

Governor

Kaleo S. Moylan
Lieutenant Governor

#### DEPARTMENT OF ADMINISTRATION (DIPATTAMENTON ATMENESTRASION) DIRECTOR'S OFFICE

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AUG 0 4 2005



#### DEPARTMENT OF ADMINISTRATION ORGANIZATION CIRCULAR NO. 05-022

To:

All Line Agency and Department Heads

From:

Director, Department of Administration

Subject:

Application of the New Rules of the U.S. Department of Labor

Re: Fair Labor Standards Act (FLSA)

Buenas yan Hafa Adai! Effective August 23, 2004, the U. S. Department of Labor implemented new provisions for the application of bona fide exempt positions in the executive, administrative, professional and other categories. The exemption of these positions restricts overtime and compensatory time off for employees occupying those positions. The Governor's Executive Order 2005-28 which takes effect on August 23, 2004, lists all bona fide exempt positions in the line agencies of the Executive Branch of the government of Guam, and is included as an attachment to this Circular.

The purpose of this Circular is to explain the general mechanics by which the new rules under the Fair Labor Standards Act, as amended, will be applied to employees in the affected categories within the government. The following definitions for all exempt categories of positions are provided below for your guidance:

- 1. Executive Exemption. To qualify for this exemption, all of the following tests must be met:
- The employee must be compensated on a <u>salary basis</u> at a rate not less than \$455 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

#### NEW RULES OF U.S. DEPT. OF LABOR PAGE THREE

- C. <u>Teachers</u>. Teachers are exempt if their primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment, Exempt teachers include, but are not limited to, regular academic teachers; kindergarten or nursery school teachers, teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal or instrument must teachers. The salary and salary basis requirements do not apply to bona fide teachers.
- D. Practice of Law or Medicine. An employee holding a valid license or certificate permitting the practice of law or medicine is exempt if the employee is actually engaged in such a practice. An employee who holds the requisite academic degree for the general practice of medicine is also exempt if he or she is engaged in an internship or resident program for the profession. The salary and salary basis requirements do not apply to bona fide practitioners of law or medicine.
- 4. Highly Compensated Employees. Highly compensated employees performing office or non-manual work and paid total annual compensation of \$100,000 or more (which must include at least \$455 per week paid on a salary or fee basis) are exempt from the Fair Labor Standards Act (FLSA) if the employee's primary duty includes performing office or non-manual work; and if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests described above.
- 5. Computer Employees Exemption. To qualify for the computer employee exemption, the following tests must be met.
  - The employee must be compensated either on a salary or fee basis at a rate not less than \$455 per week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
  - The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
  - The employee's primary duty must consist of:
    - A. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

#### NEW RULES OF THE U.S. DEPT. OF LABOR PAGE FIVE

In time of <u>emergencies</u>, exempt employees will not lose the exemption by performing work of a normally non-exempt nature because of the existence of an emergency. Thus, when emergencies arise that threaten the safety of employees, a cessation of operations or serious damage to the employer's property, any work performed in an effort to prevent such results is considered exempt work. Hence, exempt employees called in for emergency work will not be entitled to overtime or compensatory time off.

For purposes of <u>Public Accountability</u>, 29 CFR Section 541.710 provides that exempt employees of a public agency shall not be disqualified from exemption on the basis that such employee is paid according to a pay system established by statute, ordinance or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work day when accrued leave is not used by the employee because:

- 1. Permission for its use has not been sought, or has been sought and denied;
- 2. Accrued leave has been exhausted;
- 3. The employee chooses to use leave without pay.

Pay docking for budget required furlough does not disqualify the employee from being paid on a salary basis, except in the work-week in which furlough occurs and for which the employee's pay is accordingly reduced.

Additionally under public accountability, employers, without affecting employees' exempt status, may take deductions from accrued leave accounts; may require exempt employees to record and track hours; may require exempt employees to work specified schedule; and may implement across-the-board changes in schedule under certain circumstances

The above guidance is taken out of the U. S. Department of Labor Final Rule on 29 CFR 541. The impact of FLSA on management responsibility is minimal. The basic responsibility of managers and supervisors to effectively manage and control the work of the agency/department, and to make efficient use of money and manpower resources towards this end, is in no way altered by FLSA. Managers will continue to ensure that work is performed by employees when they need and want it performed, and equally they must also ensure that work is not performed when it is not needed and when they do not want it performed. FLSA gives special emphasis to this continuing responsibility. In addition, management cannot accept the benefits of a non-exempt employee's work without compensating the employee for that work. No work will be ordered to a non-exempt employee outside the normal work hours without a clear indication of approval by the manager or supervisor for overtime or compensatory time off if the employee has performed work over 40 hours a week.

