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UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

35G-19-0087
Speaker Tina Rose Muna Barnes
RECEIVED
DATE: 1/30/19
3:32P

2019 JAN 30 PM 4:33

January 29, 2019

Honorable Tina Muna Barnes
Speaker
I Mina'trentai Singko Na Liheslaturan Guahån
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96932

RE: Cabinet Appointment

Dear Madame Speaker:

By virtue of the authority vested in me pursuant to the Organic Act of Guam and the local laws applicable to the following position, I am pleased to transmit the following appointment and supporting documents for:

APPOINTEE:	Daniel Leon Guerrero
POSITION:	Executive Director, Civil Service Commission
TERM LENGTH:	**To serve at the pleasure of the Governor**

The appointment is subject to the consent of *I Liheslaturan Guahån*. Please schedule a hearing at your earliest convenience.

Senseramente,

LOURDES A. LEON GUERRERO
I Maga'hågan Guåhan
Governor of Guam

0087

RICARDO J. BORDALLO GOVERNOR'S COMPLEX · HAGÅTÑA, GUAM 96910
P.O. BOX 2950 · HAGÅTÑA, GUAM 96910
671.472.8931 • 671.472.8932/6

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UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

January 17, 2019

Daniel Leon Guerrero
[redacted]

RE: APPROVAL OF APPOINTMENT TO THE POSITION OF EXECUTIVE DIRECTOR

Dear Mr. Leon Guerrero:

I am in receipt of the order of the Civil Service Commission dated January 17, 2019 appointing you as Executive Director on my recommendation. Pursuant to my authority under 4 GCA § 4405(a), I hereby approve your appointment.

Your appointment to this position comes with great responsibility because you will have a vital role to perform which will place many demands on your time and energy. Integrity and honesty are virtues that I prioritize for my Administration to exemplify, and I know that you will do the same while in service to the people of Guam. Your responsibilities, which will be further described by the Commission shall be significant and consequential. I trust that you will fulfill your duties and set a standard for others to follow.

I appreciate your willingness to serve in this position, and I am confident that your time will be spent in a manner to improve the island of Guam.

Senseramente,

Lou Leon Guerrero

LOURDES A. LEON GUERRERO
I Maga'hågan Guåhan
Governor of Guam

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BEFORE THE
GUAM CIVIL SERVICE COMMISSION

BOARD OF COMMISSIONERS

IN THE MATTER OF:

THE SELECTION OF THE EXECUTIVE DIRECTOR OF THE CIVIL SERVICE COMMISSION.

ORDER AFTER HEARING

This matter came on to be heard the 15th day of January 2019 regarding the selection of an Executive Director for Civil Services Commission. The board having been advised that the Governor indicated a preference to hire Daniel D. Leon Guerrero, and the board being advised by the Chairman of Mr. Leon Guerrero's excellent qualifications, the Commission voted 4 to 0 to select Daniel D. Leon Guerrero as the Executive Director of the Civil Service Commission

SO ORDERED THIS 17 day of January 2019.

LUIS R. BAZA
Chairperson

LOURDES HONGYEE
Vice-Chairperson

PRISCILLA T. TUNCAP
Commissioner

JOHN SMITH
Commissioner

(Absent)
CATHERINE GAYLE
Commissioner

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LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM
Nomination and Appointment Information Sheet

The following information is required for submission to the
Speaker of *I Liheslaturan Guåhan* in accordance with Title 4, Guam Code Annotated Section 2103

NOMINEE INFORMATION

Last Name	***First Name***	***Middle Initial***
LEON GUERRERO	DANIEL	D.

Mailing Address	***Apartment/Unit #***
[redacted]	

City	***State***	***Zip Code***
[redacted]		

Phone	***E-mail Address***
[redacted]	

Position to which Appointment is Made
Executive Director, Civil Service Commission

Are you a citizen of the United States? Yes ☑ No ☐

If no, are you authorized to work in the United States? Yes ☐ No ☐

EDUCATION

SCHOOL (Name, City and State)	*DATES OF ATTENDANCE*	*TYPE OF DEGREE*	*YEAR EARNED*
High School George Washington High School Mangilao, Guam		High School Diploma	1971
College University of Guam, Mangilao, Guam San Jose State University, California	1971 -1975 1976-1977	Bachelors Degree - Political Science	1977
Graduate School			C
Other Degree			

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EMPLOYMENT HISTORY

Name of Present/Last Employer and Mailing Address	***Position Title***
Civil Service Commission Government of Guam	Personnel Mgt. Analyst, III
	Dates Held 09/2009

Previous Employer and Mailing Address	***Position Title***
Department of Administration HR Division, Recruitment Branch Government of Guam	Recruitment Branch Sup, (PM Analyst, III)
	Dates Held 2/2007 - 8/2009

