

## **PREFACE**

Pursuant to Public Law 28-112, the Authority will be pursuing the above-step recruitment request from Mr. Robert W. Hess for the following position:

1. **Building Inspector II – Section 8 Division**

Please direct all comments, suggestions, and inquiries to Dr. Kimberly K. Bersamin, Personnel Services Administrator, at [kbersamin@ghura.org](mailto:kbersamin@ghura.org), or Mr. Art Aguero, Personnel Specialist III, at [aaguero1@ghura.org](mailto:aaguero1@ghura.org).

**GUAHAN HOUSING AND URBAN RENEWAL AUTHORITY**

**ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN**

**RECEIVED**  
**DATE:** 8/12/10 #381  
Cg

8/12/10

**TO: BOARD OF COMMISSIONERS**

**VIA: EXECUTIVE DIRECTOR**

**DEPUTY DIRECTOR** 

**HUMAN RESOURCES**

**FR: CONSTRUCTION INSPECTOR II**

**RE: ABOVE STEP RECRUITMENT**

I have applied for and have been offered the position of Building Inspector II under the Section 8 Division. In my current position I am a Grade J, Step 5. The offered position is a Grade JG, Step 1. This represents a substantial reduction in pay for me. Normally the pay issue would preclude me from even considering applying for the position, but the security of a classified position over a temporary one influenced my decision.

I am respectfully requesting the Authority to elevate my step level, if not possible to the maximum allowable, at least to a level equal to my current.

Between my training and experience, I am well versed in all manner of inspection activity for the Authority. Since 1976 I have conducted Housing Quality Standards; Uniform Physical Construction Standard: Move-out and Damage Assessment; Pre-Contract Scope of Work; Contract Compliance; and Unit Acceptability inspections.

Although not rocket science, some of these inspections require complex technical and procedural knowledge, and are often performed at the Planner III level. You may inquire with Albert Santos and Philly San Nicolas (both former and both current supervisors) as to the capabilities I have demonstrated as well as the initiative I have shown.

In addition to S8 Quality Control inspections (which I have also performed in the past), I have been given to understand that I will continue to also perform inspections on Modernization projects as well as assessments for the current Weatherization project. In effect, I will be performing the same tasks that I have been performing for the past year.

Additionally, I have already been performing S8 Quality Control inspections since June. Already having experience in this field, no training has been required. However, I would like to point out that there are other factors involved in this area such as scheduling, notification, and reporting that I have had to learn "on the fly" because I was assigned to these tasks after the departure of the previous inspector. Not only have I practically mastered the procedure, I have improved on it. Case in point: the previous inspector was performing QC inspections about 45-65 days after the initial inspection; I am now performing the QC inspections about 25-45 days after the initials. In fact, one of my inspections for this month was only 13 days after the initial. I am exploring ways to get the QC inspections even sooner while still meeting the selection criteria.

The bottom line is that I have demonstrated my initiative and abilities throughout my 24 cumulative years of experience with the Authority. Any investment the Authority has made in me has been returned 'with interest'. Every task I undertake for the Authority I attempt to do at a higher level than expected of me. I am the quintessential team player who is committed to helping the authority achieve its goals, not just an employee.

As such, I hope you will look favorably upon my request.

Thank you for your consideration, and I look forward to a continued future highly beneficial to both the Authority and myself.

A handwritten signature in black ink, appearing to read 'R. Hess', with a large, stylized initial 'R' at the beginning.

**ROBERT HESS**



# GHURA

Guam Housing and Urban Renewal Authority  
Aturidat Ginima' Yan Rinueban Suidat Guahan  
117 Bien Venida Avenue, Sinajana, Guam 96910  
Phones: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701



September 2, 2010

## MEMORANDUM

**TO:** Executive Director

**FROM:** Personnel Services Administrator  
Deputy Director (Acting)

**SUBJECT:** Request to Petition Board of Commissioners  
**REF:** Above-Step Recruitment – ROBERT W. HESS

We request your approval to petition the GHURA Board of Commissioners to consider Mr. Robert W. Hess' request for above-step recruitment to the Building Inspector II position based on exceptional qualification.

The authority for the Board of Commissioners to entertain this request for above-step recruitment is derived from §6205 Title 4 of the Guam Code Annotated. Based on our analysis, Mr. Hess can be recruited above the minimum step between Pay Grade JG-Step 2, which is \$26,814 per annum, \$12.89 per hour, and Pay Grade JG-Step 10, which is \$37,855 per annum, \$18.20 per hour, with the Board of Commissioners approval. However, based on funding availability, staff and management recommends, Pay Grade JG-Step 4, which is \$29,968 per annum, \$14.41 per hour.

Funding for this above-step recruitment is allocated to Section 8 Funds, as outlined in the FY2010 budget.

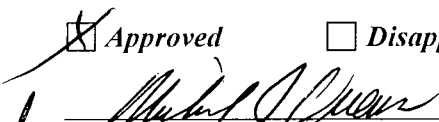
Attached for your review is a copy of the Human Resources Staff Report and the applicant's request.