As explained above, virtually all benefits previously allowed for exempt employees, e.g., absence of less than 8 hours may not be docked from an employee's pay, no requirement to clock in or out during the work day, are no longer authorized under the new revised rules. The 20% of non-exempt duties performed by exempt employees, which makes those employees eligible for overtime or compensatory time, if they work over 40 hours during the workweek, no longer applies. Therefore, the form which records the 20% non-exempt hours worked by exempt employees, to determine eligibility for overtime/compensatory time off, will no longer be required



# ISLAND OF GUAM OFFICE OF THE GOVERNOR HAGATÑA, GUAM 96932 U.S.A.

#### EXECUTIVE ORDER NO. 2005-28

RELATIVE TO RE-DEFINING THE POSITIONS EXEMPTED BY THE FAIR LABOR STANDARDS ACT FROM MINIMUM WAGE AND OVERTIME PROVISIONS AND RE-DESIGNATING BONAFIDE EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL CATEGORIES PREVIOUSLY DESIGNATED BY EXECUTIVE ORDER 95-11. A POLICY IS HEREBY ESTABLISHED TO DECLARE EMPLOYEES OCCUPYING EXEMPT POSITIONS INELIGIBLE TO BE COMPENSATED FOR OVERTIME HOURS OR COMPENSATORY TIME WORKED, AND DIRECTING IMMEDIATE IMPLEMENTATION.

WHEREAS, the government of Guam has previously designated bonafide executive, administrative and professional positions to be exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act;

WHEREAS, the new U.S. Department of Labor Rules, which became effective August 23, 2004, have revised and re-defined the duties and salary tests for the executive, administrative and professional positions;

WHEREAS, the new Federal Rules added new exemption categories to include other Professional categories, e.g., the Learned Professionals, Creative Professionals; Computer Professionals, Academic Professionals and Nurses; and

WHEREAS, all agencies and departments of the government of Guam are governed by the term "bonafide executive, administrative, or professional exemption; as defined in 29 Code of Federal Regulations, Part 541 and Department of Labor Fact Sheets 17A, B, C, D, E, G, H, I, J, K, L, N and O.

NOW, THEREFORE, I, FELIX P. CAMACHO, by virtue of the authority vested in me by the Organic Act of Guam, do hereby order the following:

- 1. Effective August 23, 2004, employees in non-autonomous departments and agencies, who occupy position titles listed in Attachment I herein, as set by §6201 of Title 4, Guam Code Annotated, and which are defined as bona fide administrative, executive and/or professional positions of the government of Guam, accordingly, shall not receive overtime pay or compensatory time for working more than forty (40) hours per week.
- 2. Heads of autonomous agencies are required to identify and define bona fide administrative, executive and/or professional positions in their agencies and submit to the Civil Service Commission to be included in the list of exempt positions.
- 3. The Department of Administration shall provide guidance through a departmental circular to assist heads of departments and agencies in the implementation and application of the exemption procedures based on the federal guidelines.

