Gmail by Google

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

2016 Citizen-Centric Report

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Thu, Aug 31, 2017 at 8:45 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

8/31/2017	8/31/2017	Civil Service Commission	FY 2016Citizens Centric Report*	34-17-936

[Quoted text hidden]

--

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuattro na Liheslaturan Guahan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910

T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

GL#34-17-936
Speaker Benjamin J.F. Cruz

AUG 31 2017
Time: 845 [ ] AM [ ] PM File No. _____
Received By: _____

2017 AUG 31 AM 9:20

2016 CSC CCR Annual Report.pdf
323K

0336

CIVIL SERVICE COMMISSION

Fiscal Year 2016, Citizen-Centric Report

GOALS

Our goal is to provide quality and efficient services in order to promote a healthy Merit System.

MISSION

Our mission is to administer the merit system by entertaining appeals or complaints from classified employees and providing a fair and equitable venue by which the appeals or complaints can be adjudicated.

Chairperson, Edith Pangelinan





Vice Chairperson, Lourdes Hongyee



Priscilla Tuncap



Michael Topasna



John Smith



Catherine Gayle

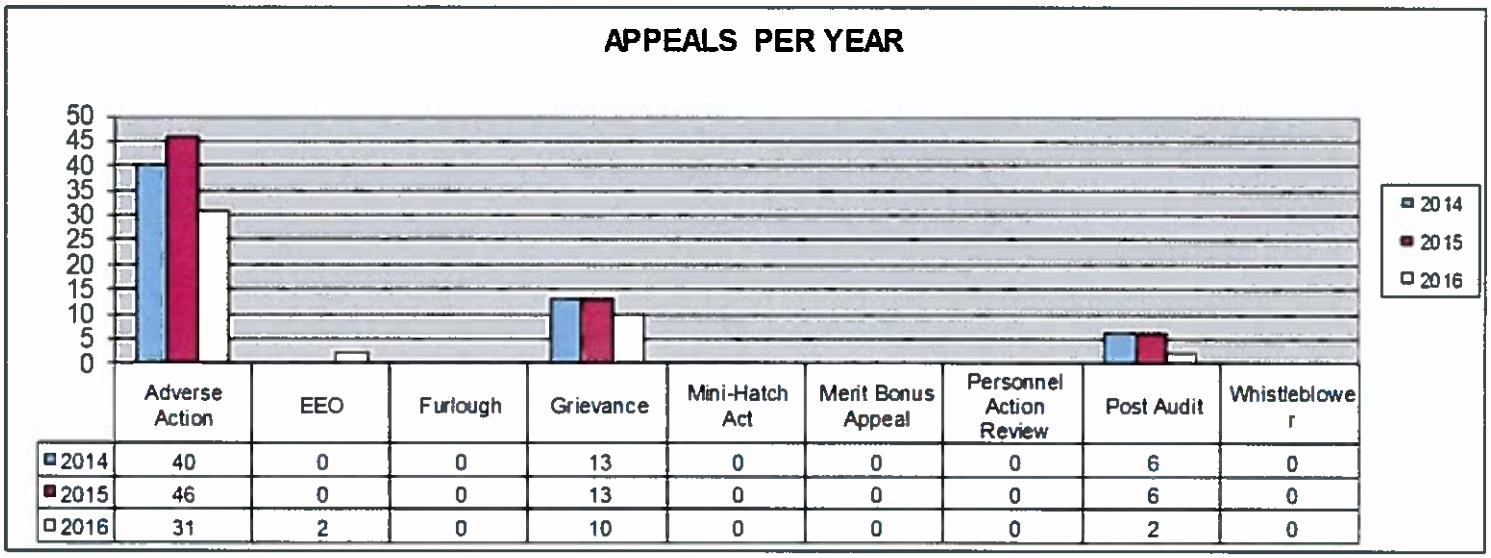
HISTORY

The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

> "The legislature shall establish a merit system and, as far as practicable, appointments and promotions shall be made in accordance with such merit system. The Government of Guam may by law establish a Civil Service Commission to administer the merit system. Members of the Commission may be removed as provided by the laws of Guam." [cited in part]

However, it was not until August 7, 1967, with the passage of Public Law (PL) 9-86 that the CSC was actually created. The creation was prompted by a letter from then Governor Manuel F.L. Guerrero, which was submitted to the Ninth Guam Legislature to establish a CSC, separate from any operating department of the government in order to afford balance between the needs of the institution and rights of the employee.

