Speaker's Office <speaker@guamlegislature.org>

M&C Fwd: 2018 Citizen - Centric Report

1 message

Speaker's Office <speaker@guamlegislature.org> Mon, Aug 26, 2019 at 4:40 PM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

08-26-19	4:28 PM	08-26-19	FY2018 Citizen-Centric Report.*	Civil Service Commission	35GL-19-0940

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

2019 AUG 26 PM 4:44

---------- Forwarded message ---------
From: **Christine P. Quinata** <christine.quinata@csc.guam.gov>
Date: Mon, Aug 26, 2019 at 4:28 PM
Subject: 2018 Citizen - Centric Report
To: <speaker@guamlegislature.org>, <admin@guamopa.com>
Cc: Roland Fejarang <roland.fejarang@csc.guam.gov>, Jennifer Reyes <jennifer.reyes@csc.guam.gov>, Eric Miller <eric.miller@csc.guam.gov>

Greetings! In compliance with the filing requirements of PL 30-127, attached is the 2018 Citizen-Centric Report for our agency. Please also be advised that the report is also available for review on our website at:

Please feel free to contact our office if you should have any questions

regards!

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Christine Paulino-Quinata
Special Projects Coordinator
Civil Service Commission
(w) 647-1855
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2018 CCR Data.pdf
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35GL-19-0940
Speaker Tina Rose Muña Barnes

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Time 4:38 (A)M (P)M
Received By:

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Civil Service Commission

Fiscal Year 2018

Citizen Centric Report

Website: www.csc.guam.gov

HISTORY

The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

"The legislature shall establish a merit system and, as far as practicable, appointments and promotions shall be made in accordance with such merit system. The Government of Guam may by law establish a Civil Service Commission to administer the merit system. Members of the Commission may be removed as provided by the laws of Guam." [cited in part]

However, it was not until August 7, 1967, with the passage of Public Law (PL) 9-86 that the CSC was actually created. The creation was prompted by a letter from then Governor Manuel F.L. Guerrero, which was submitted to the Ninth Guam Legislature to establish a CSC, separate from any operating department of the government in order to afford balance between the needs of the institution and rights of the employee.



DUTIES OF THE COMMISSION

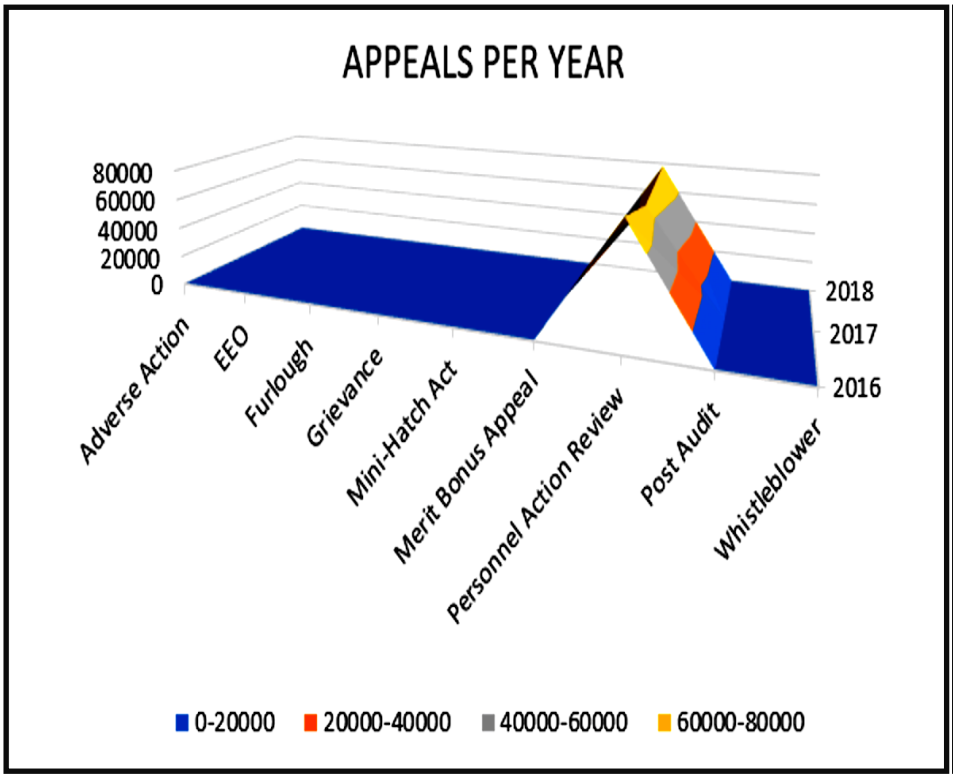
The Commission hears appeals from the adverse actions taken to suspend, demote or dismiss an employee from the classified service if such right of appeal to the Commission is established in the personnel rules governing the employee; however, it may not hear any appeal of an action taken to suspend,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