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| AND THE PERSON NAMED OF THE PARTY OF THE PAR |       | ACCOUNTANT I                                 | K            | E      |
| 2.33   |       | ACCOUNTANT II                                | L            | E      |
| 2.331  |       | ACCOUNTANT III                               | N            | E      |
| 2.332  |       | ACCOUNTING TECHNICIAN SPVR.                  | K            | E      |
|  |       | ADMIN. SERVICES & BENEFITS SPVR DOA          | N            | E      |
| 2.505  |       | ADMIN. SERVICES OFFICER                      | N            | E      |
| 1.456  |       | ADMIN., CENTRAL PURCHASING (GSA)             | М            | E      |
| 1.454  |       | ADMIN., CONTROL DIV. (GSA)                   | М            | E      |
| 1.454  |       | ADMIN., OPERATIONS DIV. (GSA)                | M            | E      |
| 2.831  |       | ADMINISTRATIVE COUNSEL (CSC)                 | R            | E      |
| 2.031  | DYA   | ADMINISTRATIVE OFFICER                       | L            | E      |
| 2.01   | DIA   | ADMINISTRATIVE OFFICER                       |              | E      |
| 1.163  |       | ADMINISTRATIVE SUPV (AG)(CSC 94-033 10/22/93 | L            | E      |
| 1.456  | DOA   | ADMINISTRATOR-PROCUREMENT DIV                | М            | E      |
|  |       | ADMINISTRATOR OFFICE OF CIVIL DEFENSE        | S            | E      |
| 7.149  |       | AGRICULTURAL DEVELOPMENT CHIEF               | P            | E      |
| 7.125  |       | AGRICULTURAL DIVISION CHIEF                  | P/*Q         | E      |
| 11.003   |       | AGRICULTURAL EXPERIMENT STATION MANAGER      | M            | E      |
| 7.146  |       | AGRICULTURAL MANAGEMENT SPECIALIST I         | K            | E      |
| 7.147  |       | AGRICULTURAL MANAGEMENT SPECIALIST II        | L            | E      |
| 7.148  |       | AGRICULTURAL MANAGEMENT SPECIALIST III       | М            | E      |
| 7.12   |       | AGRICULTURIST I                              | K            | E      |
| 7.121  |       | AGRICULTURIST II                             | M            | E      |
| 7.122  |       | AGRICULTURIST III                            | N            | E      |
| 6.16   |       | AIR & LAND PROGRAMS ADM                      | P            | E      |
| 7.135  |       | AQUATICS & WILDLIFE DIV CHIEF                | Q            | E      |
| 7.155  |       | ARCHAEOLOGIST                                | М            | E      |
| 0.428  |       | ASSISTANT CHIEF PAYROLL OFFICER              | L            | E      |
| 2.731  |       | ASSISTANT ECONOMIST                          | L            | E      |
| 4.436  |       | ASSISTANT FIRE CHIEF                         | Р            | E      |
| 0  | MAYOR | ASSISTANT MAYOR                              | M2           | E      |
| 3.64   |       | ASSISTANT PARKS ADMINISTRATOR                | N            | E      |
| 0  | PASS  | ASSISTANT PASSPORT OFFICER                   | L6           | E      |
| 10.925   |       | ASSISTANT SCHOOL BUS OPNS                    | L            | E      |
|  |       | SUPERINTENDENT                               |              |        |
| 0  | KGTF  | ASSISTANT STATION MANAGER                    | L6           | E_     |
| 2.439  |       | ASSISTANT TAX INVEST IGATOR                  | K            | E      |
| 0  | LIB   | ASSISTANT TERRITORIAL LIBRARIAN              | <u>L6</u>    | E      |
| 2.315  |       | ASSISTANT TREASURE R OF GUAM                 | M            | E      |
| 2.732  |       | ASSOCIATE ECONOMIST                          | M            | E      |
| 7.134  |       | ASST AQUATICS & WILDLIFE DIV CHIEF           | 0            | E      |
| 10.936   |       | ASST AUTOMOTIVE REPAIR SUPERINT              | 0            | E      |
| 4.237  |       | ASST CHIEF OF CUSTOMS AND QUARANTINE         | 0            | E      |
| 2.567  |       | ASST PERSONNEL SRVCS ADMIN (DOA)             | P            | E      |
| 3.635  |       | ASST RECREATION ADMINISTRATOR                | L            | E      |
| 3.345  |       | ASST REHABILITATION WRKSHP ADMIN             | N            | E      |

