DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

www.gdoe.net
501 Mariner Ave., Barrigada, Guam 96913
Telephone: (671)475-0462 or 300-1547/1536•Fax: (671)472-5001
Email: jonfernandez@gdoe.net

JON J. P. FERNANDEZ
Superintendent of Education

September 6, 2018

GLD 34-18-2304
Speaker Benjamin J.F. Cruz

SEP 07 2018
Time: 1:53 [ ] AM [ ] PM File No. ____
Received By:

MEMORANDUM

TO: Legislative Secretary,
34th Guam Legislature

FROM: Superintendent of Education

SUBJECT: Transmittal of Petition, Resolution, and Class Standards
RE: Creation of Position – School Resource (Attendance) Series

Hafa Adai! The Guam Education Board, at its meeting on July 31, 2018, approved by Resolution (No. 2018-14) the creation of position in the classified service for the School Resource Officer (Attendance) and School Resource Supervisor (Attendance) of Position as follows:

School Resource Officer (Attendance) Class Code 3.050 at Pay Grade J
School Resource Supervisor (Attendance) Class Code 3.051 at Pay Grade L
Category IV: Professional & Para-Professional Social Services, Education & Related
Sub-Category A: Community and Social Services

This action is pursuant to 4 GCA, Chapter 6, §§6303(d)(2) and 6303.1. A copy of the Superintendent's Petition, the GEB Resolution, and the established class standards & related documentation are attached for your records.

Should you have any questions, please contact Ms. Antonette Muña Santos, Personnel Services Administrator, at 300-1611/1613.

Senseramente,

JON J.P. FERNANDEZ

Attachments

2018 SEP -7 PM 2:59

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 9-7-18 @ 0940
Initials:

GLD 34-18-2304

GUAM LEGISLATURE
CENTRAL FILES
ACKNOWLEDGEMENT RECEIPT
Received by:
Time: 8:08
Date: 9-07-18

Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
(Gubetnomention Guahan)
Department of Administration
(Dipattamenton Atmenestration)
Director's Office
(Ufisinan Direktot)
Post Office Box 884 Hagatña, Guam 96932
Tel: (671) 475-1221/1250 * Fax: (671) 477-3671

Edward M. Birn
Director
Vincent P. Arriola
Deputy Director

Rec'd 9/5/2018 gg

SEP 04 2018

HRD NO.: OG-18-693

9/30/18

MEMORANDUM

To: Superintendent, Department of Education

From: Director, Department of Administration

Subject: Assignment of Occupational Class Codes
RE: School Resource Officer (Attendance)
School Resource Officer Supervisor (Attendance)

Buenas yan Håfa Adai! This is written in response to your memorandum dated August 6, 2018, regarding the filing of creation of the abovementioned series of positions pursuant to §6303 (d) of Title 4 Guam Code Annotated which were approved by the Guam Education Board under Resolution No. 2018-14 dated July 31, 2018.

In accordance with your request and the mandates of 4 GCA, §4101.1(d), we have assigned the following Class Codes and have placed it in the government of Guam's Classification and Compensation Plan List as follows:

School Resource Officer (Attendance) – **Class Code: 3.050**
School Resource Officer Supervisor (Attendance) – **Class Code: 3.051**
Category IV: Professional & Para-Professional Social Services, Education & Related
Sub-Category A: Community and Social Services

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1219/1131/1201 or 1265. ***Dàngkolo na Agradesimiento!***

EDWARD M. BIRN

SCHOOL RESOURCE OFFICER (Attendance)

NATURE OF WORK IN THIS CLASS:

This is complex technical work involving the monitoring of student attendance and the enforcement of truancy laws, related rules and regulations, school policies, and standard operating procedures in accordance with court proceedings.

Performs duties under the supervision of the School Resource Officer Supervisor (Attendance).

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts investigations on student attendance referrals through home and or worksite visits; validates if students are habitual truants and initiates legal proceedings to enforce truancy laws by submitting investigation reports and recommendations to the school administration and the courts; monitors students' attendance, academics, and behavior to ensure compliance with court orders;

Performs enforcement and execution of court orders relating to truancy; files court petitions and provides information regarding individuals under the department's supervision who have violated conditions of their court orders.

Appears at school assemblies and/or conducts training to explain attendance laws and policies and to encourage faithful attendance.

Maintains case management by monitoring the progress of student and family court orders; makes referrals for professional assistance or to community resource agencies as needed.

Apprehends adjudicated students who have violated conditions of their court orders (locate, pat-down, handcuff, escort and transport); releases minor to the custody of the Department of Youth Affairs; takes into custody during school hours without warrant, any truant found away from the truant's home and who has been reported truant; conducts spot checks at known truant student meeting areas.

Provides and conducts outreach services to truants and their families, and the public, during and/or after school hours regarding student support programs, truancy laws, services, etc.

Represents DOE in court regarding all truancy matters, presents information and makes recommendations relevant to the student.

Serves as a liaison between schools and such agencies as social services, the courts, the police department, and other public and private agencies regarding student truancy.

Attends meetings with various entities to ensure services are being provided as ordered by the courts.

Maintains accurate and ongoing reports on the progress of clients and prepares the required casework documentation.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of available community services and resources for at-risk families, especially the youth.

Knowledge of the principles of human behavior, both individual and group.

Ability to learn, interpret and apply pertinent laws, regulations, policies and procedures or other guidelines pertaining to truancy laws and programs.

Ability to observe, analyze information and/or a situation and make recommendations.

Ability to exercise initiative and sound judgment in the solving of truancy problems and in the performance of duties.

Ability to interact with students, offer advice and encouragement to attend school daily and participate in school activities.

