



EDWARD M. BIRN
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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'hága)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'láhi)

December 11, 2020

HRD No: 20-1360

MEMORANDUM

TO: Personnel Services Administrator, Human Resources Division
FROM: Personnel Specialist III, Classification and Pay Branch
SUBJECT: Notice of Proposed Creation
RE: Paratransit/Fixed Route Transit Driver

Buenas yan Háfa Adai! This is written to respectfully request approval for the creation and establishment of job specifications for the "Paratransit/Fixed Route Transit Driver" position, into the classified service of the government of Guam. This request is based on the correspondence received from the Guam Regional Transit Authority (GRTA), dated June 30, 2020.

In their June 30, 2020 correspondence, GRTA requested to "amend" the existing Bus Driver for Individuals with Disabilities (BDID) job specifications. However, based upon our review of the information provided, and in light of the fact that the BDID is a "shared" position that may be utilized by other government of Guam departments/agencies, it is our recommendation to create a new position entitled "Paratransit/Fixed Route Transit Driver," and incorporate duties and responsibilities designed to meet the needs of GRTA.

The creation of the Paratransit/Fixed Route Transit Driver is necessary in providing safe and reliable transportation for GRTA customers by operating mini-buses and other vehicles, designed for wheel chairs and other medical or mobility equipment, in non-emergency transporting of persons with disabilities and others, to and from pre-determined locations, such as medical appointments and other quality of life destinations.

Accordingly, the Classification Branch recommends the following Hay Evaluation:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Paratransit/Fixed Route Transit Driver	C- I 3 115	C 3 25% 29	C N III 38	182	H


Upon approval of this request, the Classification Branch will cause copies of the attached proposed job specifications to be posted on the Department of Administration and GRTA's

respective websites, for a period of ten (10) work days (Saturdays, Sundays and government of Guam holidays excepted) [4 GCA §6303(c)(2)]. Additionally, electronic copies will be provided to the various local media [4GCA §6303.1(a)].

We look forward to your response. If you have any questions or require further information, please do not hesitate to contact the Classification Branch at 475-1131/1201/1265. *Dángkolo na Agradesimiento!*


CATHERINE L.F. BORJA

Attachments

<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED

SHANE G.L. NGATA, Personnel Services Administrator Human Resources Division
Date: <u>12/10/2020</u>



GUAM REGIONAL TRANSIT AUTHORITY
GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager



June 30, 2020

Mr. Edward M. Birn
Director, Department of Administration
590 South Marine Corps Drive
ITC Building, Suite 215
Tamuning, Guam 96913



Buenas yan Hafa Adai!

As we proceed to hire more Bus Drivers and Customer Service Representatives, I would like to request that the Dispatcher position be reinstated and amended to read Transit Dispatcher/Scheduler and that the Bus Driver for Individuals with Disabilities be amended to read Transit Bus Driver.

Attached you will find our updated position description for both positions and if possible, I would like to request that the salary for the Transit Bus Driver be adjusted to I-01, \$28,595, due to the training that is required by FTA and the certifications that they must maintain in order to drive.

It is my intent that the Customer Service Representatives currently working with us be transitioned into the new Position Title. It is also my intent to submit our request for recruitment for both positions under a Classified Limited Term Appointment upon your approval.

Thank you for your time and consideration. I look forward to your favorable decision. Should you require additional information or have any questions please feel free to contact me.

Senseramente,

CELESTIN C. BABAUTA

NATURE OF WORK IN THIS CLASS:

Employees in this class perform skilled work in the operation of buses and/or vans designed for wheelchairs and other medical or mobility equipment in non-emergency transport of persons with disabilities and others to and from pre-determined locations.

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.)

Utilizes technology to operate Transportation Management System using tablet to manage paratransit riders manifest and data gathering requirements mandated by the Federal Transit Administration.

Performs pre/post daily operational inspection; cleans and services assigned vehicle and reports mechanical repairs as required.

Operates various ADA compliant buses and vans, as assigned, safely, in all types of weather and traffic conditions.

