Guam Legislature Clerks <clerks@guamlegislature.org>

Messages and Communications for Doc. No. 36GL-22-2498*

1 message

Committee on Rules 36GL <cor@guamlegislature.org>
To: Clerks <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>
Cc: "Speaker Therese M. Terlaje" <speaker@guamlegislature.org>

Håfa Adai Clerks,

Please see attached M&C Doc. No. 36GL-22-2498 for processing:

36GL-22-2498	CSC FY2021 Citizen Centric Report*	Civil Service Commission

Si Yu'os Ma'åse',

COMMITTEE ON RULES

Vice Speaker Tina Rose Muña Barnes, Chairperson
36th Guam Legislature
I Mina'trentai Sais Na Liheslaturan Guåhan
Guam Congress Building | 163 Chalan Santo Papa Hågatña Guam 96910
Email: cor@guamlegislature.org

"Disclaimer: This message is intended only for the use of the individual or entity to which it is addressed and may contain information which is privileged, confidential, proprietary, or exempt from disclosu the intended recipient or the individual responsible for delivering the message to the intended recipient, you are strictly prohibited from disclosing, distributing, copying, or in any way using this message. I communication in error, please notify the sender and immediately delete any copies you may have received. Thank you."

---------- Forwarded message ---------
From: **Speaker Therese M. Terlaje** <speaker@guamlegislature.org>
Date: Mon, Sep 19, 2022 at 5:30 PM
Subject: Messages and Communications for 36GL-22-2498
To: Legislative Secretary Amanda Shelton <officeofsenatorshelton@guamlegislature.org>, Committee on Rules 36GL <cor@guamlegislature.org>

Håfa Adai,

Please see attached M&C Doc. No. 36GL-22-2498*

36GL-22-2498	CSC FY2021 Citizen Centric Report*	Civil Service Commission

Si Yu'os Ma'åse',

Marie Cruz
Community Relations Liaison

Office of Speaker Therese M. Terlaje
Committee on Health, Land, Justice and Culture
I Mina'trentai Sais na Liheslaturan Guåhan
36th Guam Legislature
Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
T: (671) 472-3586 F: (671) 989-3590 Email: senatorterlajeguam@gmail.com
website: www.senatorterlaje.com

---------- Forwarded message ---------
From: **Christine Quinata** <christine.quinata@csc.guam.gov>
Date: Mon, Sep 19, 2022 at 2:39 PM
Subject: Filing of FY 2021 CCR
To: Speaker's Office <speaker@guamlegislature.org>, Vincent Duenas <vduenas@guamopa.com>, mcruz@guamopa.com <mcruz@guamopa.com>, <croque@guamopa.com>
Cc: Daniel Leon Guerrero <Daniel.leonguerrero@csc.guam.gov>, James Diaz <james.diaz@csc.guam.gov>

Greetings! In compliance with the filing requirements of PL 30-127, attached is the FY 2021 CCR Report for our agency. This report is also available for review on our website at: www.csc.gua

Feel free to contact our office if you have any questions at 671-647-1855.

regards!

36GL-22-2498.pdf
2092K

Speaker Therese M. Terlaje <speaker@guamlegislature.org>

Filing of FY 2021 CCR

Christine Quinata <christine.quinata@csc.guam.gov> Mon, Sep 19, 2022 at 2:39 PM
To: Speaker's Office <speaker@guamlegislature.org>, Vincent Duenas <vduenas@guamopa.com>, "mcruz@guamopa.com" <mcruz@guamopa.com>, croque@guamopa.com
Cc: Daniel Leon Guerrero <Daniel.leonguerrero@csc.guam.gov>, James Diaz <james.diaz@csc.guam.gov>

Greetings! In compliance with the filing requirements of PL 30-127, attached is the FY 2021 CCR Report for our agency. This report is also available for review on our website at: www.csc.guam.gov.

Feel free to contact our office if you have any questions at 671-647-1855.

regards!

CSC FY2021 CCR REPORT .pdf
1713K

DOC NO. 36GL-22-2498
OFFICE OF THE SPEAKER
Therese M. Terlaje
Date: 09/19/2022
Time: 2:39 p.m.
Received: MCruz

COMMITTEE ON RULES
RECEIVED:
September 19, 2022
5:30 P.M.

CVIL SERVICE COMMISSION

Fiscal Year 2021

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.

BOARD OF COMMISSIONERS

JUAN K. CALVO
CHAIRMAN

JOHN A. SMITH
VICE-CHAIRMAN

PRISCILLA T. TUNCAP
COMMISSIONER

EMILIA RICE
COMMISSIONER

ROBERT C. TAITANO
COMMISSIONER

ANTHONY P. BENAVENTE
COMMISSIONER

Doc. No. 36GL-22-2498.*

"Civil Service Commission is the Vanguard of the Merit System."

