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Filing of 2017 CCR Report

2 messages

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Mon, Aug 27, 2018 at 4:57 PM

Hafa Adai!

In compliance with the filing requirements of PL 30-127, attached is the Citizen-Centric Report for our agency. Please also be advised that the report is also available for review on our website at: www.csc.guam.gov

Please feel free to contact our office at 647-1855 if you should have any questions.

Regards

--
Christine Paulino-Quinata
Special Projects Coordinator
Civil Service Commission
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GL#34-18-2273
Speaker Benjamin J.F. Cruz

AUG 29 2018
Time: 4:11
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CSC Annual CCR 2017 Report.pdf
1685K

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Tue, Aug 28, 2018 at 4:11 PM

08/27/18	08/27/18	Civil Service Commisison	2017 CCR Report. *Emailed	34-18-2273

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OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

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Civil Service Commission

Fiscal Year 2017

Citizen Centric Report

Website: www.csc.guam.gov

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.

Edith Pangelinan
Chairperson





Lourdes Honyee
Vice Chairperson



Priscilla Tuncap
Commissioner



John Smith
Commissioner



Catherine Gayle
Commissioner



Luis Baza
Commissioner

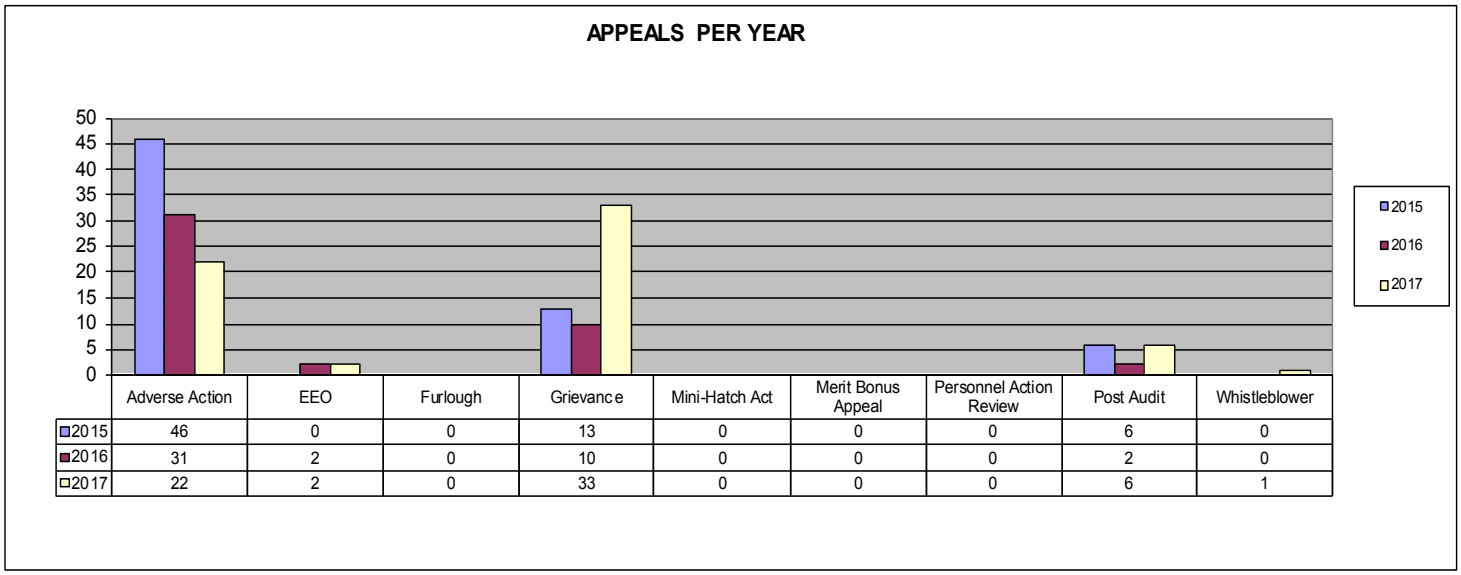
DUTIES OF THE COMMISSION

The Commission hears appeals from the adverse actions taken to suspend, demote or dismiss an employee from the classified service if such right of appeal to the Commission is established in the personnel rules governing the employee; however, it may not hear any appeal of an action taken to suspend, demote or dismiss an employee of the government of Guam who has not been hired through the competitive hiring procedures of the personnel rules of the government of Guam, as such personnel rules required at the time of the hiring of the employee, nor any unclassified employee;

The provisions above shall not apply to the Judiciary or I Liheslaturan Guåhan [Legislature] in compliance with the doctrine of Separation of Powers, unless such separate Branch opts to make them applicable by submitting to the jurisdiction of the Commission; and all reference to classified employees will be deemed to mean classified employees of the Executive Branch, including agencies and authorities; and The jurisdiction of the Commission shall not extend to academic personnel of the Guam Community College and the University of Guam, except upon mutual consent by the governing board of the respective institution and the Commission, nor to any position or person, appeal or proceeding of whatever kind or description if the position is denominated “unclassified” in this Title, except to the extent explicitly permitted in this Section, nor shall such jurisdiction extend to the determination of whether it is practicable to place a position in the classified service.