|  | CHIEF WYESTIGATION AS ENIT (AS)  | $\sim$   | =                               |
|--|--|--|---------------------------------|
|  | CHIEF INVESTIGATION AG ENT (AG)  | <del>- </del>  | E<br>E                          |
| 0 MED  | CHIEF MEDICAL EXAMINE R  | R  |                                 |
| 2.032  | CHIEF OF ADMINISTRATION  | 0  | E                               |
| 6.235  | CHIEF OF CADASTRE  | P  | E                               |
| 2.136  | CHIEF OF OPERATIONS-D PW/PUAG  | Q  | E                               |
| 0 GPD  | CHIEF OF POLICE  | L2   | E                               |
| 3.039  | CHIEF OF PUBLIC WELFARE INVEST.  | N/*P   | E                               |
| 4.135  | CHIEF OF SAFETY & SECURITY OPS (DPW)   | N  | E                               |
| 4.523  | CHIEF OF SECURITY  | N  | E                               |
| 2.171 GOV  | CHIEF OF STAFF   | R  | E                               |
| 3.035  | CHIEF PAROLE OFFICER   | Р  | E                               |
| 0.429  | CHIEF PAYROLL OFFICER  | N  | E                               |
| 7.226  | CHIEF PHARMACIST   | 0  | E                               |
| 6.325  | CHIEF PLANNER  | Р  | E                               |
| 1.459  | CHIEF PROCUREMENT OFFICER (GSA)  | Q  | E                               |
| 8.415  | CHIEF PUBLIC HEALTH DENTAL OFFICER   | Q  | E                               |
| 2.14   | CHIEF PUBLIC HEALTH OFFICER  | S  | E                               |
| 1.15   | CIVIL DEFENSE OFFICER  | K  | E                               |
| 3.057  | CLAIMS PROCESS. & UTIL REVIEW OFFICER  | M  | E                               |
| 3.092  | CLINICAL ADMINISTRATOR   | R  | E                               |
| 6.331  | COASTAL PROGRAM ADMINISTRATOR  | Р  | E                               |
| 6.33   | COASTAL PROGRAM ASSISTANT ADMIN  | 0  | E                               |
| 8.195  | COMM HEALTH & NURS SERVICES ADMIN  | R  | E                               |
| 8.194  | COMM HLTH & NURSE SERVICES ASSTAD  | Q  | E                               |
| 2.147 CHAM   | COMMISSION COORDINATOR   | M  | E                               |
| 8.142  | COMMUNICABLE DISEAS E CEN. COORD.(SUPVR)   | N  | E                               |
| 8.143  | COMMUNICABLE DISEASE CEN. PROG. ADMIN.   | Р  | E                               |
| 8.14   | COMMUNICABLE DISEASE CNTRL COORD. I  | L  | E                               |
| 8.141  | COMMUNICABLE DISEASE CNTRL COORD. II   | М  | E                               |
| 8.18   | COMMUNITY HEALTH NURSE I   | K  | E                               |
| 8.181  | COMMUNITY HEALTH NURSE II  | M  | E                               |
| 8.19   | COMMUNITY HEALTH NURSE SPVR I  | N  | E                               |
| 8.215  | COMMUNITY NUTRITION IST I  | L  | E                               |
| 8.216  | COMMUNITY NUTRITION IST II   | N  | E                               |
| 8.191  | COMMUNITY HEALTH NURSE SPVR II   | Р  | E                               |
| O. 15 1  |  |  |                                 |
| 2.829  | COMPILER OF LAWS   | R  | E                               |
|  | COMPILER OF LAWS COMPLIANCE INSPECTION SUPERVISOR  | R<br>K   | E                               |
| 2.829  |  | <del>                                     </del>     | E<br>E                          |
| 2.829<br>2.21  | COMPLIANCE INSPECTION SUPERVISOR   | L<br>M   | E<br>E<br>E                     |
| 2.829<br>2.21<br>0.521   | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR  | K<br>L   | E<br>E<br>E                     |
| 2.829<br>2.21<br>0.521<br>0.53   | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA)   | K<br>L<br>M<br>P<br>L                                | E<br>E<br>E<br>E                |
| 2.829<br>2.21<br>0.521<br>0.53<br>2.635 DOA  | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR  | K<br>L<br>M  | E<br>E<br>E<br>E                |
| 2.829<br>2.21<br>0.521<br>0.53<br>2.635 DOA<br>2.621                                     | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I   | K<br>L<br>M<br>P<br>L                                | E<br>E<br>E<br>E<br>E           |
| 2.829<br>2.21<br>0.521<br>0.53<br>2.635 DOA<br>2.621<br>2.622<br>2.118                   | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II   | K<br>L<br>M<br>P<br>L<br>M                           | E<br>E<br>E<br>E<br>E           |
| 2.829<br>2.21<br>0.521<br>0.53<br>2.635 DOA<br>2.621<br>2.622<br>2.118<br>4.208          | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II CONSUMER ADVOCATE ADMINISTRATOR CONTRACTORS LICENSE DPTY REGIST   | K<br>L<br>M<br>P<br>L<br>M                           | E<br>E<br>E<br>E<br>E           |
| 2.829<br>2.21<br>0.521<br>0.53<br>2.635 DOA<br>2.621<br>2.622<br>2.118<br>4.208<br>4.206 | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II CONSUMER ADVOCATE ADMINISTRATOR CONTRACTORS LICENSE DPTY REGIST CONTRACTORS LICENSE INVEST SPVR   | K<br>L<br>M<br>P<br>L<br>M                           | E<br>E<br>E<br>E<br>E           |
| 2.829<br>2.21<br>0.521<br>0.53<br>2.635 DOA<br>2.621<br>2.622<br>2.118<br>4.208          | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II CONSUMER ADVOCATE ADMINISTRATOR CONTRACTORS LICENSE DPTY REGIST CONTRACTORS LICENSE INVEST SPVR CONTRACTORS LICENSING BRD -                               | K<br>L<br>M<br>P<br>L<br>M<br>N<br>N                 | E<br>E<br>E<br>E<br>E<br>E      |
| 2.829 2.21 0.521 0.53 2.635 DOA 2.621 2.622 2.118 4.208 4.206 0 GCLB                     | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II CONSUMER ADVOCATE ADMINISTRATOR CONTRACTORS LICENSE DPTY REGIST CONTRACTORS LICENSE INVEST SPVR CONTRACTORS LICENSING BRD- EXEC.SECRETARY                 | K<br>L<br>M<br>P<br>L<br>M<br>N<br>N<br>N<br>L<br>L  | E<br>E<br>E<br>E<br>E<br>E      |
| 2.829 2.21 0.521 0.53 2.635 DOA 2.621 2.622 2.118 4.208 4.206 0 GCLB                     | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II CONSUMER ADVOCATE ADMINISTRATOR CONTRACTORS LICENSE DPTY REGIST CONTRACTORS LICENSE INVEST SPVR CONTRACTORS LICENSING BRD - EXEC.SECRETARY CONTROLLER (DOA) | K<br>L<br>M<br>P<br>L<br>M<br>N<br>N<br>N<br>L<br>L6 | E<br>E<br>E<br>E<br>E<br>E<br>E |
| 2.829 2.21 0.521 0.53 2.635 DOA 2.621 2.622 2.118 4.208 4.206 0 GCLB                     | COMPLIANCE INSPECTION SUPERVISOR COMPUTER OPERATIONS SUPERVISOR COMPUTER OPS ADMINISTRATOR (DOA) COMPUTER SYSTEMS ADMINISTRATOR COMPUTER SYSTEMS ANALYST I COMPUTER SYSTEMS ANALYST II CONSUMER ADVOCATE ADMINISTRATOR CONTRACTORS LICENSE DPTY REGIST CONTRACTORS LICENSE INVEST SPVR CONTRACTORS LICENSING BRD- EXEC.SECRETARY                 | K<br>L<br>M<br>P<br>L<br>M<br>N<br>N<br>N<br>L<br>L  | E<br>E<br>E<br>E<br>E<br>E<br>E |