Transports individuals with disabilities and other riders according to driver daily manifest, which includes designated pick-up and drop-off locations and times.

Assists paratransit riders in boarding and exiting paratransit vehicles safely; assists passengers in fastening wheelchairs and other medical and mobility equipment safely,

Collects bus fare cash and/or tickets of paratransit and fixed route riders.

Ensures proper two-way radio etiquette at all times.

Notifies dispatch of passenger issues, service delays, accidents incidents, unusual occurrences and bus mechanical/electrical trouble.

Ensures discipline, safety, and comfort of passengers; enforce rules and regulations on the bus.

May provide briefing to riders as required.

Receives on-the-job training in first-aid, passenger discipline, defensive driving, passenger assistance, and other training as required.

Affords riders with safety supplies and materials to ensure their safety from diseases and medical dilemmas.

May perform other assigned duties directed by the leadership and management of Guam Regional Transit Authority.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of transit operations.

Knowledge of the traffic laws, regulations and safe driving practices.

Knowledge of Guam's geographical locations: major routes, village names, street names, businesses, and familiar landmarks.

Ability to maintain discipline, safety and comfort of passengers.

Ability to analyze changing situations in the field and provide timely solutions.

Ability to learn and apply rules, regulations practices and procedures of para/transit service operations.

Ability to drive long hours.

Ability to apply safe driving practices on the job.

Ability to assist hearing/visually impaired passengers.

Ability to learn and apply first-aid to passengers when required.

Ability to make sound decisions and exercise good judgment in stressful conditions.

Ability to work harmoniously with employees and the general public.

Ability to communicate clearly and effectively, orally and in writing.

Must be able to work on various shifts, non-traditional hours, and holidays.

Skill in the safe operation of buses and vans.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One (1) year experience in the operation of light automotive equipment to include experience in the operation of lifts/ramps for persons with disabilities, and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**PARATRANSIT/FIXED ROUTE TRANSIT DRIVER
(Proposed)**

9.601

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam Driver's License with D and/or G endorsements.

Must successfully complete the passenger assistance training within six (6) months of hire as a condition for continued employment.

May require completion of American Red Cross First Aid Training or other nationally recognized first aid certification training course.

May require Medial Certificate (D.O.T)

Must possess Traffic Clearances.

ESTABLISHED: DECEMBER, 2020

PAY GRADE: H

HAY EVALUATION:	KNOW-HOW:	C- I 3	115
	PROBLEM SOLVING:	C 3 25%	29
	ACCOUNTABILITY:	C N III	<u>38</u>
	TOTAL POINTS		182

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE

SEP 29 2020

I. IDENTIFICATION

Official Position Title: <u>PARATRANSIT/FIXED ROUTE TRANSIT DRIVER</u>			Classification & Pay Branch Official Position No.: _____
Job Location: <u>GUAM REGIONAL TRANSIT AUTHORITY</u> (Department/Agency) (Division) (Section/Unit)			
Name: _____ Last First Middle Initial			
Pay Grade: _____ [X] Classified [] Unclassified [X] Position Vacant			
Supervisor: <u>CELESTIN C. BABAUTA</u> (Name of Direct Supervisor)		<u>INTERIM EXECUTIVE MANAGER</u> Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(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.</p> <p>Mark (✓ or X) one format only: [] (1), [] (2), [X] (3)</p>
	Performs daily pre/post operational inspection and generates discrepancy reports on all vehicle problems requiring repairs
	Assists in cleaning and sanitizing assigned vehicle
	Operates various ADA vehicles – buses and vans - in all types of weather and traffic conditions
	Transports individuals with disabilities according to driver manifest from their pickup locations to their designated destinations and return
	Briefs riders on proper boarding and digression procedures of ADA compliant vehicles.
	Assists paratransit riders while boarding and disembarking from the vehicles.
	Performs mandatory measures in securing wheel chair riders and those with disability devices on vehicles.
	Adheres to bus fare collection procedures from paratransit and fixed route riders
	Follows proper two-way radio etiquette at all times.
	Communicates with dispatchers at the Transit Management Center regarding passenger issues, service delays, accidents, incidents, unusual occurrences and and bus mechanical/electrical trouble.
	Ensures discipline, safety and comfort of passengers while transporting riders.
	Transports fixed route riders in accordance with scheduled pickup times at their designated bus stops
	<p>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.</p>
	May assist with Office support.
	May assist with Grounds Maintenance Support.
	May assist other GRTA staff who may need help in performing their tasks.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	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.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
None		