HOW WE PERFORMED



	Adverse Action	EEO	Furlough	Grievance	Mini-Hatch Act	Merit Bonus Appeal	Personnel Action Review	Post Audit	Whistleblower
2015	46	0	0	13	0	0	0	6	0
2016	31	2	0	10	0	0	0	2	0
2017	22	2	0	33	0	0	0	6	1

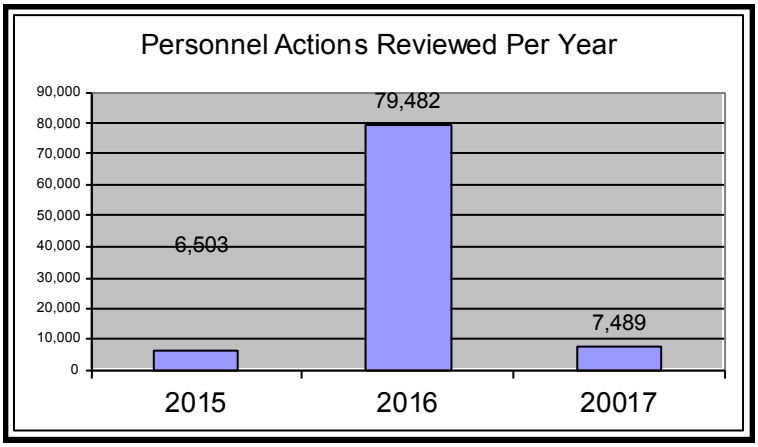
APPEALS

The number of Adverse Actions and Post Audit complaints continues decrease from 2015 to 2017. Although the filing of Grievances has doubled in the last Two (2) years totaling Thirty Three (33) at the end of 2017. 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	
2015	6,503
2016	79,482
2017	7,489

PERSONNEL ACTION REVIEW

The fluctuations of Personnel Actions displayed in 2014 and 2016 is contributed to the following; In 2014 the New Competitive Wage Act of 2014 was implemented. During 2016 the payouts of overdue Merit Bonuses was paid out to all Executive Branch employees, including retirees, plus the personnel actions contributed to the 2014 CWA. Actions submitted is completely dependent upon the timely submission of various agencies and departments.

