

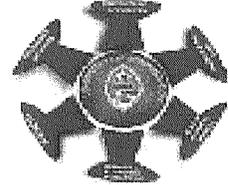


Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÁHAN
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
(Dibision Inadilanto Yan Guinaha Para Taotao)
Post Office Box 884 * Hagåtña, Guam 96932
TEL: (671) 475-1123/1201/1265 * FAX: (671) 477-7100



Anthony C. Blaz
Director

HRD NO.: OG-15-384

03 AUG 2015

MEMORANDUM

To: Manager, Human Resources Division
From: Supervisor, Classification and Pay Branch
Subject: **Amendment of Museum Curator Position**

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current Museum Curator. This is based on a request to create a position by the Department of Chamorro Affairs dated May 29, 2015. Our office conducted a comprehensive review of the department's request. The following are our findings:

The Guam Museum Administrator works under the general guidance and direction of the President, Board of Trustees of the Department of Chamorro Affairs and the Guam Museum Board of Advisors as mandated in Public Law 25-69. The administrator is responsible for the conceptual leadership and realization of the overall mission of the Guam Museum and oversees all management and administrative functions of the Collections, Public Programs, IT and Administrative Branches.

The Museum Curator position was created in July 1980 and later amended in December 2005. However, the nature of work in this class seems to imply that the Museum Curator is the administrator of programs and activities of the whole Museum division under the Chamorro Affairs. The Museum Curator position, in fact, is under the supervision of the Guam Museum Administrator and should not be responsible for the administration of programs and activities of the Museum Division. The curator only manages all aspects of the Collection Branch which includes the development and direction of collections and/or exhibitions to meet the museum's overall objectives. Therefore, it is necessary to amend and update the actual "Nature of Work" in addition to "Illustrative Examples of Work" of the above position.

The current "Nature of Work" reads:

"Administers the programs and activities of the Museum Division under the Department of Chamorro Affairs"

We are requesting to amend the job specification to read:

"Develops and manages all objects, such as artwork and historic items within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs".

Amendment of Position
Re: Museum Curator

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

PROPOSED AMENDMENT OF THE MUSEUM CURATOR POSITION

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Museum Curator	F II 3 350	E 3 38% 132	E 3 C 152	634 A1	Q

As a result of the proposed changes to the Hay Evaluation of the Museum Curator position, a review of the organizational structure was necessary to determine the proper alignment for the positions of the Guam Museum Administrator, the Vice-President and the President of the Department of Chamorro Affairs. The following is our recommended Hay Evaluation for the Pay Grade Reassignment of the aforementioned positions:

PROPOSED PAY GRADE REASSIGNMENT

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Guam Museum Administrator	F II 3 350	E 4 43% 152	E 3 C 175	677 A1	R
Vice-President	F II 3 400	E 4 43% 175	E 4 C 200	775 A1	E-S
President	F II 3 460	E 4 43% 200	E 4 C 230	890 A1	E-T

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. *Dångkolo na Agradesimiento!*


MICHAEL W. SCHNIEP

**MUSEUM CURATOR
(PROPOSED)**

DEPT

NATURE OF WORK IN THIS CLASS:

Develops and manages all objects, such as artwork and historic items within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs.

Employees in this class are responsible for the overall management and direction of collections and/or exhibitions to provide a variety of educational and public service functions related to the Guam Museum. Employees are required to carry out duties as needed or assigned during annual fundraising events, large-scale public programs and special events.

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.)

Museum Curator (Collections)

Responsible for acquisition and deaccessioning of all objects within the Guam Museum collection

Able to identify, interpret and determine the authenticity or significance of objects in the collection. Determines the conservation needs of the collection.

Collaborates with Curator of Exhibits in planning and designing museum exhibits

Provides consultation in the creation of public programming

Responsible for the cooperative and joint venture of research projects and exhibitions

Researches potential grant sources in collection areas

Museum Curator (Exhibits)

Responsible for the planning and producing of exhibitions that meets the museum's objectives

Collaborates with Curator of Collections to plan future acquisitions and loans to the collection for long term planning of exhibition schedule

Provides vision and leads the development, design, and maintenance of all permanent and temporary exhibits

MUSEUM CURATOR (PROPOSED)

Responsible for translating curatorial and educational staff ideas into permanent, temporary, and traveling exhibitions through renderings, plans, designs, specifications, drawings, models, labels, lighting and layout of exhibition materials

Responsible for planning and implementation of audiovisual and interactive components of exhibits and public programming

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of collection management programs and procedures

Knowledge of the care, preservation, and exhibition of artifacts, photographs and other collections

Ability to administer the program and activities of the Collection Branch of the Guam Museum

Ability to make work decisions in accordance with appropriate program guidelines

Ability to prepare and present artifacts, pictures and other visual aids and collections for exhibit

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

Ability to research, apply and administer museum grants

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 museum work; two years of supervisory experience; and graduation from a recognized college or university with a Master's degree in history, anthropology, fine arts, or related fields; or

**MUSEUM CURATOR
(PROPOSED)**

- (B) Five years of experience in museum work; 1 year of supervisory experience; and graduation from a recognized college or university with a Bachelor's degree in history, anthropology, fine arts, or related fields; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

ESTABLISHED: JULY 1980
AMENDED: JUNE 2015
FLSA: EXEMPT
PAYGRADE: Q

HAY EVALUATION:	KNOW-HOW:	F II 3	350
	PROBLEM SOLVING:	E 3 (38%)	132
	ACCOUNTABILITY:	E 3 C	<u>152</u>
	TOTAL POINTS:		634

This standard revises and supersedes the standard established July 1980 and amended December 2005.

**ANTHONY C. BLAZ, Director
Department of Administration**



DIPATTAMENTON I KAOHAO 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



May 29, 2015

Department of Administration
Human Resources Division

JUL 06 '2015



INTRA-DEPARTMENTAL MEMORANDUM

To: Director, Department of Administration

Classification & Pay Branch

From: President, Department of Chamorro Affairs

Subject: Request to Amend the Job Specification for the Museum Curator position



GUAM MUSEUM

Buenas yan Håfa Adai!



GUAM
MUSEUM
FOUNDATION
INCORPORATED

We are submitting a revised job specification for the position of the Museum Curator for the Guam Museum under the Department of Chamorro Affairs. This change is necessary because the nature of work describes the Museum Curator as the administrator of programs and activities of the Museum Division, whereas this is a responsibility of the Guam Museum Administrator. The amended job specification will properly outline the scope and nature of work of the Museum Curator. The Museum Curator is responsible for the historical and cultural preservation, restoration and presentation of all objects including artwork and other items of the Guam Museum and is responsible to develop and manage the Collections Branch of the Division of the Guam Museum.



Guam Public Library
Nisiman Lallirihan Pappileko Guahan

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.



HAGÁTÑA
RESTORATION AND
REDEVELOPMENT
AUTHORITY



PBS
GUAM

Senseramente,

JOSEPH ARTERO-CAMERON
President, Department of Chamorro Affairs

cc: Shane Ngata
Michael Schniep

Department of Administration
Human Resources Division
JUN 18 2015
Administrative Office

RECEIVED
DIRECTOR'S OFFICE
DEPARTMENT OF ADMINISTRATION

MD 6/18/15 10:55
INITIALS DATE

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

Terlaje Professional Building • 1st Floor 194 Hernan Cortez Avenue Hagåtña, Guam 96910
P.O. Box 2950 Hagåtña, Guam 96932 • Phone: (671) 475-4278/9 • Fax: (671) 475-4227