Ability to identify students who may be in need of services and/or special needs.

Ability to exercise tactfulness, diplomacy and maintain self-control in confrontational situations.

Ability to provide consultative assistance to school staff and/or to conduct appropriate training.

Ability to learn and use a computer and other technology to perform duties.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to undergo and maintain Special Deputy Marshal or related law enforcement training.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from an accredited institution of higher education with an Associate's Degree in Criminal Justice or closely related field in the human and/or social service field plus one year work experience in dealing with youths individually or in groups; or

(B) Graduation from high school or with a GED and two years and six months of work experience monitoring students and enforcing truancy laws; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license.

ESTABLISHED: JULY 31, 2018.

PAY GRADE/PLAN:	J (GPP)	
HAY EVALUATION		
KNOW-HOW:	DI2	152
PROBLEM-SOLVING:	C3 25%	38
ACCOUNTABILITY:	C1C+	43
TOTAL POINTS –		233

JON J.P. FERNANDEZ
Superintendent
Department of Education

SCHOOL RESOURCE OFFICER SUPERVISOR (Attendance)

NATURE OF WORK IN THIS CLASS:

Supervises and coordinates the functions and activities of attendance officers in the public schools and with the courts.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the monitoring of student attendance district-wide and the disposition of truancy cases with the courts; administers and enforces rules and regulations, policies and procedures governing truants and staff.

Coordinates all truancy activities for the district through the appropriate attendance officer and/or School Administrator; determines the most effective use of staff and resources.

Attends management and operations meetings to ensure services are being provided as ordered by the courts; conducts briefings, staff meetings, and training; serves as mentor and coach.

Participates in the preparation and presentation of client cases at truancy hearings, and in the investigation, apprehension, and counseling of truants as needed; serves as a resource for staff and assists subordinates in addressing or resolving complex and/or sensitive cases or issues.

Monitors staff caseload progress and conducts quality reviews; establishes expectations and provides employee performance feedback on an on-going and annual basis; assists subordinates in establishing performance and professional goals; evaluates subordinates' progress through conferences, informal meetings, and annual performance appraisals.

Serves as liaison for truancy activities of the department and maintains effective working relationships with the courts, law enforcement agencies, public and private youth service agencies, and other community resource organizations.

Contributes to departmental or division-wide quality improvement efforts and projects; participates in the development and implementation of policies and procedures regarding truancy.

Maintains records and prepares reports.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of counseling techniques and community involvement as relevant to the functions of school attendance officers.

Knowledge of the problems and environmental conditions conducive to school truancy.

Knowledge of legal documents and court proceedings as relevant to the functions of school attendance officers.

Knowledge of Special Deputy Marshal or related law enforcement services, training, and certification requirements.

Ability to supervise the work of others.

Ability to interpret, apply, and make work decisions in accordance with laws, rules, regulations and other program guidelines.

Ability to identify and analyze student attendance problems and offer solutions.

Ability to provide consultative assistance to school staff and/or to conduct appropriate training.

Ability to interact with students, offer advice and encouragement to attend school daily and participate in school activities.

Ability to identify students who may be in need of services and/or special needs.

Ability to exercise tactfulness, diplomacy and maintain self-control in confrontational situations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to learn and use a computer and other technology to perform duties.

Ability to maintain records and prepare reports.

Ability to undergo Special Deputy Marshal or related law enforcement recertification training.

Skill in Special Deputy Marshal processing and defensive tactics or related law enforcement officer safety and survival techniques.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from an accredited institution of higher education with a Baccalaureate Degree in Criminal Justice or closely related field in the human and/or social service field plus two years of work experience as a School Attendance Officer or equivalent work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license. Current certification as a Special Deputy Marshal or completion of equivalent law enforcement training in defensive tactics or officer safety and survival techniques.

ESTABLISHED: JULY 31, 2018.

PAY GRADE/PLAN:	L (GPP)	
HAY EVALUATION		
KNOW-HOW:	D+I2	175
PROBLEM-SOLVING:	C3+ 29%	50
ACCOUNTABILITY:	C2S-	66
TOTAL POINTS –		291

JON J.P. FERNANDEZ
Superintendent
Department of Education

DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

www.gdoe.net
P.O. Box D.E., Hagatña, Guam 96932
Telephone: (671)475-0457 or 300-1547/1536•Fax: (671)472-5001
Email: jonfernandez@gdoe.net

JON J.P. FERNANDEZ
Superintendent of Education

COPY

August 6, 2018

MEMORANDUM

TO: Director of Administration

FROM: Superintendent of Education

SUBJECT: Creation of Positions
School Resource Officer (Attendance) and
School Resource Officer Supervisor (Attendance)

Hafa Adai! The Guam Education Board, at its meeting on July 31, 2018, approved the creation of positions in the classified service as follows:

School Resource Officer (Attendance) - Pay Grade J
School Resource Officer Supervisor (Attendance) - Pay Grade L

This action is pursuant to 4 GCA, Chapter 6, §6303 (d) and 6303.1. A copy of the class standards, resolution and media releases are transmitted for your review and disposition, and assignment of classification code.

Should you have any questions, please contact Ms. Antonette Muña Santos, Personnel Services Administrator, at 300-1611, or 475-0496 or Ramon Lizama, Personnel Specialist IV at 300-1613.

Senseramente,

JON J.P FERNANDEZ

Attachments

RECEIVED
AUG 08 2018 0800
DEPT OF ADMINISTRATION
DIRECTOR'S OFFICE

SCHOOL RESOURCE OFFICER (Attendance)

NATURE OF WORK IN THIS CLASS:

This is complex technical work involving the monitoring of student attendance and the enforcement of truancy laws, related rules and regulations, school policies, and standard operating procedures in accordance with court proceedings.