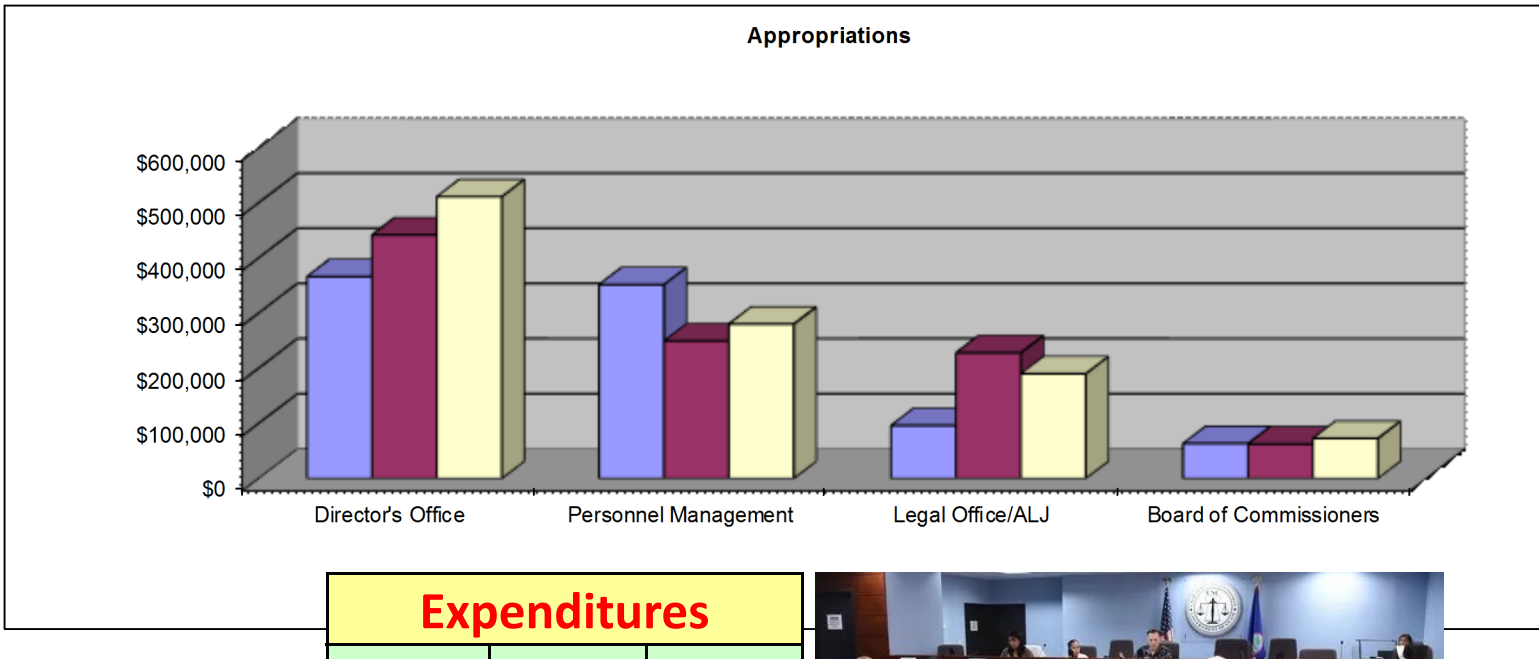


APPROPRIATIONS/EXPENDITURE

Appropriations

	2015	2016	2017
Director's Office	$366,287	$441,787	$511,079.00
Personnel Management	$351,689	$249,614	$280,110.00
Legal Office/ALJ	$96,309	$228,012	$190,020
Board of Commissioners	$63,590	$62,552	$72,756.00
TOTAL	**$877,875**	**$981,965**	**$1,053,965.00**

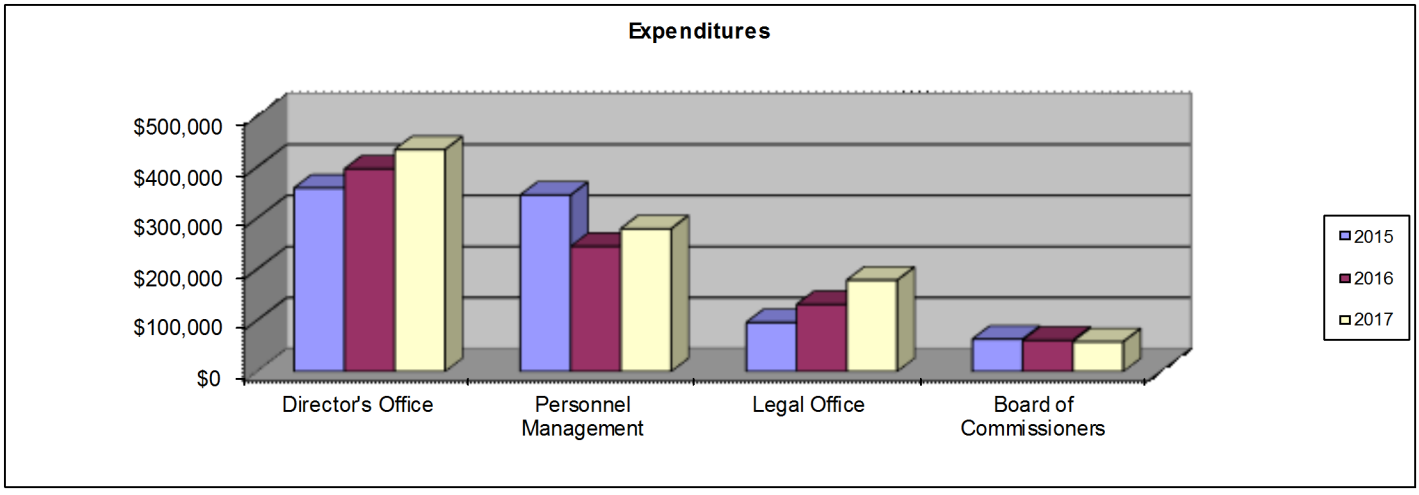
In Fy-2016, pursuant to P.L. 33-66, the Commission received the Authority and Funding to Recruit an Administrative Law Judge and a Legal Secretary, which automatically increased the Commission's operational budget. The recruitment of the ALJ was a pursuit that the Commission has been looking forward 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

	2015	2016	2017
Director's Office	$359,495	$396,919	$434,675.00
Personnel Management	$345,703	$245,178	$279,603.00
Legal Office/ALJ	$96,152	$131,448	$179,156.00
Board of Commissioners	$63,511	$61,274	$58,440.00
TOTAL	**$864,861**	**$834,819**	**$951,874.00**





FUTURE OUTLOOK

The Commission's future outlook will 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.

Accomplishments

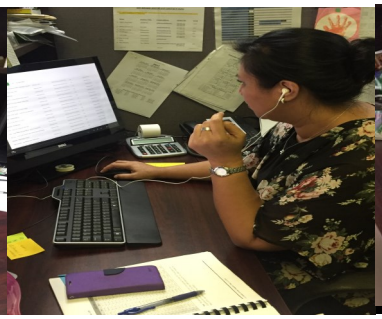
In this fiscal year, the Commission has managed to purchase a State of the Art Recording System to include microphones and recording accessories to enhance clarity and smoother transcription of recorded statements rendered by all parties.
On September 11, 2015, Public Law 33-66 was signed in to law authorizing 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.
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

Special Projects

- In Fiscal Year 2011 the Governor appointed the Executive Director of Civil Service Commission to Chair MagPro Awards, the Governor's Employee Recognition Program.






BOARD OF COMMISIONERS
Chairperson, Edith Pangelinan
Vice Chairperson, Lourdes Hongyee
Commissioner, Priscilla Tuncap
Commissioner, John Smith
Commissioner, Catherine Gayle
Commissioner, Luis Baza

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