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
ADA Compliant Vehicles	100%
Tablets/Computers	90%
Calculator	40%
Map application software (ref: Google maps)	50%

VII. JOB REQUIREMENTS

Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."

No work experience is required.

Specialized: Proficiency in Passenger Assistance, Safety and First Aid and Buddy Care

Supervisor / Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING:

Mark (✓ or X) the most applicable education level required.

a. Below High School – Show Number of Years

High School Graduation / GED

b. Vocational / Technical School

Must be at least 21 years of age.

Minimum one (1) year experience in the operation of light automotive equipment.

Minimum one (1) year experience in transportation field.

Knowledge and/or capability of understanding the street geography of the island of Guam: major landmarks, major routes, alternate routes,

Minimum one (1) year experience in operation of lifts/ramps.

c. Some College

Show number of Semester Hours _____ or Quarter Hours _____.

Show specific courses required by the essential functions of this job.

d.

e. College Degree (Show major area of study required.)

Associate's : _____

Bachelor's: _____

Master's: _____

Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

Possess a Valid driver's license with a D and/or G endorsements.

Possess a current Medical Certificate (D.O.T.)

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | Sitting | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| <input type="checkbox"/> | Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| <input checked="" type="checkbox"/> | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time. |
| <input type="checkbox"/> | Climbing | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas. |
| <input type="checkbox"/> | Lifting | Employee is required to raise or lower objects from one level to another regularly. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input checked="" type="checkbox"/> | Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input checked="" type="checkbox"/> | Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| <input type="checkbox"/> | Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| <input type="checkbox"/> | Speaking | The job requires expressing ideas by the spoken word. |
| <input type="checkbox"/> | Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input checked="" type="checkbox"/> | Other | Describe the requirement. |

The employee is required to pull, push Persons with Disabilities using wheelchair, mobility device 100 lbs. or more.

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
 - Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
 - Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
 - Verbal Intelligence (typical for counselors, customer service representatives, etc.)
 - Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
 - Other:
- _____
- _____
- _____

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

- _____ % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- _____ % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 95 % 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 physical working conditions

Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- 30 % 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 hearing loss or fatigue).
- 30 % An improperly illuminated or awkward and confining work space.
- _____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 40 % Lifting or carrying items or objects. Describe item/object and weight:
15 -25 lbs. Riders bags, shopping bags, shopping supplies or walkers.
- _____ % Heat. Describe source and degree of high temperature.

- _____ % Cold. Describe source and degree of cold temperature:

- _____ % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

Regular – Standard Eight (8) hours daily, Monday – Friday

Irregular – Shift work – A 24-hour work operation.

Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

Shift Work, 8 hours or more daily, 5-6 days a week except observed Holidays, may have some Overtime entitlement

Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee



Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	<p>(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what is the correct title? _____</p>								
b.	<p>(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____</p>								
c.	<p>What positions under your supervision perform the same essential functions Give name and title:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Name</th> <th style="width: 40%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Title	None		_____	_____	_____	_____
Name	Title								
None									
_____	_____								
_____	_____								
d.	<p>Does this position require (mark one)</p> <p><input type="checkbox"/> Immediate supervision on a regular basis, <input type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision.</p>								
e.	<p>Does the employee participate in (mark those appropriate) the</p> <p><input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy. Give examples: N/A _____ _____</p>								
f.	<p>The employee (mark one)</p> <p><input type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.</p>								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

 Celestin C. Babauta, Interim Executive Manager	09/03/20
_____ Signature of Immediate Supervisor	_____ Date
 Celestin C. Babauta, Interim Executive Manager	09/03/20
_____ Signature of Department/Agency Head	_____ Date