Performs duties under the supervision of the School Resource Officer Supervisor (Attendance).

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts investigations on student attendance referrals through home and or worksite visits; validates if students are habitual truants and initiates legal proceedings to enforce truancy laws by submitting investigation reports and recommendations to the school administration and the courts; monitors students' attendance, academics, and behavior to ensure compliance with court orders;

Performs enforcement and execution of court orders relating to truancy; files court petitions and provides information regarding individuals under the department's supervision who have violated conditions of their court orders.

Appears at school assemblies and/or conducts training to explain attendance laws and policies and to encourage faithful attendance.

Maintains case management by monitoring the progress of student and family court orders; makes referrals for professional assistance or to community resource agencies as needed.

Apprehends adjudicated students who have violated conditions of their court orders (locate, pat-down, handcuff, escort and transport); releases minor to the custody of the Department of Youth Affairs; takes into custody during school hours without warrant, any truant found away from the truant's home and who has been reported truant; conducts spot checks at known truant student meeting areas.

Provides and conducts outreach services to truants and their families, and the public, during and/or after school hours regarding student support programs, truancy laws, services, etc.

Represents DOE in court regarding all truancy matters, presents information and makes recommendations relevant to the student.

Serves as a liaison between schools and such agencies as social services, the courts, the police department, and other public and private agencies regarding student truancy.

Attends meetings with various entities to ensure services are being provided as ordered by the courts.

Maintains accurate and ongoing reports on the progress of clients and prepares the required casework documentation.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of available community services and resources for at-risk families, especially the youth.

Knowledge of the principles of human behavior, both individual and group.

Ability to learn, interpret and apply pertinent laws, regulations, policies and procedures or other guidelines pertaining to truancy laws and programs.

Ability to observe, analyze information and/or a situation and make recommendations.

Ability to exercise initiative and sound judgment in the solving of truancy problems and in the performance of duties.

Ability to interact with students, offer advice and encouragement to attend school daily and participate in school activities.

Ability to identify students who may be in need of services and/or special needs.

Ability to exercise tactfulness, diplomacy and maintain self-control in confrontational situations.

Ability to provide consultative assistance to school staff and/or to conduct appropriate training.

Ability to learn and use a computer and other technology to perform duties.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to undergo and maintain Special Deputy Marshal or related law enforcement training.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from an accredited institution of higher education with an Associate's Degree in Criminal Justice or closely related field in the human and/or social service field plus one year work experience in dealing with youths individually or in groups; or

(B) Graduation from high school or with a GED and two years and six months of work experience monitoring students and enforcing truancy laws; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license.

ESTABLISHED: JULY 31, 2018.

PAY GRADE/PLAN:	J (GPP)	
HAY EVALUATION		
KNOW-HOW:	DI2	152
PROBLEM-SOLVING:	C3 25%	38
ACCOUNTABILITY:	C1C+	43
TOTAL POINTS –		233

JON J.P. FERNANDEZ
Superintendent
Department of Education

SCHOOL RESOURCE OFFICER SUPERVISOR (Attendance)

NATURE OF WORK IN THIS CLASS:

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Participates in the preparation and presentation of client cases at truancy hearings, and in the investigation, apprehension, and counseling of truants as needed; serves as a resource for staff and assists subordinates in addressing or resolving complex and/or sensitive cases or issues.

Monitors staff caseload progress and conducts quality reviews; establishes expectations and provides employee performance feedback on an on-going and annual basis; assists subordinates in establishing performance and professional goals; evaluates subordinates' progress through conferences, informal meetings, and annual performance appraisals.

Serves as liaison for truancy activities of the department and maintains effective working relationships with the courts, law enforcement agencies, public and private youth service agencies, and other community resource organizations.

Contributes to departmental or division-wide quality improvement efforts and projects; participates in the development and implementation of policies and procedures regarding truancy.

Maintains records and prepares reports.

Performs related work as assigned.

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Knowledge of legal documents and court proceedings as relevant to the functions of school attendance officers.

Knowledge of Special Deputy Marshal or related law enforcement services, training, and certification requirements.

Ability to supervise the work of others.

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Ability to communicate effectively, orally and in writing.

Ability to learn and use a computer and other technology to perform duties.

Ability to maintain records and prepare reports.

Ability to undergo Special Deputy Marshal or related law enforcement recertification training.

Skill in Special Deputy Marshal processing and defensive tactics or related law enforcement officer safety and survival techniques.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from an accredited institution of higher education with a Baccalaureate Degree in Criminal Justice or closely related field in the human and/or social service field plus two years of work experience as a School Attendance Officer or equivalent work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license. Current certification as a Special Deputy Marshal or completion of equivalent law enforcement training in defensive tactics or officer safety and survival techniques.

ESTABLISHED: JULY 31, 2018.

