



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUAM
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
(Dibision Inadilanto Yan Guinaha Para Taotao)
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Anthony C. Blaz
Director

18 SEP 2015

HRD NO.: OG-15-354

MEMORANDUM

To: Manager, Human Resources Division
From: Supervisor, Classification and Pay Branch
Subject: **Amendment of Territorial Archivist Position**
RE: Territorial Archivist Code No.: 3.520

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current position title and job specification of the above referenced position. This request is based on a request to amend such position by the Department of Chamorro Affairs dated June 24, 2015. Our office conducted a comprehensive review of the department's request. The following are our findings:

The Territorial Archivist position was created in July 1980 but no agency has ever hired an incumbent in this position. Furthermore, Public Law 24-89 discontinued the use of the terms "Territory of Guam" and "Territorial" in official government acts, titles and documents. The terms have been deleted from the names of government agencies and from official references. Therefore, it would be in the best interest to amend the position to allow the Guam Museum to utilize the position most efficiently. The Guam Museum is requesting to amend the position title of the Territorial Archivist to Museum Archivist and to update the job specification of the position to include functions specific to the Museum Archivist duties and responsibilities.

The functions and activities of a Museum Archivist is an integral part of preserving, conserving, restoring, and presenting Guam's history and culture through the development of an archival program for all artifacts and objects belonging or lent to the Guam Museum. An archival program will support all aspects of the Collection Branch through research, collection and arrangement of information necessary to support the educational and public service responsibilities of museums by providing public access to archival resource information to promote awareness and understanding of language, arts and humanities significant to the people of Guam.

The current position title reads:
"Territorial Archivist"

We are requesting to amend the position title to read:
"Museum Archivist"

The current "Nature of Work" reads:
"Administers the territorial archival program"

We are requesting to amend the Nature of Work to read:
"Administers the archival program within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs"

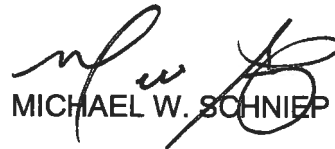
The following is our recommended Hay Evaluation for the proposed amended Museum Archivist position:

PROPOSED AMENDMENT OF THE MUSEUM ARCHIVIST POSITION

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Museum Archivist	E II 3 (264)	E 3 (38%)(100)	E 2 C (132) A2	496	O

This proposal will be posted on the DOA website for a period of 10 working days with a copy of the amendment being forwarded to the requesting department to be posted on their website. Upon approval, we will send approved notices to the media and different media companies. After the 10-day period has expired, the proposed job specification will be sent to the Director for his approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265 or 1123.
Dangkolo na Agradesimiento!


MICHAEL W. SCHNIEP



**MUSEUM ARCHIVIST
(PROPOSED)**

3.520

NATURE OF WORK IN THIS CLASS:

Administers the archival program within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Establishes and operates archival depository which provides for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to or acquired by the Guam Museum.

Responsible for the research and documentation of the museum archives

Responsible for the acquisition and deaccessioning of archival material in all media and controls the flow of catalogued materials in and out of the collections storage

Responsible for the care and preservation of the archival collection and ensures the maintenance and security of collection

Prepares inventories, indices, catalogs, and other publications resulting from archival research in all media

Responsible for the development, management and operation of the museum resource library

Responsible for public inquiries and requests for archival information and providing public access to archival resources

Consults with Museum Curators as to their need for and use of archival records

Participates in the creation of archival exhibitions and public programs

Responsible for the plans, policies and procedures relevant to the museum archives

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the techniques of selection, evaluation, preservation, restoration, digitization and exhibition of archival materials of all media



**MUSEUM ARCHIVIST
(PROPOSED)**

3.520

Knowledge of the care and preservation of important documents, photographs, artifacts, and other valuable items for permanent storage or display

Knowledge of practices and procedures pertaining to storage and records management

Ability to administer an archival program

Ability to make work decisions in accordance with appropriate program guidelines

Ability to conduct research work regarding museum exhibits and collections for data gathering and information

Ability to research, apply and administer museum grants

Ability to develop new standards and procedures and to recommend changes or improvements in the archival system

Ability to work effectively with the public and employees

Ability to communicate effectively orally and in writing

Ability to prepare reports or publications and maintain records

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three years of experience in records management, library science, museum studies, archival, or historical work; and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or
- (B) Five years of experience in records management, library science, museum studies, archival, or historical work; and graduation from a recognized college or university with an Associate's degree in public or business administration or closely related field; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills



**MUSEUM ARCHIVIST
(PROPOSED)**

3.520

ESTABLISHED: JULY 1980
AMENDED: OCTOBER 2015
FLSA: EXEMPT
PAYGRADE: O

HAY EVALUATION:	KNOW-HOW:	E II 3	264
	PROBLEM SOLVING:	E 3 (38%)	100
	ACCOUNTABILITY:	E 2 C	<u>132</u>
	TOTAL POINTS:		496

This standard revises and supersedes the standard established July 1980.

ANTHONY C. BLAZ, Director
Department of Administration



DIPATTAMENTON I KAOGHAO GUINAHAN CHAMORRO
DEPARTMENT OF CHAMORRO AFFAIRS



Honorable Edward J. B. Calvo
Governor of Guam

Joseph Artero-Cameron
President, DCA

Raymond S. Tenorio
Lieutenant Governor of Guam



June 24, 2015

INTRA-DEPARTMENTAL MEMORANDUM

To: Director, Department of Administration

From: President, Department of Chamorro Affairs

Subject: Request to Amend the Job Specification for the Archivist position



GUAM MUSEUM

Buenas yan Håfa Adai!



We hereby request to amend the current Territorial Archivist position. The Department of Chamorro Affairs would like to utilize the Territorial Archivist position for the Guam Museum to carry out specific functions to the Museum. Since the Civil Service Commission created the position of the Territorial Archivist, no department or agency had hired an Archivist. Therefore, we would like to submit a request in re-titling the Territorial Archivist to Museum Archivist for the Guam Museum under the Department of Chamorro Affairs.



This change is necessary to update the position title and the job specification to include functions specific to a Museum Archivist and will properly outline the scope and nature of work, as well as the duties and responsibilities. The Museum Archivist is responsible for developing an archival program within the Collection Branch for the historical and cultural preservation, restoration, and conservation of all objects including artwork and other items belonging or lent to the Guam Museum and is responsible to develop and manage the Collections Branch of the Division of the Guam Museum.



Additional attachments include a functional chart, organizational chart and the staffing pattern for the Guam Museum. If you have any questions, please contact the Guam Museum office at 475-4278/9.

Senseramente,

JOSEPH ARTERO-CAMERON
President, Department of Chamorro Affairs

"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"

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