|          | DIOID       | DIRECTOR-                                | L3         | E        |
|----------|-------------|--|------------|----------|
| 0        |             | DIRECTOR                                 |            | E        |
| 0        |             |  | L5         | E        |
|          | <u> </u>    | DIRECTOR                                 | L2         | E        |
| 0        | DOA         | DIRECTOR                                 | 12         | E        |
| 0        | PHSS        | DIRECTOR                                 |            | <u>E</u> |
| 0        | BS&P        | DIRECTOR                                 | <u>L3</u>  |          |
| 0        | BBMR        | DIRECTOR                                 | <u>L2</u>  | E        |
| 0        | CD          | DIRECTOR                                 | L4         | E        |
| 0        | DOL         | DIRECTOR                                 | <u>L4</u>  | E        |
| 0        | DOLM        | DIRECTOR                                 | <u>L4</u>  | E        |
| 0        | DPR         | DIRECTOR                                 | <u>L4</u>  | E        |
| 0        | DPW         | DIRECTOR                                 | <u> </u>   | E        |
| 0        | REV         | DIRECTOR                                 | <u> </u>   | E        |
| 0        | AGRI        | DIRECTOR                                 | <u> L4</u> | E        |
| 3.328    |             | DISABILITY CLAIMS PROGRAM COORDINATOR    | N_         | E        |
| 4.44     |             | E911 ADMINISTRATOR                       | K          | E        |
| 2.412    |             | ELECTRONIC DATA PROCESS. SPVR. (R&T)     | <u> </u>   | E        |
| 2.135    |             | EMERGENCY MEDICAL SERVICES ADMIN         | <u> N</u>  | Е        |
| 2.585    |             | EMPLOYEE DEVELOP, SPEC. I                | K          | E        |
| 2.586    |             | EMPLOYEE DEVELOP. SPEC. II               | <u> </u>   | E        |
| 2.587    |             | EMPLOYEE DEVELOP. SPEC. III              | M          | E        |
| 2.547    |             | EMPLOYEE MGMT REL OFFICER 1 - DOA        | M          | E        |
| 2.548    |             | EMPLOYEE MGMT REL OFFICER II - DOA       | N          | E        |
| 2.556    |             | EMPLOYEE-MGMT REL OFFICER (DOE)          | N          | E        |
| 3.225    |             | EMPLOYEE RELATIONS REPRESENTATIVE        | K          | E        |
| 3.215    |             | EMPLOYMENT COUNSELOR                     | L          | E        |
| 3.235    |             | EMPLOYMENT DEVELOPMENT SPVR              | L          | E        |
| 3.245    |             | EMPLOYMENT PROGRAM ADMINISTRATOR         | N          | E        |
| 6.26     |             | ENGINEER I                               | L          | E        |
| 6.261    |             | ENGINEER II                              | М          | E        |
| 6.262    |             | ENGINEER III                             | 2          | E        |
| 6.264    |             | ENGINEER SUPERVISOR                      | Ρ          | E        |
| 7.17     |             | ENTOMOLOGIST                             | Р          | E        |
| 6.15     |             | ENVIRONMENTAL HEALTH SPECI               | K          | E        |
| 6.151    |             | ENVIRONMENTAL HEALTH SPEC II             | L          | E        |
| 6.152    |             | ENVIRONMENTAL HEALTH SPEC III            | М          | E        |
| 6.156    |             | ENVIRONMENTAL HEALTH SPEC. ADM.          | Р          | E        |
| 6.155    |             | ENVIRONMENTAL HEALTH SPEC. SPVR.         | N          | E        |
| 6.133    | <del></del> | ENVIRONMENTAL INSPECTOR SPVSR            | К          | E        |
| 7.249    |             | ENVIRONMENTAL MONITORING SVCS            | Р          | E        |
| 1.248    | ] 55,7      | ADMINISTRATOR                            |            |          |
| <b> </b> | GEPA        | ENVIRONMENTAL PROTECTION - ADMINISTRATOR | L4         | E        |
|          |             |  |            |          |
| 0.500    |             | EQUAL EMPLOYMENT OPPORTUNITY COORD       | K          | E        |
| 2.525    |             | EQUAL EMPLOYMENT OPPORTUNITY OFFICER     | N          | Ē        |
| 2.53     |             | EQUIPMENT MAINTENANCE SUPERINTENDENT     | P          | E        |
| 10.966   | 53344       | EXECUTIVE DIRECTOR                       | L6         | T E      |
| I        | 0 BWA       | EXECUTIVE DIRECTOR                       | L5         | E        |
| 11       | O GEC       | EXECUTIVE DIRECTOR                       | L3         | E        |
| 1        | o csc       | (1.11)                                   | P          | E        |
| L        | 0 MAYOR     |  | N          | E        |
| 3.24     | 7           | FAIR EMPLOYMENT PRACTICE OFFICER         | 1 14       |          |

