DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

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APR 17 2019

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR: 2019-015

35GL-19-0383

Speaker Tina Rose Muña Barnes
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To: All Line Department and Agencies Head

From: Director, Department of Administration

Subject: **DEPARTMENT OF ADMINISTRATION**

Buenas yan Hafa Adai! Department of Administration contains three (3) Divisions, Human Resources, Division of Accounts (which includes Treasurer of Guam and Payroll), and the General Services Agency.

5GCA §20106 sets out the General Powers and Duties of the Director. It requires the Director to administer the Department and §20105 mandates the Director… "to establish divisions or other Organizational units as [he] may determine to be necessary for the official and effective administration and operation of the Department."

This Circular will confirm that the present organization will be maintained with the following clarifications:

HUMAN RESOURCES DIVISION:

Human Resources Division is responsible for providing the services and administration for maintaining a recruitment, employee relations, training, employee records and EEO unit for the line agencies of the Government of Guam. It has additional responsibility for maintaining personnel rules and regulations and establishing a government-wide, including autonomous agencies, classified job matrix.

It is also responsible for the government-wide employee benefit program and the commissioning and maintenance of a competitive wage study for Government of Guam employees and implementation of any resultant wage adjustment.

DIVISION OF ACCOUNTS:

5GCA §22202 mandates that the Director establishes and administers the Central Accounting Accounting office for the Government of Guam. The Division of Accounts provides this service and duties encompassing, appropriations and budgetary compliance, encumbrances, general

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ledger and revenue recognition, federal grants and compliance, cash management and reporting (Treasurer of Guam), financial system wide support, reporting and administration. As the Central Accounting office its duties include the preparation of the Consolidated Financial Statements of the Government, generally known as the Basic Financial Statements, Interim Financial Reporting and compliance with Government Finance Officers Association recommendations for reporting to include the Comprehensive Annual Financial Report and the Popular Annual Financial Report. It has additional responsibility for payroll, payroll tax and deduction, and wage and hour compliance.

GENERAL SERVICES AGENCY:

GSA is responsible for purchasing for the line agencies and for the Port Authority of Guam, maintenance and organization of the Tenda Gubetnu, control and reporting of surplus and surveyed assets, and maintenance of government records for the statutory period and destruction of these records at the conclusion of the statutory period.

5GCA §5110 codifies the provisions of P.L. 34-132 regarding GSA. This makes the Chief Procurement Officer accountable to the Director of Administration for the management of GSA and the CPO responsible for the supervision and procurement of supplies and services. Department of Administration's policy therefore is that the Director is the Manager to whom the CPO reports for the management of the agency and achievement of its goals.

The Director does not participate in or conclude individual purchasing actions or issues including selection of the winning bidder. As required by Executive Order 2019-10, the Director and the Procurement Policy Office set goals and direction for operation of GSA to include the policies and procedures for purchasing, purchasing decisions and activities, recommendations for purchasing regulations, liaison with Bureau of Statistics and Plans for federal purchases and implementation of 5GCA §5008 policy in favor of local Procurement and 5GCA §5010 – Policy in favor of planned procurement.

Your assistance and cooperation in complying with this Circular is greatly appreciated.

Sinseremente,

EDWARD M. BIRN

cc: Tony Babauta, Chief of Staff, Office of the Governor
Haig Huynh & Sophia Diaz, Legal Counsels, Office of the Governor
Leevin Taitano Camacho, Attorney General, OAG
Benjamin J.F. Cruz, Public Auditor, OPA
Tina Muna Barnes, Speaker, 35th Guam Legislature
Joe S. San Agustin, Senator, 35th Guam Legislature