Previous Employer and Mailing Address	***Position Title***
Department of Administration HR Division, Regulator & Compliance Branch	Reg Compliance Sup, (PM Analyst III)
	Dates Held 2/2006 - 2/2007

Previous Employer and Mailing Address	***Position Title***
Civil Service Commission Government of Guam	Personnel Mgt Analyst, III
	Dates Held 5/1989 - 1/2006

Previous Employer and Mailing Address	***Position Title***
Jose D Leon Guerrero Commercial Port Human Resources Division	Personnel Specialist III
	Dates Held 9/1980 - 4/1989

PRIOR GOVERNMENT OF GUAM SERVICE

Agency or Department Name	***Position Title***	
(See the above Employment History)		
Address	***Phone No.***	***Dates Held***

Agency or Department Name	***Position Title***	
Address	***Phone No.***	***Dates Held***

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PRIOR GOVERNMENT SERVICE (EXCLUDING GOVERNMENT OF GUAM)

Agency or Department Name	***Position Title***	
Address	***Phone No.***	***Dates Held***

Agency or Department Name	***Position Title***	
Address	***Phone No.***	***Dates Held***

TRAINING

INSTITUTE/SEMINARS/ON-THE-JOB TRAINING	***DATE***
Personnel Management Training	8/1978
How to Comply with Governmental Guidelines	11/1980
Administrative Hearing Course	8/1993
Basic and Advanced EEO Topics	2002

AWARDS

List all educational, professional, civic awards, and recognition for public service:

Outstanding Work Center Certificate, 1981
Certificate of Successful Year, 1982
Employee of the Year, 1983
Meritorious Step Increase Award for Outstanding Performance, 1983, 1983, ,2005 and 2008
Special Achievement Award 2009

PROFESSIONAL INVOLVEMENT

List involvement on a local/national/international level. List organizations, activities participated in, and offices held:

Civil Service Commission Board Member served as a Commissioner, Vice Chairperson and Chairperson Feb. 2010 - Dec. 2016
Project Coordinator Government of Guam Wide Classification & Compensation Project 2008
Steering Committee & Technical Support of the Hay Plan Government Wide Classification Study, Civil Service Commission 1990
Governor's Classification Survey Task Force 1977

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COMMUNITY / CIVIC INVOLVEMENT

List organizations, activities participated in, and offices held:
FEMA Volunteer 1995 Red Cross Volunteer 1992, 1995 Guam Track & Field Association, Board Secretary 1995 - 1999 Guam Running Club Member or and Secretary 1995 - 1999 Track Running Official Micronesian Games 1999 Certified IAAF Track Official 1995 Catholicism Instructor, Saint Jude Church 1980

PUBLICATIONS AND PRESENTATIONS

List any published articles, papers delivered at professional meetings, etc.:
n/a

MILITARY SERVICE (Please attach Form DD-214)

BRANCH	*DATES OF SERVICE*	*RANK AT DISCHARGE*	*TYPE OF DISCHARGE*
n/a			

OTHER INFORMATION

(1) Have you ever been found guilty of a felony in any court, whether within or without the United States?

Yes ☐ **No** ☑ **If so, please specify in detail:** _____

Address of the Court: _____

Date(s) of Conviction: _____

Specific Infraction Committed: _____

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(2) Have you ever been declared mentally incompetent by any court, whether within or without the United States?

Yes ☐ **No** ☑ **If so, please specify in detail the reasons and facts related to such declaration:**

(3) Have you ever been found not guilty or not punishable in any criminal proceedings by reason of insanity?

Yes ☐ **No** ☑

(4) Have you ever been confined to a mental institution for any reason?

Yes ☐ **No** ☑ **If so, please specify in why the appointing authority believes you that you are not suffering from any mental illness or affliction:**

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LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM

Statement of Financial Interests

(Required by 4 G.C.A. §13104.1)

TO: The Honorable Lourdes A. Leon Guerrero
Governor of Guam
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

FROM: Daniel D. Leon Guerrero

☑ I have no financial interest in any business

☐ I do have interest(s) in the following business(es):

NAME AND ADDRESS OF BUSINESS INTEREST	TYPE AND AMOUNT OF INTEREST

Signature

JAN. 16, 2019
Date

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AFFIDAVIT / DECLARATION UNDER PENALTY OF PERJURY

I, the undersigned, do hereby depose and say that: (1) I have read and reviewed the information contained in the attached Appointment/Nomination letter from the Governor of Guam; (2) that the matters contained in the Appointment/Nomination letter, together with all attachments thereto, are true and correct and that I am competent to testify to said matters; and (3) that this Declaration is made for the purpose of complying with the requirements of 4 G.C.A. Section 2103.5.