|          | <del></del> | AROD LAW ENEODOEMENT CDVD                 |              | E        |
|----------|-------------|---|--------------|----------|
| 3.214    |             | ABOR LAW ENFORCEMENT SPVR                 |              |          |
| 7.245    |             | ABORATORY SERVICES SPVR.                  | М            | E        |
| 7.243    | i           | ABORATORY TECHNICIAN SPVR                 | K            | E        |
| 1.228    |             | AND AGENT SUPERVISOR                      | K            | E        |
| 1.229    | 1.          | AND MANAGEMENT ADMINISTRATOR              | М            | E        |
|          |             | AND MAP RESEARCH SUPERVISOR               | N            | Ē        |
| 1.24 L   |             | (UNCLASSIFIED)                            | .,           | _        |
| 6.327    |             | LAND USE PLANNER (UNCLASSIFIED)           | М            | E        |
| 2.822    |             | LAW CLERK                                 | L            | E        |
| <u> </u> |             | LEGAL ADVISOR                             | P            | E        |
|          | <u> </u>    | LEGAL COUNSEL                             | a            | Ē        |
|          |             | LIBRARIAN I                               | <del>K</del> | Ē        |
| 3.54     |             |   |              | E        |
| 3.541    |             | LIBRARIAN II                              |              | E        |
| 3.542    |             | LIBRARIAN III                             | М            |          |
| 0        |             | LIEUTENANT GOVERNOR                       | UNC          | <u>E</u> |
| 7.127    |             | LIVESTOCK SPECIALIST I                    | K            | E        |
| 7.128    |             | LIVESTOCK SPECIALIST II                   | L            | E        |
| 7.129    |             | LIVESTOCK SPECIALIST III                  | M            | E        |
| 2.02     |             | MANAGEMENT ANALYST !                      | К            | E        |
| 2.021    |             | MANAGEMENT ANALYST II                     |              | E        |
| 2.022    |             | MANAGEMENT ANALYST III                    | М            | E        |
| 2.023    |             | MANAGEMENT ANALYST IV                     | N            | E        |
| 10.734   |             | MARINE TECH SUPVR                         | K            | E        |
|          | MAYOR       | MAYOR                                     | M1           | E        |
| 3.06     |             | MEDICAID ADMINISTRATOR                    | N            | E        |
| 3.059    |             | MEDICAID SPECIALIST                       | L            | E        |
| 2.137    |             | MEDICAL HEALTH RECORDS ADM.               | N            | E        |
|          |             | MEDICAL HEALTH RECORDS SUPRV. (GMHA &     |              | _        |
| 2.133    |             | MHSA)                                     | M            | <u> </u> |
| 7.253    |             | MEDICAL LABORATORY TECHNICIAN IV          | K            | E        |
| 7.255    |             | MEDICAL TECHNOLOGIST I                    | L_           | E        |
| 7.256    |             | MEDICAL TECHNOLOGIST II                   | M            | E        |
| 7.257    |             | MEDICAL TECHNOLOGIST SUPERVISOR           | 7            | E        |
| 3.242    |             | MEDICAL UTILIZATION SPECIALIST            | L            | E        |
| 3.09     |             | MENTAL HEALTH ADMINISTRATOR               | O<br>P       | E        |
| 3.122    |             | MENTAL HEALTH PSYCHOLOGIST                | <u> </u>     | <u> </u> |
| 8.36     |             | MENTAL HEALTH RECREATION THERAPY COORD    | K            | E        |
| 3.107    |             | MENTAL HEALTH RESID ENTIAL TREAT PRGM MGR | М            | E        |
| 3.083    |             | MHSA TRAINING COORDINATOR                 | L_           | E        |
| 3.084    |             | MHSA TRAINING OFFICER                     | N            | E        |
| 7.22     |             | MICROBIOLOGIST I                          | K            | E        |
| 7.221    |             | MICROBIOLOGIST II                         | L_           | E        |
| 7.222    |             | MICROBIOLOGIST III                        | M            | E        |
| 7.248    |             | MONITORING LABORATORY SERVICES ADM.       | N            | E        |
| 1.577    |             | MOTOR VEHICLE PROG RAMS ADMINISTRATOR     |              |          |
| 3.515    |             | MUSEUM CURATOR                            | M            | E        |
| 0        | GNG         | NATIONAL GUARD - ADJUTANT GENERAL         | L5           | E        |