PAY GRADE/PLAN:	L (GPP)	
HAY EVALUATION		
KNOW-HOW:	D+I2	175
PROBLEM-SOLVING:	C3+ 29%	50
ACCOUNTABILITY:	C2S-	66
TOTAL POINTS –		291

JON J.P. FERNANDEZ
Superintendent
Department of Education

GUAM EDUCATION BOARD
RESOLUTION NUMBER 2018-14

Introduced by: Guam Education Board Members

RELATIVE TO APPROVING THE CREATION OF POSITION PETITION FOR THE SCHOOL RESOURCE OFFICER (ATTENDANCE) AND SCHOOL RESOURCE OFFICER SUPERVISOR (ATTENDANCE) POSITIONS

WHEREAS, 4 GCA Chapter 6, § 6303 (d) Creation of Positions in the Autonomous Agencies and Public Corporations, authorizes the Superintendent to petition for creation of positions within the Department of Education subject to the approval by GEB; and

WHEREAS, 4 GCA Chapter 6, § 6303.1 Transparency and Disclosure, requires the creation of position petition be posted for public review and comments; and

WHEREAS, on June 29, 2018, the Superintendent of Education transmitted to the GEB a petition to create the positions of School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) in the classified service; and

WHEREAS, on July 6, 2018, the Personnel Committee of the GEB held a work session to review and discuss the Superintendent's petition to create the School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) positions; and

WHEREAS, on July 10, 2018, the GEB at its special meeting unanimously approved the Superintendent's petition to create the School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) positions subject to compliance with transparency and disclosure requirements; and

WHEREAS, on July 31, 2018, the Superintendent provided to the GEB information that DOE complied with all administrative requirements pursuant to Public Law 28-112 and 4 GCA Chapter 6, § 6303.1 Transparency and Disclosure for the creation of position, and on that same day the

NOW THEREFORE BE IT RESOLVED, that the Guam Education Board approves the Creation of Position Petition submitted to the Board on July 31, 2018, by the Superintendent of Education; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be transmitted to the Director, Department of Administration and to the Legislative Secretary of the 34th Legislature.

DULY AND REGULARLY ADOPTED BY THE GUAM EDUCATION BOARD ON THE 31st DAY OF JULY 2018.

MARK B. MENDIOLA
Chairman, Guam Education Board

JON J.P. FERNANDEZ
Executive Secretary, Guam Education Board

DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671)475-0496

Jon. J. P Fernandez
Superintendent of Education

Antonette Muña Santos
Administrator, Personnel

July 30, 2018

MEMORANDUM

TO: Superintendent of Education

FROM: Personnel Services Administrator

SUBJECT: Creation of Positions
Re: School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance)

The creation of positions had been posted on our Department of Education website for 10 business days which began on Wednesday, July 11, 2018 and closed on Wednesday, July 25, 2018, having met the administrative and posting requirements pursuant to Public Law 28-112 and 4 GCA Chapter 6 § 6303 Transparency and Disclosure.

No comments were received during the posting period on the creation of positions.

Should you have any questions or require additional information, please let me know.

Antonette Muña Santos

Attachments: Media Release Info

Antonette(Toni) Muna Santos <amunasantos@gdoe.net>

Media Release - Creation of Position (SRO (Attendance) & SRO Supervisor (Attendance)

Antonette(Toni) Muna Santos <amunasantos@gdoe.net> Wed, Jul 11, 2018 at 9:31 AM
Bcc: GDOE Employees <employees@gdoe.net>, Michael W Schniep <Michael.Schniep@doa.guam.gov>, "Zina Pangelinan-Charfauros (zinac@guamwaterworks.org)" <zinac@guamwaterworks.org>, "Julie Quinata (jquinata@gpagwa.com)" <jquinata@gpagwa.com>, julius@guamwaterworks.org, Kimberly Bersamin <kbersamin@ghura.org>, Art Aguero <aaguero1@ghura.org>, "Tony C. Aguon" <tcaguon@guamag.org>, lgamboa@uguamlive.uog.edu, Apolline San Nicolas <apolline.sannicolas@guamcc.edu>, Joann Muna <joann.muna@guamcc.edu>, "Liz.claros@gmha.org" <Liz.claros@gmha.org>, Oyaol Ngirairikl <oya@guam.gov>, Teresita Fejarang <terrie.fejarang@guamcedders.org>, Anthony San Nicolas <anthony.sannicolas@guamcc.edu>, Roland Fejarang <roland.fejarang@csc.guam.gov>, Guam Election Commission <vote@gec.guam.gov>, Guam Fire Dept <vivian.perez-quichocho@gfd.guam.gov>, Guam Housing Corporation <carolyn.panes@ghc.guam.gov>, Guam Police Dept <rosemarie.marques@gpd.guam.gov>, Legislature <hr.payroll@guamlegislature.org>, Mayor's Council <mcogadmin@teleguam.net>, Shane G Ngata <Shane.Ngata@doa.guam.gov>, Jason Salas <jason@kuam.com>, Sabrina Salas <sabrina@kuam.com>, Pacific News Center <news@spbguam.com>, coleen.perez@fe.navy.mil, Dale Alvarez <daleealvarez@gmail.com>, Darryl Taggerty <darryl@guamtech.com>, Denise Mendiola <denise@pacificsbdc.com>, parroyo@k57.com, Jessy Gogue <ocp.mayor@gmail.com>

MEDIA RELEASE
Wednesday, July 11, 2018

CREATION OF POSITION

The Department of Education, herein petitions the Creation of Position for School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance).

To view the entire document and the School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) job standard, please visit our website https://sites.google.com/a/gdoe.net/personnel/

Pursuant to P.L. 28-112 and 4GCA Chapter 6 §6303 Transparency and Disclosure.

Comments regarding the creation of positions may be submitted to GDOE Personnel Services Administrator, Antonette Muña Santos, amunasantos@gdoe.net or may be dropped off at the Human Resources Office located Building B Tiyan, 501 Mariner Avenue Barrigada Guam.

Public comments received will be presented to the Guam Education Board at its regular board meeting scheduled on Tuesday, July 31, 2018. Public comments may also be presented in writing or in person on day of the Guam Education Board regular meeting.

