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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

March 22, 2019

35GL-19-0266
Speaker Tina Rose Muña Barnes

MAR 25 2019
Time 2:20 ( )AM (/)PM
Received By:

2019 MAR 26 AM 8:04

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

RE: Board 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:	Juan K. Calvo
POSITION:	Member, Civil Service Commission
TERM LENGTH:	**Six (6) Years**

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

Senseramente,

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

cc: Lt. Governor of Guam

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

0266

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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

March 22, 2019

Juan K. Calvo
[redacted]

Dear Mr. Calvo:

Pursuant to my authority under 4 GCA § 4401(a), I am appointing you to serve as a

MEMBER, CIVIL SERVICE COMMISSION

Appointing you 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 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.

This appointment is subject to the advice and consent of *I Liheslaturan Guåhan*. If you have any questions or concerns, please contact the Office of the Governor.

Senseramente,

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

Cc: Lt. Governor of Guam
Chairman, Civil Service Commission

RICARDO J. BORDALLO GOVERNOR'S COMPLEX • HAGÅTÑA, GUAM 96910
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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*
CALVO	JUAN	KISA

Mailing Address	*Apartment/Unit #*
[redacted]	

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

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

Position to which Appointment is Made
Member, 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 Father Duenas Memorial High School Mangilao, Guam		High School Diploma	1970
College University of Guam Mangilao, Guam		Bachelor (Bus Admin)	1976
Graduate School			
Other Degree			

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EMPLOYMENT HISTORY

Name of Present/Last Employer and Mailing Address	***Position Title***
Federal Management Team / District Court of Guam	Human Resources Consultant
	Dates Held
	2009 - 2012

Previous Employer and Mailing Address	***Position Title***
Civil Service Commission Government of Guam	Personnel Mgmt. Analyst/Administrator
	Dates Held
	1990-2008

Previous Employer and Mailing Address	***Position Title***
Department of Administration Government of Guam	Personnel Specialist / Supervisor
	Dates Held
	1978 - 1989

Previous Employer and Mailing Address	***Position Title***
Department of Education Government of Guam	Teacher
	Dates Held
	1977 - 1979

Previous Employer and Mailing Address	***Position Title***
	Dates Held

PRIOR GOVERNMENT OF GUAM SERVICE

Agency or Department Name		***Position Title***
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***
Hay Methodology/Job and Salary Analysis	2001

AWARDS

List all educational, professional, civic awards, and recognition for public service:
Received Pay Adjustment Meritorious Awards from Government of Guam for "Outstanding Performer" for years.

PROFESSIONAL INVOLVEMENT

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

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COMMUNITY / CIVIC INVOLVEMENT

List organizations, activities participated in, and offices held:

PUBLICATIONS AND PRESENTATIONS

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

MILITARY SERVICE (Please attach Form DD-214)

BRANCH	*DATES OF SERVICE*	*RANK AT DISCHARGE*	*TYPE OF DISCHARGE*

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: Juan K Calvo

☑ 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

Juan K. Calvo
Signature

March 13, 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.

Juan K Calvo

Print Name and Signature

March 13, 2019

Date

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

March 22, 2019

SUBJECT: CRIMINAL HISTORY RECORD

NAME:	**Juan Kisa CALVO**		
DATE OF BIRTH:	[redacted]	**FINGERPRINT#:**	[redacted]
■	**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 01/16/19

for **STEPHEN C. IGNACIO**
Acting Chief of Police

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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: JUAN KISA CALVO

SS#: ID# GUAM 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: 03/06/2019

DANIELLE T. ROSETE
Clerk of Court

BY: JEANETTE B. ROBERTO
Deputy Clerk

Prepared By: JBR

The absence of an original Court Seal invalidates this document

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JUAN K. CALVO

[redacted]

EXPERIENCE:

1977 – 1979: School Teacher

Taught remedial math to students who were qualified under the Title 6 Federal Grant Programs at M.U. Lujan Elementary School, Yona. Students who were selected under this program were taught the basic math methodology in addition, subtraction, division and multiplication and monitored their mastering skills after several sessions. Students who were not meeting the passing math scores as required under the educational system would be given further assistance on one - to – one basis until students met the passing scoring system.

1978 – 1989: Personnel Specialist and Personnel Specialist Supervisor, Department of Administration

Initially hired as Personnel Specialist I and subsequently promoted through the ranks as Personnel Specialist II, III and IV (Supervisory Position). As a Personnel Specialist I, II, and III , I performed classification and compensation review of positions occupied by employees for reclassification or reallocation based on job duties assigned to; Conducted job analysis of proposed creation of positions based on justification and organizational need and submitted recommendation to management and Civil Service Commission for review and approval; Reviewed, analyzed and recommended pay grade reassignment of positions that warrant pay grade reassignment resulting of changes in job content to management; Administered Personnel Rules and Regulations, policies and procedures and laws applicable to classification and compensation plan and personnel matters; Advised management and employees on procedural rights on disciplinary actions, grievance appeals, mini hatch act, employee protection act, equal employment opportunity act and other personnel matter; Reviewed all personnel actions submitted by department and agency heads for compliance with personnel laws and rules; evaluated employees employment application forms for positions reclassification or reallocation to ensure that employees met the minimum qualifications of positions allocated to; Conducted training on classifications and compensation methodology, adverse actions procedures and employees grievance appeals processes to management and employees and performed personnel duties as required.