| 8.153     | PSYCHIATRIC NURSE III                 | M  | E  |
|-----------|---------------------------------------|--|--|
| 8.154     | PSYCHIATRIC NURSE SUPERVISOR          | 0  | E  |
| 3.071     | PSYCHIATRIC SOCIAL SERV ADMIN         | Р  | E  |
| 3.066     | PSYCHIATRIC SOCIAL WORKER I           | М  | E  |
| 3.067     | PSYCHIATRIC SOCIAL WORKER II          | N  | E  |
| 3.069     | PSYCHIATRIC SOCIAL WORKER SPVR        | 0  | E  |
| 3.12      | PSYCHOLOGIST                          | P  | E  |
| 3.46      | PSYCHOMETRIST                         | N  | E  |
| 0 PA      | PUBLIC AUDITOR                        | PA1  | E  |
| 2.138     | PUBLIC HEALTH ADMINISTRATOR           | M  | E  |
| 2.018     | PUBLIC HEALTH DENTAL ADMIN MGR        | М  | E  |
| 7.26      | PUBLIC HEALTH LAB DIRECTOR            | 0  | E  |
| 8.218     | PUBLIC HEALTH NUTRITION ADMINISTRATOR | à  | E E  |
| 8.217     | PUBLIC HEALTH NUTRITION SPECIALIST    | ō  | E  |
| 2.52      | PUBLIC INFORMATION OFFICER            | M  | E  |
| 3.036     | PUBLIC WELFARE INVEST. I              | K  | Ē  |
| 3.037     | PUBLIC WELFARE INVEST. II             | 1 i 1  | E  |
| 3.038     | PUBLIC WELFARE INVEST. SUPER          | M  | E  |
| 3.099     | QUALITY CONTROL REVIEWER SUPER        | L  | Ē  |
| 2.034     | QUARTER MASTER (MILITARY AFFAIRS)     | ō  | E  |
| 1.21      | REAL PROPERTY TAX ADMINISTRATOR       | Ö  | Ē  |
| 2.017 DOA | RECORDS MANAGEMENT OFFICER (DOA)      | K  | Ē  |
| 3.636     | RECREATION ADMINISTRATOR              | N  | E  |
| 2.23      | REGULATORY EXAMINER I                 | K  | Ē  |
| 2.231     | REGULATORY EXAMINER II                | M  | E  |
| 2.235     | REGULATORY EXAMINER SUPERVISOR        | N  | Ē  |
| 2.237     | REGULATORY PROGRAM ADMIN.             | 0  | E  |
| 3.341     | REHABILITATION WKSP MRKTING SPEC      | <del>                                     </del> | E  |
| 3.346     | REHABILITATION WORKSHOP ADMIN         | <del>  5</del>                                   | Ē  |
| 3.342     | REHABILITATION WORKSHOP MANAGER       | M  | Ē  |
| 2.436     | RESEARCH & APPEALS ADMINISTRATOR      | Q  | Ē  |
| 2.435     | RESEARCH & APPEALS OFFICER            | N  | Ē  |
| 2.723     | RESEARCH & STATISTICS ADMIN           | N  | Ē  |
| 2.72      | RESEARCH & STATISTICS ANALYST I       | K  | Ē  |
| 2.721     | RESEARCH & STATISTICS ANALYST II      | M  | Ē  |
| 2.721     | RESOURCE INFORMATION AND EDUCATION    | - 100  | <del>                                     </del> |
| 2.523     | OFFICER                               | М  | . E  |
| 2.323     | REVENUE AGENT I                       | K  | E  |
| 2.421     | REVENUE AGENT II                      | <del>                                     </del> | Ē  |
| 2.422     | REVENUE AGENT III                     | M  | E  |
| 2.423     | REVENUE AGENT IV                      | N  | Ė  |
| 2.416     | REVENUE OFFICER III                   | K  | Ē  |
| 6.225     | RIGHTS OF WAY SUPERVISOR              | N  | E  |
|           | SAFETY ADMINISTRATOR                  | M  | E  |
| 4.115     | SAFETY INSPECTOR SUPERVISOR           | K  | E  |
| 4.125     |                                       | N  | E  |
| 10.927    | SCHOOL BUS OPNS SUPERINTEND.          |  | E  |
| 0 CSI     |                                       | L6   | E  |
| 3.064     | SENIOR CITIZENS ADMINISTRATOR         | P  | E  |
| 3.062     | SENIOR CITIZENS ASSISTANT ADM         | 0  |  |
| 2.733     | SENIOR ECONOMIST                      | N N  | E  |
| 2.823     | SENIOR LAW CLERK                      | N N  | E  |
| 2.64      | SENIOR PROG/ANALYST (UNCL)            | <u>_</u>   | E  |