Should you have any questions, please contact the GDOE Human Resources Office at 475-0496.

~~~~~~~~~~~~~~~~~~

Warm Regards,
***Antonette "Toni"* Muña Santos**
Administrator, Personnel
Department of Education
500 Mariner Avenue
Barrigada, Guam 96913
Location: Bldg A - Tiyan
Every Student: Responsible, Respectful and Ready for Life!
671 475-0496

MEDIA RELEASE.Creation of Postion {SRO}2.PDF
249K
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DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

www.gdoe.net
501 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1547 •Fax: (671)472-5001
Email: jonfernandez@gdoe.net

JON J.P. FERNANDEZ
Superintendent of Education

MEDIA RELEASE
Wednesday, July 11, 2018

CREATION OF POSITION

The Department of Education, herein petitions the Creation of Position for School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance).

To view the entire document and the School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) job standard, please visit our website https://sites.google.com/a/gdoe.net/personnel/

Pursuant to P.L. 28-112 and 4GCA Chapter 6 §6303 Transparency and Disclosure.

Comments regarding the creation of positions may be submitted to GDOE Personnel Services Administrator, Antonette Muña Santos, amunasantos@gdoe.net or may be dropped off at the Human Resources Office located Building B Tiyan, 501 Mariner Avenue Barrigada Guam.

Public comments received will be presented to the Guam Education Board at its regular board meeting scheduled on Tuesday, July 31, 2018. Public comments may also be presented in writing or in person on day of the Guam Education Board regular meeting.

Should you have any questions, please contact the GDOE Human Resources Office at 475-0496.

Antonette(Toni) Muna Santos <amunasantos@gdoe.net>

Fwd: Press Release: Creation of School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) positions

Isa J.B. Baza <ijbbaza@gdoe.net>
To: amunasantos@gdoe.net, tmtaitano@gdoe.net

Mon, Jul 30, 2018 at 1:05 PM

Hi,

This is the SAO creation of position release that was sent to media (PDN, Post, KUAM & PNC). The media list also includes all senators and mayors.

Best,
Isa

Sent from my iPhone

Begin forwarded message:

From: "Isa J.B. Baza" <ijbbaza@gdoe.net>
Date: July 11, 2018 at 5:20:18 PM GMT+10
To: "Isa J.B. Baza" <ijbbaza@gdoe.net>
Subject: Press Release: Creation of School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) positions

Hafa Adai,

Please see the following press release regarding the creation of School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) positions.

Respectfully,
Isa Baza
Public Information Officer
Guam Department of Education

July 11, 2018

FOR IMMEDIATE RELEASE

CREATION OF SCHOOL RESOURCE OFFICER (ATTENDANCE) AND SCHOOL RESOURCE OFFICER SUPERVISOR (ATTENDANCE) POSITIONS

The Guam Department of Education (GDOE) herein petitions the Creation of Positions for School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance).

To view the entire document and the School Resource Officer (Attendance) and School Resource Officer Supervisor (Attendance) job standards, please visit our website https://sites.google.com/a/gdoe.net/personnel/.

Pursuant to P.L. 28-112 and 4GCA Chapter 6 §6303 Transparency and Disclosure.

Comments regarding the creation of positions may be submitted to GDOE Personnel Services Administrator, Antonette Muña Santos, amunasantos@gdoe.net or may be dropped off at the Human Resources Office located at Building B Tiyan, 501 Mariner Avenue, Barrigada, Guam.

Public comments received will be presented to the Guam Education Board at its regular board meeting scheduled for Tuesday, July 31, 2018. Public comments may also be presented in writing or in person on the day of the meeting.

Should you have any questions, please contact the GDOE Human Resources Office at 475-0496.

---END OF STATEMENT---

GDOE - 2018

Creation of School Resource Officer (Attendance) and School Resource Officer Supervisor) Attendance positions.pdf
226K

DEPARTMENT OF EDUCATION
PUBLIC INFORMATION OFFICER

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JON J. P. FERNANDEZ
Superintendent of Education

ISA J. B. BAZA
Public Information Officer

July 11, 2018

FOR IMMEDIATE RELEASE

CREATION OF SCHOOL RESOURCE OFFICER (ATTENDANCE) AND SCHOOL RESOURCE OFFICER SUPERVISOR (ATTENDANCE) POSITIONS

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—END OF STATEMENT—

DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

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JON J. P. FERNANDEZ
Superintendent of Education

June 29, 2018

MEMORANDUM

TO: Chairman, and Members of the Guam Education Board

FROM: Superintendent of Education

SUBJECT: Petition for Creation of Positions
Re: School Resource Officer (Attendance)
School Resource Officer Supervisor (Attendance)

Buenas yan Hafa Adai! This is to request your approval to create the positions of School Resource Officer (Attendance), PG-J and School Resource Officer Supervisor (Attendance), PG-L. Copies of the proposed job standards are attached. This request is pursuant to the GEB's authority to create positions under Title 4 Guam Code Annotated. Chapter 6, § 6303(d) – Creation of Positions in the Autonomous Agencies and Public Corporations.

The proposed update/creation of positions are necessary as follows (4 GCA, Chapter 6, § 6303(d)):

(A) **Justification for the position:** On July 16, 2010, the 30th Guam Legislature enacted P.L. 30-167 which appointed school attendance officers as Special Deputy Marshals. The primary purpose of this request is to create the new positions to reflect the additional Marshal duties and responsibilities performed by attendance officers pursuant to P.L. 30-167.

(B) **The essential details concerning the creation of position:** Since enactment of the law, DOE Attendance Officers have received training and have been deputized by the courts as Special Deputy Marshals. As a result, the proposed updates identify the increased duties and responsibilities that SAO's perform for both the Department of Education and the Judiciary of Guam not included in the current SAO and AOS job standards. The additional duties are summarized as follows: the serving of legal court documents; the representation of the department on all truancy court cases; the filing of court documents when clients violate court orders; the monitoring and apprehension of truants in violation of court orders; and response to student safety issues as resource officers commensurate with law enforcement officer survival and first responder training received as certified Special Deputy Marshals.