  
KIMBERLY K. BERSAMIN, DBA, SPHR

  
MICHAEL J. DUENAS

Attachments

Approved       Disapproved

  
RAYMOND E.Y. BLAS  
Executive Director

Sept 2, 2010  
Date

cf: file

**ABOVE-STEP RECRUITMENT REQUEST  
BUILDING INSPECTOR II  
Re: HR Staff Report – Robert W. Hess**

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I. **ISSUE**

On August 13, 2010, Mr. Robert W. Hess submitted a request to the Executive Director to be recruited above the minimum step for the position of Building Inspector II based on exceptional qualification.

Mr. Hess requested in his employment application for the position that the lowest salary acceptable should be “*(applicant left Item 3. blank).*”

II. **AUTHORITY**

Title 4 of the Guam Code Annotated, **§6205. Recruitment Above-Step**, provides in part, “...The appointing authority, or the head of an agency, department or public corporation listed in 4 GCA §4105(a) may petition the Director of Administration, the Judicial Council (as to Judicial Branch employment) or the agency, department or public corporation’s governing board or commission (as to an agency, department or public corporation listed in 4 GCA §4105(a)) for recruitment at a higher step not to exceed Step 10, because of documented recruitment difficulty or exceptional qualifications....”

III. **FACTS**

The Building Inspector II position had one (1) vacancy. The job announcement was posted on an “Open and Promotional Competitive” basis, which opened and closed on 06/04/2010 and 06/18/2010, respectively. The Eligibility List was established on 06/24/2010, with a total of four (4) applicants.

Of the four (4) applicants, three (3) met the job’s minimum requirements. Of the three (3) applicants, three (3) participated in the job interview selection process on 08/03/2010.

The panel recommended Mr. Robert W. Hess, and the Executive Director selected Mr. Hess for the position.

IV. **DISCUSSION**

The Building Inspector II position requires that the minimum experience and training to be:

- (A) Five years of progressively responsible experience in the building construction trade, including one year at the skilled level, one year of experience as a Building Inspector I or equivalent work and graduation from high school; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver’s license.

**ABOVE-STEP RECRUITMENT REQUEST  
BUILDING INSPECTOR II  
Re: HR Staff Report – Robert W. Hess**

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Mr. Hess' exceptional qualification consists of over 24 years of experience in housing inspection activities to, include, the following:

- Well versed in Housing Quality Standards;
- Well versed in Uniform Physical Construction Standards;
- Conducts Move out and Damage Assessment of Units;
- Experience in Pre-Contract Scope of Works;
- Experience in Contract Compliance; and
- Conducts Unit Acceptability Inspections

V. **METHODOLOGY**

One methodology for determining the appropriate step for exceptional qualifications is to utilize the applicant's rating score and the Hay methodology scale. Mr. Hess received a rating score of 78.646, which equates to the above-step recruitment slotting of Pay Grade JG-Step 8 – \$35,331 per annum, \$16.99 per hour.

Given the exceptional qualification and recruitment difficulty of the Building Inspector II position, which was announced for 15 days and only yielded four applicants, of which only three qualified, the Board of Commissioners can recruit Mr. Hess up to Step 10, \$37,855 per annum, \$18.20 per hour.

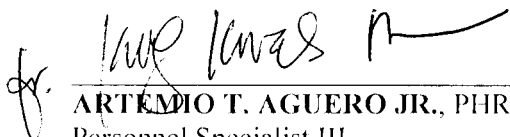
VI. **RECOMMENDATION**

Based on the Mr. Hess's exceptional qualification and meeting the disclosure requirements of Title 4 GCA §6205, the GHURA Board of Commissioners can approve Mr. Hess' recruitment above the minimum step between Pay Grade JG-Step 2, \$26,814 per annum, \$12.89 per hour, and Pay Grade JG-Step 10, \$37,855 per annum, \$18.20 per hour (maximum amount – see attached). However, based on funding availability, staff and management recommends, Pay Grade JG-Step 4, \$14.41 per hour and \$29,968.00 per annum.

**ABOVE-STEP RECRUITMENT REQUEST  
BUILDING INSPECTOR II  
Re: HR Staff Report – Robert W. Hess**

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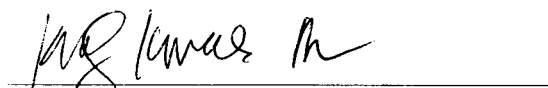
Prepared by:

  
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**ARTEMIO T. AGUERO JR., PHR**  
Personnel Specialist III


Date: 9/1/10

Reviewed by:

  
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**KIMBERLY K. BERSAMIN, DBA, SPHR**  
Personnel Services Administrator  
Human Resources Division

Date: 9/1/10

  
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**MICHAEL A. BUENAS**  
Deputy Director (Acting)  
Executive Management

Date: 9/2/10