The provisions above shall not apply to the Judiciary or I Liheslaturan Guåhan [Legislature] in compliance with the doctrine of Separation of Powers, unless such separate Branch opts to make them applicable by submitting to the jurisdiction of the Commission; and all reference to classified employees will be deemed to mean classified employees of the Executive Branch, including agencies and authorities; and The jurisdiction of the Commission shall not extend to academic personnel of the Guam Community College and the University of Guam, except upon mutual consent



by the governing board of the respective institution and the Commission, nor to any position or person, appeal or proceeding of whatever kind or description if the position is denominated “unclassified” in this Title, except to the extent explicitly permitted in this Section, nor shall such jurisdiction extend to the determination of whether it is practicable to place a position in the classified service.

HOW WE PERFORMED



APPEALS PER YEAR	2016	2017	2018
Adverse Action	31	36	81
EEO	2	2	2
Furlough	0	0	0
Grievance	10	12	14
Mini-Hatch Act	0	0	2
Merit Bonus Appeal	0	1	0
Personnel Action Review	79482	67550	77963
Post Audit	2	3	3
Whistleblower	0	1	0

APPEALS

The number of Adverse Actions and Post Audit complaints continues to decrease from 2016 to 2018. Although the filing of Grievances has doubled in the last Two (2) years totaling Thirty Three (33) at the end of 2018.
The number of appeals were solely determined by the employees themselves in direct relation to the actions.

NOTICE OF PERSONNEL ACTION REVIEWS & COMPLAINTS

The total Notices of Personnel Actions have fluctuated since 2016 – 2018, with a slight decrease in reviews in 2017, but greater increase in 2018 reviews.

COMPAINTS

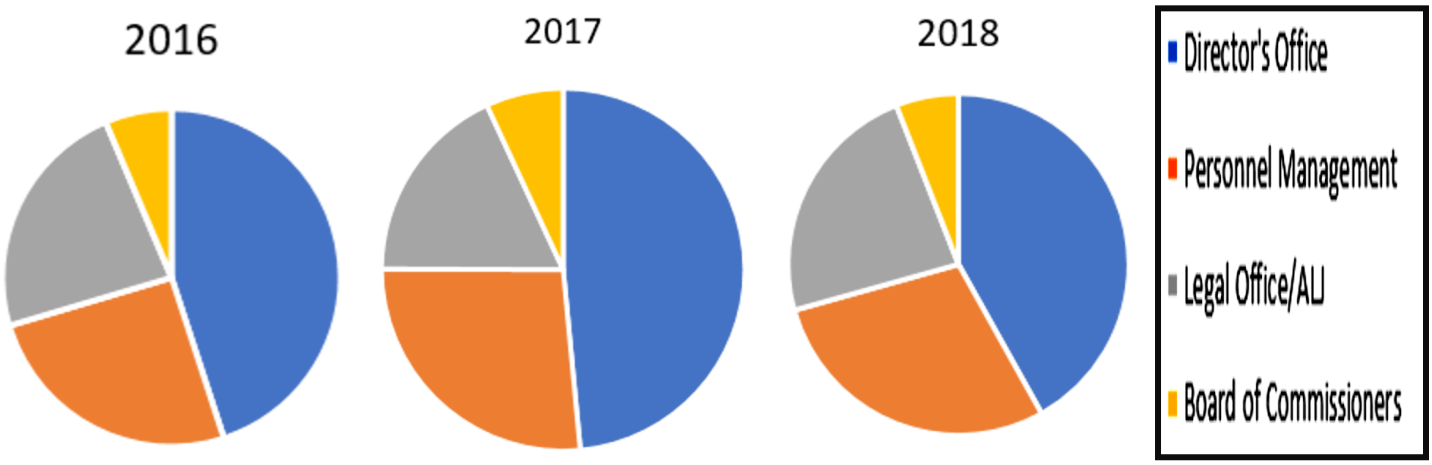
Additionally, Public Employee Protection, Political Activity, Post Audit filings of complaints also fluctuate from year to year depending on the circumstance of an employee or a action management undertook. Public Employee Protection complaints is averaging two per year since 2016-2018. Political Activity complaints are normally isolated to election periods and is averaging steadily from 2016-2018. Post Audit complaints increase in 2018 which brought the three year average to 2 cases per year.