HOW WE PERFORMED

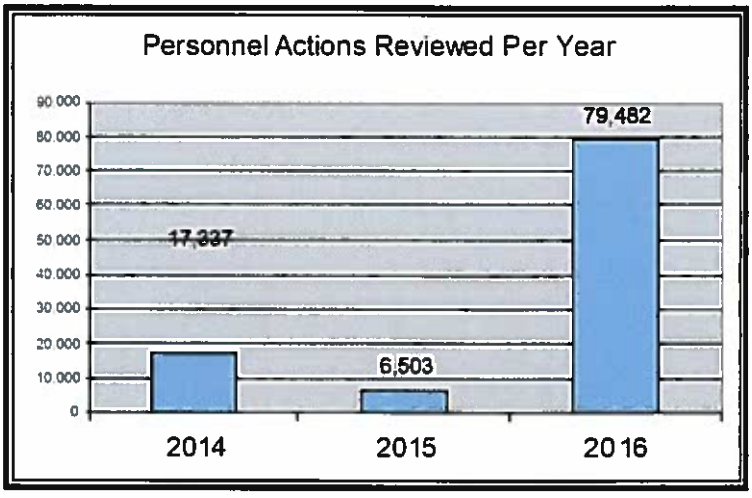


	Adverse Action	EEO	Furlough	Grievance	Mini-Hatch Act	Merit Bonus Appeal	Personnel Action Review	Post Audit	Whistleblower
2014	40	0	0	13	0	0	0	6	0
2015	46	0	0	13	0	0	0	6	0
2016	31	2	0	10	0	0	0	2	0

APPEALS

The number of Adverse Actions , Grievances and Post Audit complaints has decreased from 2015 to 2016. The number of appeals were solely determined by the employees themselves in direct relation to the actions administered and processed by the individual agencies.