(C) **An analysis of the similarities and differences between the position to be created and positions listed (pursuant to 4 GCA § 4101.1(d)):** An applicant for the School Attendance Officer today must be willing to undergo and maintain special deputy marshal and related law enforcement training, and will be required to enforce and execute court orders. An applicant for the Attendance Officer Supervisor must be currently certified as a Special Deputy Marshal and possess the necessary education and experience to supervise the goals and objectives of DOE and the courts in the enforcement and execution of court orders relating to truancy.

(D) **The position description:** The position description of the School Attendance Officer and Attendance Officer Supervisor (copies attached) reflect the additional Marshal duties and responsibilities as stated by the employee and approved by the Administrator, Student Support Services Division and the Superintendent of Education. In addition, HR staff conducted a job analysis study with the incumbent SAO's verifying and documenting the additional duties and responsibilities (refer to HR Staff Report).

(E) **The proposed pay range and demonstration of compliance with § 6301 (Compensation Policy) of this Title:** The government of Guam's Compensation Policy is administered by the Department of Administration. The Department of Administration uses the Hay Guide Chart-Profile Method for assigning pay grades and determining the relative pay and value of government of Guam positions. The current pay grade for the School Attendance Officer is PG – H, starting at $26,520 P/A. The proposed pay grade for the School Resource Officer (Attendance) is PG – J, starting at $31,076 P/A. The current pay grade for the Attendance Officer Supervisor is PG – I, starting at $28,595 P/A. The proposed pay grade for the School Resource Officer Supervisor (Attendance) is PG – L, starting at $37,100 P/A.

(F) **A fiscal note as that term is described in 2 GCA § 9101 et seq,; and any other pertinent information.** Section 9101 refers to restrictions on filling unfunded positions. Currently, DOE employs 11 attendance officers. Upon establishment of the proposed positions, the incumbent employees will undergo a re-classification review. Since the positions are new, and the incumbents are anticipated to move from a lower graded position to a higher graded position, the anticipated classification actions are promotional in nature and non-competitive due to the accretion of duties and responsibilities. The pay policy for a reclassification promotion is the same as a regular promotion action which is a two-step movement in the current grade and then slotting to the new grade closest to, but not less than. The additional personnel costs required upon reclassification for all incumbent employees is estimated to be in the amount of $46,968.60.00 P/A to include benefits.

Based on the information given and the supporting documents provided, this office requests your approval to create the School Resource Officer (Attendance) and the School Resource Officer Supervisor (Attendance) positions. Si Yu'os Ma'ase!

Respectfully,

JON J.P. FERNANDEZ

Attachments

Doc. No. 34GL-18-2304.

SCHOOL RESOURCE OFFICER (Attendance)
(Proposed Creation)

NATURE OF WORK IN THIS CLASS:

This is complex technical work involving the monitoring of student attendance and the enforcement of truancy laws, related rules and regulations, school policies, and standard operating procedures in accordance with court proceedings.

Performs duties under the supervision of the School Resource Officer Supervisor (Attendance).

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts investigations on student attendance referrals through home and or worksite visits; validates if students are habitual truants and initiates legal proceedings to enforce truancy laws by submitting investigation reports and recommendations to the school administration and the courts; monitors students' attendance, academics, and behavior to ensure compliance with court orders;

Performs enforcement and execution of court orders relating to truancy; files court petitions and provides information regarding individuals under the department's supervision who have violated conditions of their court orders.

Appears at school assemblies and/or conducts training to explain attendance laws and policies and to encourage faithful attendance.

Maintains case management by monitoring the progress of student and family court orders; makes referrals for professional assistance or to community resource agencies as needed.

Apprehends adjudicated students who have violated conditions of their court orders (locate, pat-down, handcuff, escort and transport); releases minor to the custody of the Department of Youth Affairs; takes into custody during school hours without warrant, any truant found away from the truant's home and who has been reported truant; conducts spot checks at known truant student meeting areas.

Provides and conducts outreach services to truants and their families, and the public, during and/or after school hours regarding student support programs, truancy laws, services, etc.

Represents DOE in court regarding all truancy matters, presents information and makes recommendations relevant to the student.

Serves as a liaison between schools and such agencies as social services, the courts, the police department, and other public and private agencies regarding student truancy.

Attends meetings with various entities to ensure services are being provided as ordered by the courts.

Maintains accurate and ongoing reports on the progress of clients and prepares the required casework documentation.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of available community services and resources for at-risk families, especially the youth.

Knowledge of the principles of human behavior, both individual and group.

Ability to learn, interpret and apply pertinent laws, regulations, policies and procedures or other guidelines pertaining to truancy laws and programs.

Ability to observe, analyze information and/or a situation and make recommendations.

Ability to exercise initiative and sound judgment in the solving of truancy problems and in the performance of duties.

Ability to interact with students, offer advice and encouragement to attend school daily and participate in school activities.

Ability to identify students who may be in need of services and/or special needs.