PERSONNEL ACTIONS REVIEWED PER YEAR	
2016	**79,482**
2017	**7,489**
2018	**77,963**

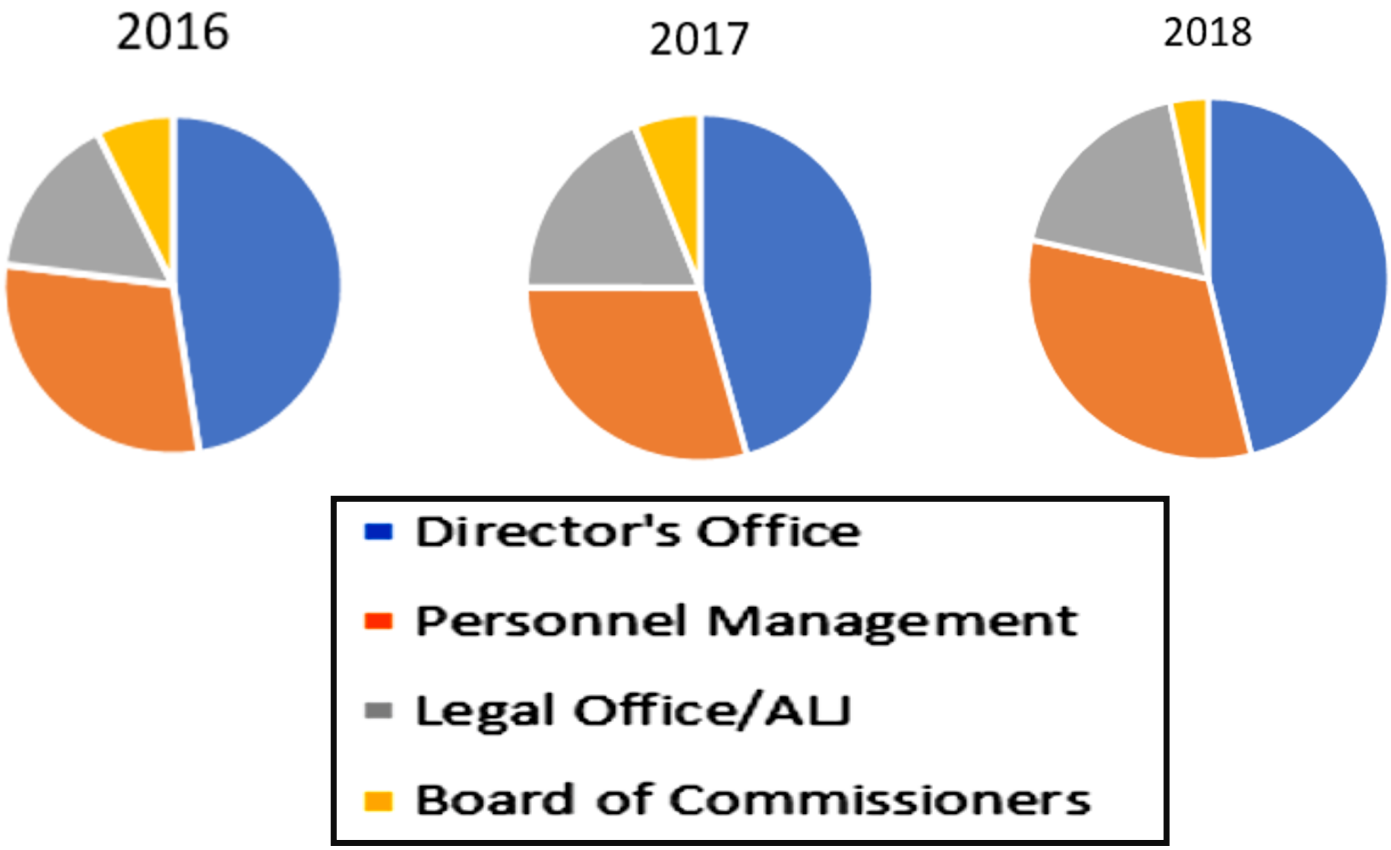
APPROPRIATIONS/EXPENDITURE

	Appropriations		
	2016	2017	2018
Director's Office	$441,787	$511,079.00	$441,591.00
Personnel Management	$249,614	$280,110.00	$303,321.00
Legal Office/ALJ	$228,012	$190,020	$246,396
Board of Commissioners	$62,552	$72,756.00	$62,657.00
TOTAL	**$981,965**	**$1,053,965.00**	**$1,053,965.00**

FY2018 budget is identical with FY2017 at $1,053,965.00. This was attributed to the cost saving measures for the Government of Guam. The Commission had re-establish the same budget level and was able to complete its intent. In the future If funds permit, the Commission is still considering in moving forward with new technology with Notebooks or IPads to be used by the Commissioners to view cases thus making easier and portable for each users to handle, in comparison to the reproduction of documents making it bulky and cumbersome for end user, plus the manpower required to packet the cases. This method would save the Commission thousands of dollars in reproduction cost if we revert to this technology.



	Expenditures		
	2016	2017	2018
Director's Office	$396,919.00	$434,675.00	433,040.04
Personnel Management	$245,178.00	$279,603.00	302981.92
Legal Office/ALJ	$131,448.00	$179,156.00	170,250.07
Board of Commissioners	$61,274.00	$58,440.00	31,716.84
TOTAL	**$834,819**	**$951,874**	**$937,989**



FUTURE OUTLOOK