I declare under penalty of perjury under the laws of Guam (4 G.C.A. Section 4308) that the foregoing is true and correct.

Print Name and Signature

JAN. 16, 2019
Date

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SUPERIOR COURT OF GUAM

Guam Judicial Center • 120 West O'Brien Drive • Hagatña, Guam 96910

Telephone (671) 475-3370/475-3449
Fax (671) 472-2856

DANIELLE T. ROSETE
Clerk of Court

Name: DANIEL D LEON GUERRERO

SS#: ID# GU DL# [redacted] Date of Birth: [redacted]

CERTIFICATE OF SEARCH

The undersigned Clerk hereby certifies the following results of a diligent search of the records of this Court:

Criminal Cases:

A.	☒	No Case Found
B.	1.	Criminal Case No.
	2.	Criminal Case No.
	3.	Criminal Case No.
	4.	Criminal Case No.
	5.	Criminal Case No.

Criminal Record: Page 1 of 1

Civil Cases:

A.	[ ]	No Case Found
B.	1.	Civil Case No.
	2.	Civil Case No.
	3.	Civil Case No.
	4.	Civil Case No.
	5.	Civil Case No.

Civil Record: Page 1 of 1

Request for further information may be addressed at the Records Division of the Superior Court of Guam, Guam Judicial Center, 120 West O'Brien Drive, Hagatña, Guam. Hours of operation are Monday – Friday, 8:00 a.m. to 5:00 p.m. Closed Saturday, Sunday and local/federal holidays. Court Clearances are Non-Refundable.

Dated: 01/09/2019

DANIELLE T. ROSETE
Clerk of Court

BY: EVANL. TOPASNA
Deputy Clerk

Prepared By: ET

The absence of an original Court Seal invalidates this document

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Government of Guam
GUAM POLICE DEPARTMENT
RECORDS & IDENTIFICATION SECTION
P.O. Box 23909
Guam Main Facility, Guam 96921

January 9, 2019

SUBJECT: CRIMINAL HISTORY RECORD

NAME:	**Daniel D. LEON GUERRERO**		
DATE OF BIRTH:	[redacted]	**FINGERPRINT#:**	**NONE**
■	**The individual has no record of criminal conviction(s) in GPD files that are subject to Guam law and rules and regulations of the Department.**		

******************NOTHING FOLLOWS*******************

THIS INFORMATION MAY BE LIMITED TO A LOCAL CRIMINAL OFFENSE ONLY AND IS NOT INTENDED FOR USE FOR ANY LOCAL, STATE, OR FEDERAL LAW ENFORCEMENT AGENCY.

By Direction: BARBIE

The absence of an original GUAM POLICE seal invalidates this police clearance.
REVISED 01/06/19

STEPHEN C. IGNACIO
Acting Chief of Police

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Daniel D. Leon Guerrero
RESUME
November 2018

[redacted]

Citizenship: USA

EDUCATION

San Jose State University, San Jose, California
B.A. Political Science, emphasis in Public Administration
Minor Business Administration, Dean's List Spring Fall 1975

WORK EXPERIENCES

Civil Service Commissioner, Govt. of Guam Civil Service Commission, February 2010 – December 2016. Served as Commissioner, Vice Chairman and Chairman of the Civil Service Commission Board in the adjudication of employee appeals of adverse actions, grievances, personnel action appeals, political activity and other matters mandated by law, covering all Executive Branch departments agencies and autonomous entities.

Personnel Management Analyst III, Guam, Civil Service Commission, Sept.2009. Reviews classified personnel transactions for compliance with regulations. Case Manager for employee appeals of adverse actions, grievances, personnel action, political activity. Provides advise and recommendations pertaining to appeal process operation procedures and policies.

Recruitment Branch Supervisor, Human Resources, Govt. of Guam Department of Administration. February 2007 – August 2009. Supervises recruitment staff and program to ensure proper consistent systematic rating is applied to ensure merit regulations are adhered. Advices servicing and guidelines to agencies and applicants of the recruitment process and settles disputes to ensure proper understanding and applications. Handles requests for above step recruitments, selective factors and related process. Researches and applies applicable military and veterans' preferences and EEO laws.

Regulator and Compliance Supervisor, Human Resources, Govt. of Guam, Department of Administration. February 2006 – February 2007. Manages the Regulatory and Compliance Program. Reviews, counsels and advises management on plan of actions, organizational charts, staffing pattern, operating personnel regulations, political activities, adverse action legal opinions and related work. Project Coordinator in the initial development phases of the Government of Guam Classification and Complementation Plan.