Ability to exercise tactfulness, diplomacy and maintain self-control in confrontational situations.

Ability to provide consultative assistance to school staff and/or to conduct appropriate training.

Ability to learn and use a computer and other technology to perform duties.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Ability to undergo and maintain Special Deputy Marshal or related law enforcement training.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from an accredited institution of higher education with an Associate's Degree in Criminal Justice or closely related field in the human and/or social service field plus one year work experience in dealing with youths individually or in groups; or

(B) Graduation from high school or with a GED and two years and six months of work experience monitoring students and enforcing truancy laws; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license.

ESTABLISHED:

PAY GRADE/PLAN:	J (GPP)	
HAY EVALUATION		
KNOW-HOW:	DI2	152
PROBLEM-SOLVING:	C3 25%	38
ACCOUNTABILITY:	C1C+	43
TOTAL POINTS –		233

JON J.P. FERNANDEZ
Superintendent
Department of Education

(Proposed Job Standard as of: 5/3/18)

SCHOOL RESOURCE OFFICER SUPERVISOR (Attendance)
(Proposed Creation)

NATURE OF WORK IN THIS CLASS:

Supervises and coordinates the functions and activities of attendance officers in the public schools and with the courts.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the monitoring of student attendance district-wide and the disposition of truancy cases with the courts; administers and enforces rules and regulations, policies and procedures governing truants and staff.

Coordinates all truancy activities for the district through the appropriate attendance officer and/or School Administrator; determines the most effective use of staff and resources.

Attends management and operations meetings to ensure services are being provided as ordered by the courts; conducts briefings, staff meetings, and training; serves as mentor and coach.

Participates in the preparation and presentation of client cases at truancy hearings, and in the investigation, apprehension, and counseling of truants as needed; serves as a resource for staff and assists subordinates in addressing or resolving complex and/or sensitive cases or issues.

Monitors staff caseload progress and conducts quality reviews; establishes expectations and provides employee performance feedback on an on-going and annual basis; assists subordinates in establishing performance and professional goals; evaluates subordinates' progress through conferences, informal meetings, and annual performance appraisals.

Serves as liaison for truancy activities of the department and maintains effective working relationships with the courts, law enforcement agencies, public and private youth service agencies, and other community resource organizations.

Contributes to departmental or division-wide quality improvement efforts and projects; participates in the development and implementation of policies and procedures regarding truancy.

Maintains records and prepares reports.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of counseling techniques and community involvement as relevant to the functions of school attendance officers.

Knowledge of the problems and environmental conditions conducive to school truancy.

Knowledge of legal documents and court proceedings as relevant to the functions of school attendance officers.

Knowledge of Special Deputy Marshal or related law enforcement services, training, and certification requirements.

Ability to supervise the work of others.

4.21?

Ability to interpret, apply, and make work decisions in accordance with laws, rules, regulations and other program guidelines.

Ability to identify and analyze student attendance problems and offer solutions.

Ability to provide consultative assistance to school staff and/or to conduct appropriate training.

Ability to interact with students, offer advice and encouragement to attend school daily and participate in school activities.

Ability to identify students who may be in need of services and/or special needs.

Ability to exercise tactfulness, diplomacy and maintain self-control in confrontational situations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to learn and use a computer and other technology to perform duties.

Ability to maintain records and prepare reports.

Ability to undergo Special Deputy Marshal or related law enforcement recertification training.

Skill in Special Deputy Marshal processing and defensive tactics or related law enforcement officer safety and survival techniques.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from an accredited institution of higher education with a Baccalaureate Degree in Criminal Justice or closely related field in the human and/or social service field plus two years of work experience as a School Attendance Officer or equivalent work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license. Current certification as a Special Deputy Marshal or completion of equivalent law enforcement training in defensive tactics or officer safety and survival techniques.

ESTABLISHED:

PAY GRADE/PLAN:	L (GPP)	
HAY EVALUATION		
KNOW-HOW:	D+I2	175
PROBLEM-SOLVING:	C3+ 29%	50
ACCOUNTABILITY:	C2S-	66
TOTAL POINTS –		291

JON J.P. FERNANDEZ
Superintendent
Department of Education

(Proposed Job Standard as of: 6/28/18)

Home Updated 11 Jul 2018, 09:40

amunasantos@gdoe.net

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The Guam Department of Education is an Equal Opportunity Employer. The department does not discriminate on the basis of race, color, national origin, creed, marital status, sex, disability, age or sexual orientation in its programs or activities.

The students in Guam's public schools represent a wide variety of ethnic backgrounds which results in enriching contributions to the total teaching-learning environment.

There are approximately 4,000 employees with the Department of Education including teachers, librarians, counselors and other support staff. Guam has a single unified school district with an elected policy board. The Guam Education Policy Board serves as the main policy making body, with nine of the eleven members elected to two-year terms. In addition, the department operates 41 schools and other major divisions, with a student enrollment of more than 31,000.

https://sites.google.com/