The Commission continues to pushing forward in implementing a Paperless operation, whereas all cases will be downloaded and viewed on Notebooks/IPads or Tablets, eliminating the need for reproduction and manpower, thus saving thousands of dollars annually. This technology will surely enhance the Commission's ability to distribute vital Packets to the Commissioners as well as other players involve in the case. In addition, the Commission will still continue providing essential trainings & workshops throughout the Government Agencies as it impacts the Commission's Objectives.

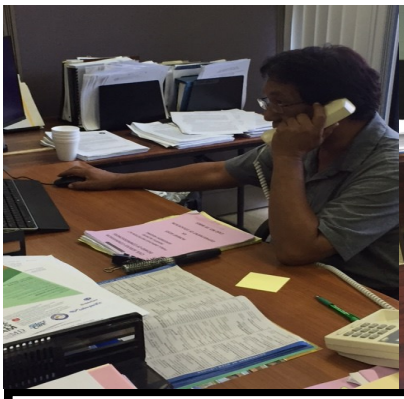
Accomplishments

With the recent purchase of a **"NEW"** Recording/Audio System, such direction has given a new definition to the meaning of Technology. This upgrade, has made a huge contribution in effectively capturing accurate recording of hearings and simplifying the need to do a **"Re-take"** or the need to **"Pause"** an Official Hearing due to a Recording/Audio problems.

Administrative Law Judge

The Administrative Law Judge (ALJ) program of the Civil Service Commission (CSC) is critical to the efficient operation of the Commission. The Commission can only meet in evening and only for a few hours. Many cases are very complicated and fact intensive requiring the presentation of many witnesses. The Commission by itself cannot handle the larger more complicated cases without ending up crippled with a huge back log of cases.

That's where the ALJ program comes in. The CSC can appoint an ALJ to hear motions and evidence saving the CSC hundreds of hours of meetings. The ALJ will make a written report to the CSC and the CSC then can adopt, reject or modify the recommendations. Appointing an ALJ also has the advantage of having a licensed attorney advice the CSC on complicated legal






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