As a Personnel Specialist IV (Supervisor), I supervised 5 Personnel Specialists and a Secretary in carrying the mission, mandates and purposes of Classification Branch within Personnel Services Division,

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Department of Administration; Evaluated Performance Evaluations (PE) of employees for salary increments, progressive discipline, approved or disapproved employees leave requests, recommended disciplinary actions of employees to management and worked closely with department and agency heads on personnel matters, organizational needs and related personnel matter.

1990 – 2008: Personnel Management Analyst III and Personnel Management Administrator, Civil Service Commission

As a Personnel Management Analyst III, I performed post audit investigation on employees personnel actions received from government of Guam departments and agencies for compliance with personnel laws and rules and regulations; Reviewed and recommended pay grade reassignment of positions inclusive of creation of positions as requested by department and agency heads subject to meeting classification and compensation requirements or methodology; Advised and interpreted personnel rules and regulations, policies and procedures and laws applicable to personnel matters involving grievance appeals, disciplinary actions, mini hatch act, employee protection act (Whistleblower), equal employment opportunity act (EEO), American Disability Act (ADA), Prepared staff report on post audit investigation, creation of positions, pay grade reassignment of positions and all personnel matters requiring immediate attention to CSC Personnel Management Administrator and Executive Director for their review and decision making process; Presented post audit investigation cases before CSC Board for their review and decision making process pursuant to personnel rules and regulations and laws; Conducted training on Employee Grievance Appeal, Adverse Action Procedures, Classification and Compensation Plan and other personnel matters to government employees and management; Involved in government wide classification study by reviewing employees position descriptions, staffing patterns, organizational and functional charts and other factors (management discussion and collaboration of subject matters) and recommended classification findings to CSC Management, CSC Board and Consultant, Involved and reviewed proposed Personnel Rules and Regulations submitted by Departments and Agencies pursuant to Personnel Law and recommended for consideration and approval to CSC Management and CSC Board for approval; Reviewed and prepared documents on cases (adverse actions, grievance appeals, and so forth) requiring CSC Board hearings and adjudication; and performed duties assigned under the jurisdiction of Civil Service Commission.

In 1999, as a CSC Personnel Management Administrator, I managed and administered the functions as stated as Personnel Management Analyst III; Administered and interpreted personnel rules and law on employment matter; Prepared Performance Evaluations for subordinates for rating purposes and incremental pay adjustment upon satisfactory performance and for progressive discipline as required; Recommended approval or disapproval of leave request submitted by subordinates; Assigned and reviewed staff report submitted by subordinates for compliance with Personnel Rules, Policies and Procedures and law; Advised government of Guam department and heads on employment matters and performed managerial duties as required.

2009 – 2012: Human Resources Consultant with Federal Management Team (FMT). FMT was appointed by Federal Judge to manage the Guam Behavioral Health Wellness Center (GBHWC) formally named as

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Department of Mental Health and Substance Abuse, Government of Guam in improving the health mission and objectives of the department resulting from client lawsuit. The lawsuit brought the department under Federal receivership. The FMT mission was to comply with the Judge order. One of the Judge order was to increase staffing level to meet the clientele ratio for mental and behavioral services.

As Human Resources Consultant, my major job duties were to immediately interview and recruit applicants who were rated and qualified for health positions such as Psychiatrist, Psychologist, Nurses, Social Workers, Psychiatric Social Workers, Occupational Therapist, Psychiatric Technicians, Management and Administrative positions and other positions essential to providing and supporting the needed mental and behavioral services for the clients; Communicated and collaborated with other Health Departments like Guam Memorial Hospital, Public Health and Social Services, University of Guam, Department of Administration to facilitate in the hiring of qualified applicants; Advised and interpreted personnel laws and rules with the GBHWC Appointing Authority and staff; Prepared Status Reports on recruitment effort to FMT for review and submission to the Federal Judge and performed related consulting work as required.

The recruitment processes were subject to applicable rules and regulation established by federal and government of Guam merit system.

EDUCATION:

June 1970 – Graduated from Father Duenas Memorial High School

May 1976 – Graduated from the University of Guam with a Bachelor Degree in Business Administration specializing in Personnel Management

SKILLS:

Knowledgeable and certified in Hay Methodology (job content methodology recognized and applied in government of Guam position classification).

Knowledgeable in Adverse Actions procedures, Employees Grievance Appeals procedures, Post Audit investigation process. Equal Employment Opportunity Act, Mini Hatch Act, Classification and Compensation Plan (Job Audit).

Conducts Training on Adverse Actions, Employees Grievance Appeals and Classification and Compensation procedures.

ACTIVITIES:

Fishing