Personnel Management Analyst III, Classification and Pay Section, Guam Civil Service Commission. May 1989 – January 2006. Analysis and formulate recommendations on government-wide departmental and agency requests on all classification and pay matters,

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prepares reports and justifies recommendations to the Civil Service Commission's approval or disposition. Case Manager for adverse action, ethics regulations, EEO appeals, grievances, classification and pay matters. Including the adjustment of the uniform pay schedule project to reflect USA national pay for Board approval. Project Coordinator- Classification & Pay Study. Member of the Steering Committee and the Classification Committee for the 1991 Hay Compensation Pay Plan. Instructor/ trainer Ethics and Sexual Harassment.

Personnel Specialist III, Human Resources, J.D. Leon Guerrero Commercial Port. September 1980 – April 1989. Manages the classification and pay program, reviews job applications to determine qualifications and ratings. Develops recruitment questioners and facilities interviews of qualified applicants to ensure compliance with regulations and EEO laws. Formulated recommendations of the classification of positions, incorporated in the Port Pay Plan. Handled grievances, adverse actions, employee drug and related referral program, EEO appeals and other appeals. Collateral Duties: Developed the 5 and the 20-year capital improvement plans for the Commercial Port. Revised the Port Cargo Tariff for easy comprehension.

Personnel Specialist I, II, Guam, Civil Service Commission. Aug. 1977 – Aug. 1980. Formulated recommendations for Board approval classification, pay matters on the creation. Makes recommendations for position reclassifications and proper staffing. Reviews proposed personnel rules for Board approval. Case manager, adverse action appeals. Member of the Govt. of Guam Salary Survey Classification Task Force. CSC Energy Conservation Officer.

JOB RELATED TRAINING AND ACTIVITIES

Salary Survey & Classification Recognition of Achievement, U.S, C.S C. 11/1977- 5/1978
Personnel Management Training, 8/1978
Report & Technical Writing, 5/1979
Statistical Package for Social Science Training, 7/1979
Supervisory Training, 10/1979
Personnel Management, 10/1979
Position Management, 10/1979
How to Comply with Governmental Guidelines, 2/1980, 11/1980
The Role of Supervisors in EEO, 1/ 1981
Advanced Supervisory Training, 1/1982
Facts about Drugs and Alcohol Abuse, 2/1982
Basic Labor-Management Relations, 3/1982
Introduction to Data Base III, April 1995
Defensive Driving Workshop 2/1986
Quality Circle Training 6/1987
Position Classification and Management Course 12/1987
Introduction to Management Analysis in Government 1/1988
Administrative Hearing Course 8/1993
Total Quality Leadership, 4/1994

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Certificate of Completion, Advanced Work Perfect 2/1995
Advanced Hay Guide Chart Training 11/1995
Basic & Advanced EEO Topics 2000, 2002
Compliance Training Fair Labor Standards Act & Child Labor Laws 4/2005
Basic Training "Basic Boardman Skills" 8/2013

AWARDS

Outstanding Work Center of the Month, Human Resources Division, Jose D. Leon Guerrero Commercial Port, October 1981.
Employee of the Year (1983), Jose D. Leon Guerrero Commercial Port.
Meritorious Step Increase Award, for Outstanding Performance, Jose D. Leon Guerrero Commercial Port, 1983.
Meritorious Step Increase Award, Outstanding Performance. Civil Service Commission, October 1989.
Meritorious Step Increase Award, Outstanding Performance, Civil Service Commission, March 2005.
Meritorious Step Increase Award, Outstanding Performance, Human Resources, Department of Administration, March 2008.
Special Achievement Award, Department of Administration, Human Resources, Department of Administration, January/2009.

PROFESSIONAL INVOLVEMENT

Project Coordinator, Government of Guam Wide Classification and Compensation Project 2008.
Steering Committee & Technical Support Committee member, Hay Plan Government Wide Classification and Compensation Project 1991.
Project Coordinator, Comprehensive Classification & Compensation Study, Civil Service Commission, July 1990.
Departhalon Coordinator for the Jose D. Leon Guerrero Commercial of Guam, 1984.
Public Service Recognition for success of 3rd annual Magnificent Seven Program, May 1990.
Governors Classification Survey Task Force Member, November 1977.

COMMUNITY INVOLVEMENT

Sixth South Pacific Games Table Tennis Official 1999. FEMA Disaster Recovery Certificate of Appreciation for Exceptional Assistance Typhoon Paka December 1997. FEMA Volunteer 1997. Red Cross Volunteer, 1995. Guam Track & Field Association, Board Secretary 1995- 1999. Guam Running Club Member 1995- 2005, Track Official Micronesian Games 1994. Certified as an IAAF Track Official 1995. Volunteer Red Cross Member 1992. St. Jude Catechism Instructor 1980.