PERSONNEL ACTIONS REVIEWED PER YEAR	
2014	17,337
2015	6,503
2016	79,482



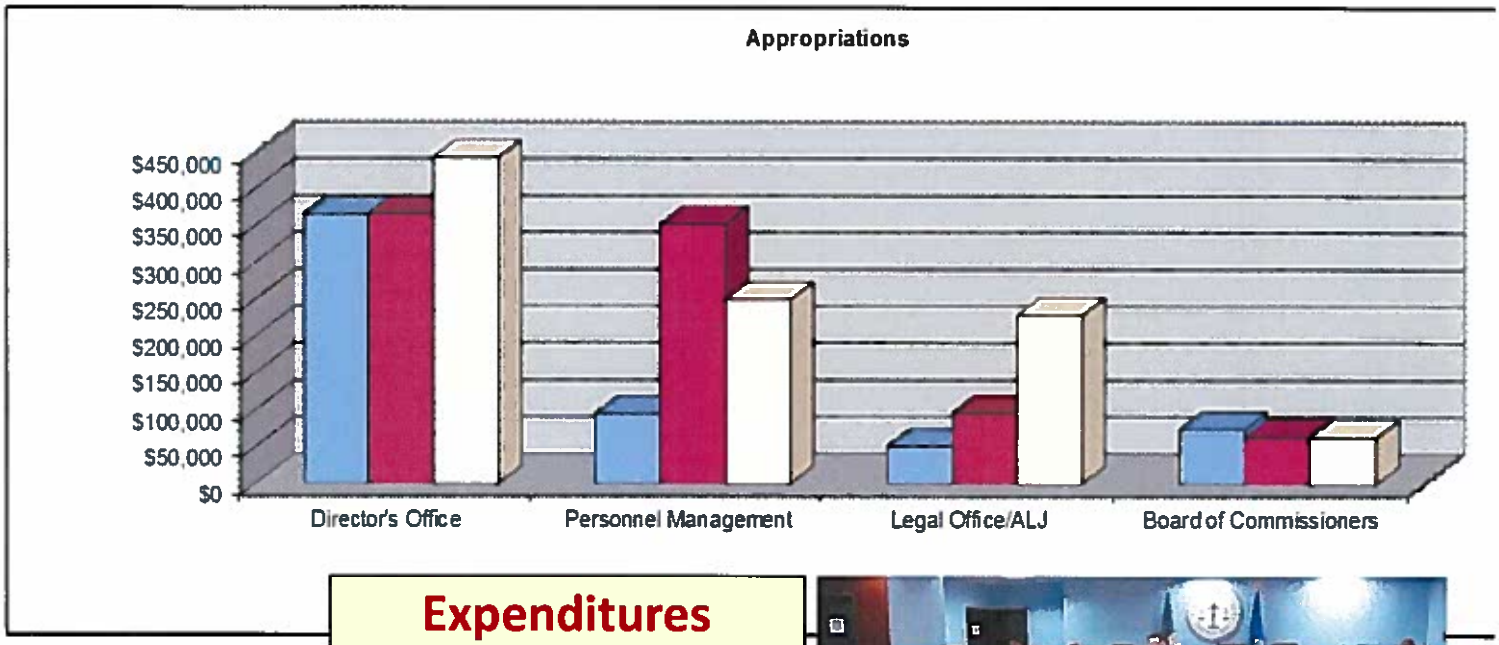
PERSONNEL ACTION REVIEW

The number of personnel actions submitted and reviewed dramatically increased in 2016 than in 2014 and 2015 due to the enforcement of 4GCA Ch.4 §4403 Duties of the Commission (e) and the implementation of the Hay Study and the payouts of overdue Merit bonuses. Actions reviewed are completely dependent upon the timely submission of the various agencies.

APPROPRIATIONS/EXPENDITURE

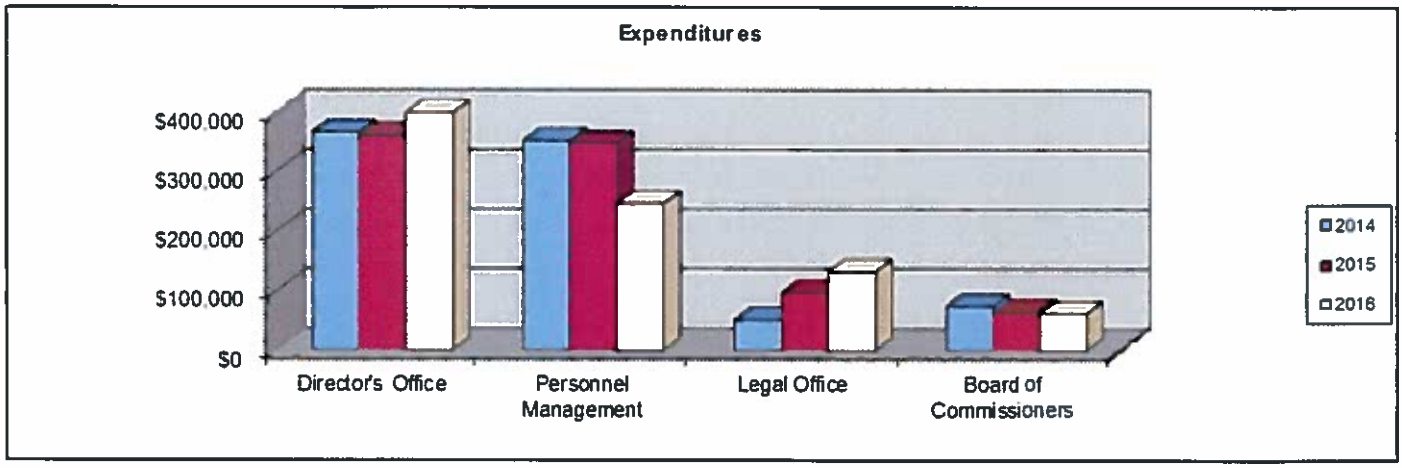
Appropriations	2014	2015	2016
Director's Office	$365,201	$366,287	$441,787
Personnel Management	$94,706	$351,689	$249,614
Legal Office/ALJ	$50,856	$96,309	$228,012
Board of Commissioners	$74,024	$63,590	$62,552
TOTAL	**$584,688**	**$877,875**	**$981,965**

