROPERTY SITE MANAGER (Amendment)
GUAM HOUSING AND URBAN RENEWAL AUTHORITY

NATURE OF WORK

Administers all aspects of the Housing Authority's Asset Management Property to include property management, small purchase procurement, consumable inventory management, tenant accounts receivables and payables, and other fiscal and regulatory operations of the development.

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 management level duties. Supervises and manages personnel; responsible for training, staff development, enforcement of personnel policies, rules, and professional standards, asset management productivity, and workplace safety.

Interprets, communicates, and administers U.S. Department of Housing and Urban Development (HUD) programs, policies and procedures and ensures compliance with regulations and policies that are relevant to other Federal, state, local, the Guam Housing and Urban Renewal Authority's administration of programs, and other regulatory requirements, such as Fair Housing, Tenant and Landlord laws.

Ensures procurement policy compliance; reviews past purchases and existing vendor partnerships; solution and product research, inventory management, procurement lifecycle optimization, category management, spend management, Request for Proposal and Request for Quote management, Vendor return on investment analysis, supplier selection, risk and compliance management, supplier relationship management, vendor negotiation, and procurement data analytics.

Oversees the property's fixed assets and consumable inventory from purchasing in a cost-effective and efficient manner compliant with procurement laws, rules and regulations; disposing and transferring of supplies, equipment and materials.

Develops procurement strategies that are inventive and cost-effective; sourcing and engaging reliable suppliers and vendors; negotiating with suppliers and vendors to secure advantageous terms; reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.

Receives, reviews, and approves requisitions and proposed specifications for small purchase procurement of office/building supplies, materials, equipment, and services purchased in a cost-effective manner and aligned with the site based overall capital improvement and maintenance plans.

Approves small purchase orders, organizing and confirming delivery of goods and services.

Plans and executes management initiatives, programs, and projects designed to improve the living conditions at GHURA properties and the physical conditions of the developments; oversees capital improvement and maintenance activities; evaluates contractor's performance and timely completion of capital improvement projects.

Monitors, coordinates, and oversees the physical, fiscal, and regulatory operations of the Housing Authority's housing assets and site properties; areas of responsibility include oversight of management agents and service providers, on-site inspections, negotiating leases, compiling operating budgets, file audits and housing asset development.

Conducts site inspections to determine the physical condition and results of property maintenance activities; reviews property curb appeal; determines quality of rent ready unit and maintenance group or service provider performance to ensure properties are well maintained and meet Housing Authority standards; assess, schedule, and oversees capital improvement and or maintenance requirements.

PROPERTY SITE MANAGER (Amendment)

Oversees property management operations to ensure properties are maintained to regulatory compliance standards to include REAC readiness and other review requirements; tracks maintenance issues to ensure they are resolved in a timely and cost-effective manner; tracks occupancy reports; reviews and approves marketing plans, rental rates and leasing incentives; evaluates property management or service provider performance and recommend corrective action as required; compiles data and presents reports.

Monitors the financial status of assigned properties; compares future unit projects with past performance; determines utility increases; collects, compiles, and presents rent comparability reports; determines market trends on occupancy levels in comparable housing; compiles annual operating budget.

Monitors occupancy levels in Housing Authority housing assets and comparable units to ensure a continued awareness of market trends; provides assistance to other property site managers and managing agents in identifying and resolving occupancy issues.

Reviews monthly reports and financial statements for each property; analyzes performance against annual operating budget; researches variances to determine reasons for discrepancies; recommends and initiates operational changes in order to meet performance projections.

Reviews check requests and expense reports; performs monthly reconciliations; review vendor accounts associated with accounts payables and receivables; Reviews and reconciles invoice discrepancies and address vendor inquiries for the site.

Monitors, collects, and processes rent payments, rent refunds and resident charges; bank deposits; notifies the finance department of account activity and discrepancies; enforces collection policies; compiles reports detailing collection activities and delinquent rent rolls.

Reviews and coordinates proceedings for lease violations and ensures activities are documented; schedules resident conferences and meetings for enforcement; assists legal counsel with case and court processes.

Participates in preparation of housing development feasibility analysis, including: site selection criteria; written project concepts; critical path work programs; project schedules; market analyses; funding strategies and financial feasibility; development and operating budgets; predevelopment, development and operating funding applications; procurement documents; other appropriate and necessary products.

Participates in the preparation of the scope of work and the architectural program.

Participates and reports back to management on design consultant, construction contracts and selection processes.

Contributes in the drafting and review of the Admission and Continued Occupancy Policy for public comments and Board of Commissioners review and approval.

Formulates Standard Operating Procedures for the development; periodically reviews Standard Operating Procedures for usability, viability, and implements updates as necessary.

Performs other related duties as required.

MINIMUM KNOWLEDGE ABILITIES AND SKILLS

Knowledge of the operations, services, and activities of a housing asset, residential/commercial property management program.

Knowledge of small procurement, federal and local procurement law and inventory principles and practices.

PROPERTY SITE MANAGER (Amendment)

Knowledge techniques and practices for efficient and cost-effective management of allocated resources.

Knowledge of general accounting and financial principles and practices.

Knowledge of principles and practices of budget development and administration.

Knowledge of principles and practices of leasing and maintaining housing and rental units.

Knowledge of the principles and practices of assessing market conditions, trends, unit comparability, and rental rate.

Knowledge of human services.

Ability to supervise and coach the work of others to improve staff performance.

Ability to apply, interpret, and make decisions in accordance with federal and local laws, rules and regulations, policies, and other appropriate guidelines.

Ability to gather, analyze, draw valid conclusion and recommends changes in techniques, procedures, and practices to enhance effectiveness.

Ability to accurately perform mathematical computations.

Ability to accomplish multiple assignments simultaneously.

Ability to communicate with clients, landlords, and federal agencies both orally and in writing.

Ability to work independently.

Ability to prepare written and verbal reports.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Six (6) years of progressively responsible experience in housing services, case management, housing counseling, residential/commercial property management and eligibility and/or social work, plus three (3) years of supervisory experience; and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, social science or related fields; property or real estate management; and
- (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 must operate government official vehicle to conduct site inspections.

ESTABLISHED: MAY 2007

PAY GRADE: P

HAY EVALUATION:	KNOW HOW:	FII3	304
	PROBLEM SOLVING:	E3 (38)	115
	<u>ACCOUNTABILITY:</u>	<u>EIS</u>	<u>100</u>
	TOTAL POINTS:		519

JOHN A. RIVERA
CHAIRMAN
GHURA BOARD OF COMMISSIONERS