

GUAM POWER AUTHORITY Standard Operating Procedure	No: *SOP-120	Issued: 09/26/03
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	Concurred by: <i>[Signature]</i> JULIE L. QUINATA, Personnel Services Administrator	
Title: MONTHLY RECRUITMENT STAFFING/VACANCY REPORTING	Approved by: <i>[Signature]</i> JOHN M. BENAVENTE, General Manager	

I. PURPOSE

To establish a pattern for consistency in reporting staffing levels and positions vacancies for a specific period.

II. SCOPE

The reporting requirement is specific to the Recruitment section of the Human Resources Division. The report shall balance with the total number of budgeted positions.

III. REPORT CRITERIA:

- 3-1 The Staffing report must contain the home business unit, position number of the incumbent, name of the employee, position title, Pay Grade and Step, per hour and per annum salaries, and their last and next increment dates.
- 3-2 The Vacancy report must contain the home business unit, the position title of the vacant position, the prior employee in that position and his resignation/termination date.
- 3-3 The Staffing/Vacancy report shall be generated by the fifth (5) work day after the end of each month. The report shall balance the period from the 1st and last day of the month preceding the report date. This report shall be called "Staffing Pattern Fiscal Year ____ - Month Ending ____" A copy shall be distributed to the Personnel Services Administrator and the General Manager.
- 3-4 The Staffing pattern (filled and vacant) can be made accessible to Division Managers for their respective division only. The report is generated only upon the request of the Division Manager or designee.

- Distribution A,B,C

CODES:	* REVISED	# ADDED
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