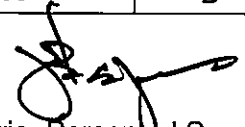




<p align="center">GUAM POWER AUTHORITY</p> <p align="center">STANDARD OPERATING PROCEDURE</p>	No.: SOP -160	Page 1 of 4
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	Concurred By:  23 Aug 2016 Julie L. Quinata, Personnel Services Administrator	
Title: COMBINED RATING OF EXAMINATIONS WITH FOUNDATIONAL SKILLS ASSESSMENT RESULTS	Approved By:  31 Aug 2016 John M. Benavente, P.E., General Manager	
Effective Date: August 31, 2016	Supersedes:	

1.0 PURPOSE:

To combine the results of a formal nationally recognized foundational skills assessment with the training and experience rating of each competitor (applicant) by weights established for each part of the examination. This measurement and procedure shall be used in rating the results of the rating of examination and in determining the relative rank of competitors.

2.0 LEGAL AUTHORITY:

2.1 Personnel Rules & Regulation Section 4.13

Rating of Examinations: Appropriate scientific measures, techniques, and procedures shall be used in rating the results of examination and determining the relative rank of competitors. In all examinations, the minimum rating by which eligibility may be achieved shall be set by the General Manager. The final earned rating of each competitor shall be determined by averaging the earned ratings of each part of the examination in accordance with the weights established for each part prior to the time of examination.

All competitors shall be required to obtain at least a minimum passing score of 70.00% in each part of the examination in order to receive a final passing grade, or to be rated on the remaining parts of the examination.

2.2 Title 4 G.C.A. §4101 (c)

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified

vocational technical institution, in a specialized field required for the job. For entry level positions, a formal nationally recognized foundational skills assessment shall be required for consideration for employment. For government of Guam positions in which basic employment requirements are set forth by the U.S. Federal Government, a formal nationally recognized foundational skills assessment is preferred. Positions in which a formal nationally recognized foundational skills assessment is preferred include, but are not limited to, all entry level positions, law enforcement positions, positions that deal with public safety, and other new employment positions identified and deemed necessary by the Director. The Director shall implement rules and regulations that are aligned with local and federal employment laws.

This Subsection shall not be applicable to the Summer Youth Employment, and any person with a disability which prevents him or her from complying with this Section consistent with the Americans with Disabilities Act, or its successor laws.

3.0 COVERAGE:

This policy covers all applicants for new employment into entry level positions at the Guam Power Authority (GPA). GPA employees hired before December 11, 2012, are not required to obtain a foundational skills assessment certificate when applying for job announcements available only to "In-house" applicants. GPA employees applying for entry level positions of which job announcements are available to the general public under the "OPEN" application process must satisfy the laws of Guam.

Entry level positions are identified based on the minimum experience and training and/or the knowledge, skills and abilities required of a position or as determined by the General Manager or the Personnel Services Administrator as designated.

4.0 CRITERIA:

4.1 Job Announcements

All "Open" entry level announcements shall include the requirement of a formal nationally recognized foundational skills assessment.

4.2 Applicant Eligibility

In addition to meeting the minimum experience and training requirements of the position and possessing a high school diploma or GED certificate, all applicants must possess a certificate from a nationally recognized foundational skills assessment program such as the ACT® National Career Readiness Certificate™.

4.3 Obtaining Foundational Skills Assessment Certificate

A nationally recognized foundational skills assessment program such as the ACT® National Career Readiness Certificate™ or its equivalent may be obtained

abroad or locally from an institution that is authorized by a nationally recognized skills assessment program to conduct skills assessment testing.

Applicants are responsible for coordinating and scheduling a foundational skills assessment test with a recognized institution to obtain a certificate of satisfactory completion.

5.0 **RATING PROCEDURE FOR ENTRY LEVEL POSITIONS:**

A final earned rating score for entry level positions consists of two components:

- 1) A credited experience and training score = Seventy percent (70%); and
- 2) A foundational skills assessment score = Thirty percent (30%).

5.1 **Training and Experience (T&E) Rating**

Upon meeting the minimum experience and training requirements of a position, a training and experience (T&E) score is multiplied with a weighted score of seventy percent (70%) to determine an applicant's final earned T&E rating score. See Table 1.

Table1.

Training & Experience (T&E) Rating			
Example	T&E Rating	Weighted Score	T&E Rating Score
A	70.00	70%	49.000
B	75.00	70%	52.500

5.2 **Skills Assessment Scoring**

The National Career Readiness Certificate (NCRC®) is categorized into four levels of completion: Platinum, Gold, Silver and Bronze. Numerical points (equivalent to an academic grading system) are assigned to each certificate level multiplied by thirty percent (30%) to determine a skills assessment rating score. See Table 2.

Table 2.

Skills Assessment Score			
Level of Completion	Grade Points	Weighted Score	Skills Assessment Score
Platinum	100	30%	30
Gold	90	30%	27
Silver	80	30%	24
Bronze	70	30%	21

5.3 Final Earned Rating

A final earned rating is the combination of a training and experience (T&E) rating score and a skills assessment score. See Table 3.

Table 3.

Final Earned Rating			
Example	T&E Rating Score	Skills Assessment Score	Total Final Earned Rating Score
A	49.000	21	70.000
B	52.500	27	79.500

6.0 EQUIVALENCY FACTOR:

6.1 The rating procedure outlined above will apply to other nationally recognized foundational skills assessment tests with the same or similar levels of completion format.

6.2 Should other nationally recognized foundational skills assessment tests result in only one level of satisfactory completion format, a minimum grade of seventy (70) points will be applied to determine a skills assessment score.

7.0 This SOP may be amended or superceded as determined by the General Manager or by successor laws of Guam.