In Fy-2016, pursuant to P.L. 33-66, the Commission received the Authority and Funding to Recruit an Administrative Law Judge and a Legal Secretary, which automatically increased the Commission's operational budget. The recruitment of the ALJ was a pursuit that the Commission has been looking forward to for years. With this, cases will now be adjudicated, thus eliminating the back-log we have been experiencing. Also, in this Fiscal year budget, the Commission, procured 6 U-Shape desks to replace old desks making for greater efficiency and space reduction. Additionally, the procurement of 12 Executive Chairs for the Board Room and 7 new Computers added a sense of authority and comfort as well as automated efficiency. The Commission's long range plan is to replace its 25 year old Recording System which, is no longer reliable and continues to have problems, with the of a State of the Art, Audio & Video Recording System to improve the quality of the Recordings conducted by the Commission to include Status-Call hearings.



Expenditures	2014	2015	2016
Director's Office	$365,099	$359,495	$396,919
Personnel Management	$350,305	$345,703	$245,178
Legal Office/ALJ	$50,855	$96,152	$131,448
Board of Commissioners	$74,023	$63,511	$61,274
TOTAL	**$840,282**	**$864,861**	**$834,819**





FUTURE OUTLOOK

The Commission to continue pushing forward towards a Paperless operation, whereas all cases will be downloaded and viewed on Notebooks/IPads minimizing the need for reproduction and manpower, thus saving thousands of dollars annually. This technology will surely enhance the Commission ability to distribute Packets to the Commissioners as well as other players involve in the case. In addition, the Commission will still continue providing essential trainings & workshops throughout the Government Agencies as it impacts the Commission's Objectives and to further pursue the upgrade of the Commission's Audio & Video Recording System, for documentation purposes.

Accomplishments

On September 11, 2015, Public Law 33-66 was signed in to law authorizing the sum of $ 119,115.00 to the Commission to employ or contract a full-time or part-time Administrative Law Judge (ALJ) to assist the Commission with adjudicatory responsibilities and for the purchase of equipment such as computers, furniture, legal research tools and other office supplies. In addition, the sum of $34,000.00 is allocated for employing an Legal Secretary.

In Fiscal Year 2011 the Governor appointed the Executive Director of Civil Service Commission to Chair MagPro Awards, the Governor's Employee Recognition Program. The Commissions had successfully been recognized with achievement awards for the Fiscal year 2016 with the following awards:

- Unit of the year
- Employee of the Year



BOARD OF COMMISIONERS

Chairperson, Edith Pangelinan
Vice Chairperson, Lourdes Hongyee
Commissioner, Priscilla Tuncap
Commissioner, John Smith
Commissioner, Catherine Gayle
Commissioner, Michael Topasna

Julita Santos, Board Secretary — julita.santos@csc.guam.gov

Peter S. Calvo, Executive Director — peter.calvo@csc.guam.gov
John Nowakowski, Administrative Counsel — john.nowakowshi@csc.guam.gov
Susan Corbin, Legal Secretary — susan.corbin@csc.guam.gov

PMA Section

Roland P. Fejarang, Personnel Management Administrator — roland.fejarang@csc.guam.gov
Maria Masnayon, Personnel Management Analyst III — maria.masnayon@csc.guam.gov
Vickilynn C. Sablan, Personnel Management Analyst III — vickilynn.sablan@csc.guam.gov
Cynthia Camacho, Personnel Management Analyst II — cynthia.camacho@csc.guam.gov

Administrative Section

Jennifer Reyes, Administrative Services Officer — jennifer.reyes@csc.guam.gov
Christine Quinata, Special Projects Coordinator — christine.quinata@csc.guam.gov

http://www.csc.guam.gov/

Bell Tower Suite # 201

710 West Marine Corps Drive

P.O. Box 2950
Hagatna, Guam 966910