| 2.515  |       | TRAINING SPECIALIST            | L         | E |
|--------|-------|--------------------------------|-----------|---|
| 10.937 |       | TRANSPORT, MAINT, SUPERINT.    | P         | Ε |
| 2.316  |       | TREASURER OF GUAM              | 0         | E |
| 8.172  |       | UTILIZATION REVIEW COORD.      | М         | E |
| 3.025  |       | VETERANS AFFAIRS ADMIN.        | M         | E |
| 8.405  |       | VETERIANARIAN                  | R         | E |
| 0.100  |       | VICTIMS ADVOCATE (UNCL)        | K         | E |
|        |       | VICTIMS/WITNESS SUPERVISOR     | L_        | E |
| 3.35   |       | VOC REHAB ADMINISTRATOR        | R         | E |
| 3.33   |       | VOC REHAB COUNSELOR (LEVEL I)  | K         | E |
| 3.331  |       | VOC REHAB COUNSELOR (LEVEL II) | L         | E |
| 3.332  |       | VOC REHAB COUSELOR (LEVEL III) | M         | E |
| 3.333  |       | VOC REHAB COUNSELOR (LEVEL IV) | N         | E |
| 3.336  |       | VOC REHAB COUNSELOR SUPV       | P         | E |
| o      | DISID | DIRECTOR                       | L3        | E |
| o      | VIP   | VOLUNT. ARE IMPT PEOPLE-DIR.   | <u>L6</u> | E |
| 2.217  |       | WEIGHTS & MEASURES INSP SPVR   | K         | E |
| 3.24   |       | WORKER'S COMP. EXAM. SUPER.    | L         | E |
| 3.711  |       | YOUTH COMM. SERVICES SPVR      | N         | E |
| 3.721  |       | YOUTH CORRECT. SUPERINT.       | N         | E |
| 3.715  |       | YOUTH DEV. ADMINISTRATOR       | 0         | E |
| 3.723  |       | YOUTH REHAB ADMIN.             | 0_        | E |