	Media Release - Creation of Position: School Resource Officer (Attendance) and School Resource Office Supervisor (Attendance) P.L. 28-112 and 4GCA Chapter 6 subsection 6303 Transparency and Disclosure. Public comments may be submitted in writing or in person and will be presented to the Guam Education Board at its regular board meeting scheduled Tuesday, July 31, 2018.Creation of Position - SRO & SROS (Attendance)	Petition Guam Educational Policy Board Resolution No. 2010-04 Amendment of Teacher Standards 2010.pdf
	Highly Qualified Teacher Program Brochure & Information; OR Visit the University of Guam: www.uog.edu/hqt	Certification of Necessity-PL 28-183.PDF PL 28-183 Certificate of Necessity PL 28-183 Compliance Roster (Filled Positions) PL 28-183 Compliance Roster (Vacant Positions)
Statement of Equal Employment Opportunity	DOA Circular 2010-026 Update:Government of Guam Classification and Compensation Study	CWA2014 Review Procedures & Forms

	GovGuam CWA of 2014 Policies & Procedures GovGuam CWA of 2014 Pay Plans	

US DOE Approval of Teacher Shortage Areas SY11-12
US DOE Approval of Teacher Shortage Areas Nationwide Listing 1990-1991 through 2015-2016 (Guam 2010-2011, 2011-2012, 2012-2013 and 2013-2014)
(http://www2.ed.gov/about/offices/list/ope/pol/tsa.html)
US DOE Approval of Teacher Shortage Areas SY16-17
U.S Teacher Shortage Areas
US DOE Approval of Teacher Shortage Areas SY17-18

Family Medical Leave Act (FMLA) Frequently Asked Questions (FAQs)

Subpages (6): Contact US Employment Opportunities and Status Forms Information Personnel Rules and Regulations Staffing Pattern

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FCC commissioner seeks investigation

911 fund transfers may not be legal

Jerick Sablan
Pacific Daily News
USA TODAY NETWORK



A Guam Fire Department firefighter uses a vehicle-mounted water cannon to saturate grassland. PDN FILE

Federal Communications Commission Commissioner Michael O'Rielly is asking the U.S. attorney on Guam to investigate the diversion of 911 fees after finding out thousands of dollars had been transferred to government of Guam's general funds.

O'Rielly in a letter to Assistant U.S. Attorney Mikel Schawbasked the office to investigate the legality of Guam diverting its 911 fees.

O'Rielly has written to island leaders over concerns about 911 fees being diverted for other uses.

The FCC examines whether states and territories are using 911 fees collected from consumers for their intended purposes, O'Rielly wrote.

E911 fund from monthly surcharge

The Enhanced 911 fund is generated by collections from telecommunications companies that are required to collect a monthly surcharge from phone customers.

The Guam Legislature appropriates the money collected for operating and maintaining the E911 system, and to buy new equipment.

Guam Fire Department acting Chief Joey San Nicolas wrote in a letter to O'Rielly that $488,779 was permanently transferred from the E911 Emergency Reporting System Fund to the General Fund in 2016.

San Nicolas assured the commissioner that the permanent transfer in no way impeded, interrupted or jeopardized the ability of Guam's E911 center to provide the best possible service to residents.

Legality a question in diversion of funds

The fire department is also in the midst of a local procurement to update the existing E911 system, San Nicolas wrote.

Guam has been planning to upgrade its nearly two-decade-old E911 system for years. The upgrade is expected to cost about $2.5 million, and about $400,000 a year to maintain.

Gov. Eddie Calvo has told O'Rielly that the transfers of the 911 fund was done in accordance with law.

However, Speaker Benjamin Cruz, in response to Calvo's letter, said the law was not followed.

Safety, not politics a concern, FCC says

O'Rielly in his letter to the U.S. attorney wrote that it's his hope that the office can provide some clarity to the issue and provide insight on whether or not Guam appropriately allocated 911 funds in 2016, consistent with federal and local laws.

O'Rielly said the 911 fee diversion is a public safety issue, not a political issue.

"I am not interested in engaging in local politics in Guam or anywhere else. What I am interested in is ending the disgraceful practice of 911 fee diversion throughout the country," O'Rielly said.

Education board OKs new student safety positions

Haidee Eugenio
Pacific Daily News
USA TODAY NETWORK

Members of the Guam Education Board on Tuesday night authorized the start of a process to create two new positions directly involved in ensuring the safety and security of public school students.

Education Superintendent Jon Fernandez asked the board to approve positions for a school resource officer for attendance and a school resource officer supervisor for attendance.

The board approval to start the process is just one of the steps needed. The Guam Department of Education still needs to hold a public hearing on the creation of these positions.

Creating the two positions would essentially allow existing school attendance officers to move up the employment ladder, since they are already performing tasks equivalent to those performed by school resource officers that the Judiciary provides to schools, officials said.

A school resource officer for attendance would have a starting annual salary of $31,706, while the starting annual salary for a school resource supervisor for attendance would be $37,100.

Isa Baza, spokesperson for Guam DOE, said the department is looking at the options for developing in-house school resource officers versus continuing to contract out services.

School resource officers are school-based probation officers with specialized training to prevent crime, bullying or drug abuse in schools and are trained through National Association of School Resource Officers, according to the judiciary.

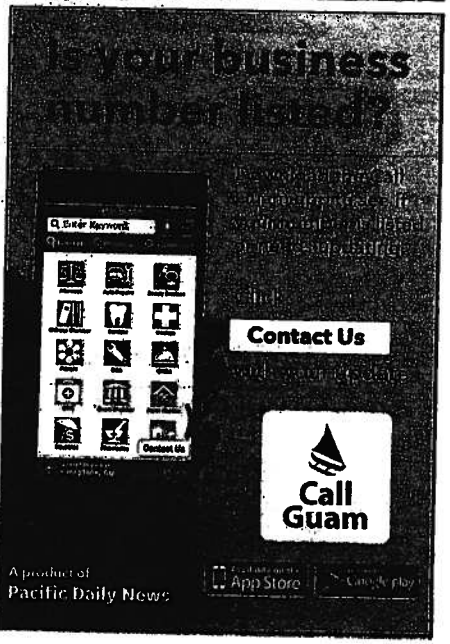
Their duties are enforcing laws and school policy, counseling students, investigating criminal activities on school property and answering questions about criminal or juvenile laws.

Guam DOE's school attendance officers are not only motivating and checking student attendance and helping to reduce student dropout, but also trained to help prevent crimes and other illegal activities on campus, without added compensation for the added tasks, education officials said.

Currently, Guam DOE has six school resource officers that are based in high schools provided by the judiciary and funded through consolidated grant, according to Chris Anderson, Guam DOE administrator for student support services.

Anderson said there's a need for more school resource officers, and creating new positions would help meet those needs.





Doc. No. 34GL-18-2304.