- 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 and 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 is 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 Guahan* (Legislature) in compliance with the doctrine of Separation of Powers.
- Unless such separate Branch opts out to make them applicable by submitting to the jurisdiction of the Commission.
- All reference to classified employees will be deemed to mean classified employees of the Executive Branch, including agencies and authorities.
- 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, not to any position or person, appeal or proceeding of whatever kind or description if the position is denominated "unclassified" in the title.
- Except to the extent explicitly permitted in this section, nor shall jurisdiction extend to the determination of whether it is practicable to place a position in the classified service.
- The Commission serves the Government of Guam consisting of about sixty-five (65) agencies to include line agencies, autonomous, semi-autonomous, and instrumentalities of the Government of Guam with over 11,000 employees through the government.

Civil Service Commission and the Covid-19 Pandemic Emergency

The Covid-19 pandemic created a vast challenge to Guam and the Civil Service Commission requiring mental focus in the implementation of constant changing restraints in the health and safety protocols to be able to make the office safe.

On March 2020, Guam's initial Covid-19 infections and deaths occurred. The Governor declared a pandemic emergency, ordered island wide "lockdown," and declared PCOR-1 to thwart the spread of Covid-19. The CSC was categorized as a nonessential agency during the emergency. During that period the staff remained at home and worked remotely.

The CSC Team worked at home and occasionally in the office to update board calendars, receive email documents, appeals, adverse actions, complaints, and provided guidance and post audit personnel actions while concurrently redesigning the office to make necessary changes to enhance a safe environment.

After seventy-seven (77) days, the Team returned to work and instantly organized and implemented safety protocols. CSC staff held zoom meetings to be informed on new protocols, coordinated work efforts, and updates. On May 28, 2020 the Civil Service Commission restarted business.

CSC was well-organized in acquiring supplemental resources to deal with Covid-19 Emergency. CSC procured Covid-19 protective equipment, sanitation supplies, and acrylic splash shields. In addition it made major upgrades to the inflexible and slow CSC website to enable live streaming of board hearings, activation of zoom hearings, software upgrades, televisions, Ipads, and related devices to conform to essential safety protocols in order to conduct business in a safe manner and further formulating agency Covid-19 safety protocols.

In October 2020, CSC experienced another Covid-19 crises due to an upward spike of Covid-19 infections. The Governor declared PCOR-1. After two-and-a half months, due to the community's support, the Covid-19 infections decelerated and the Governor declared PCOR-2 that was less restrictive effective January 15, 2021.

The pandemic crisis forced the rescheduling of board appeal hearings for adverse action appeals, grievance appeals, and personnel action reviews.

The CSC Team thanks the CSC Commissioners for their support, patience, hard work, and dedication in the performance of its duties and responsibilities, especially during the pandemic emergencies.

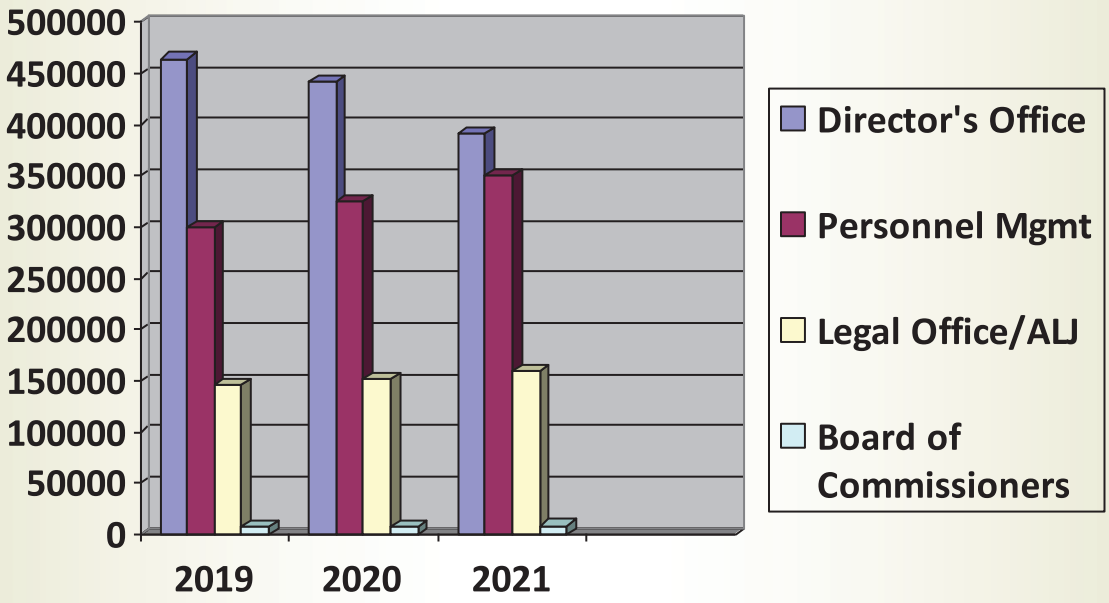
Special thanks to the Governor Lou A. Leon Guerrero, Lt. Governor Josh F. Tenorio and staff for their successful leadership, plans, and efforts in mitigating Covid-19 pandemic. Thank you Guam Legislature for supporting the Civil Service Commission.

Finally, CSC, extends a huge thanks to the people of Guam that worked tireless to continue to provide essential and normal services to make life more sustainable on Guam.

Biba Guam!

APPROPRIATIONS

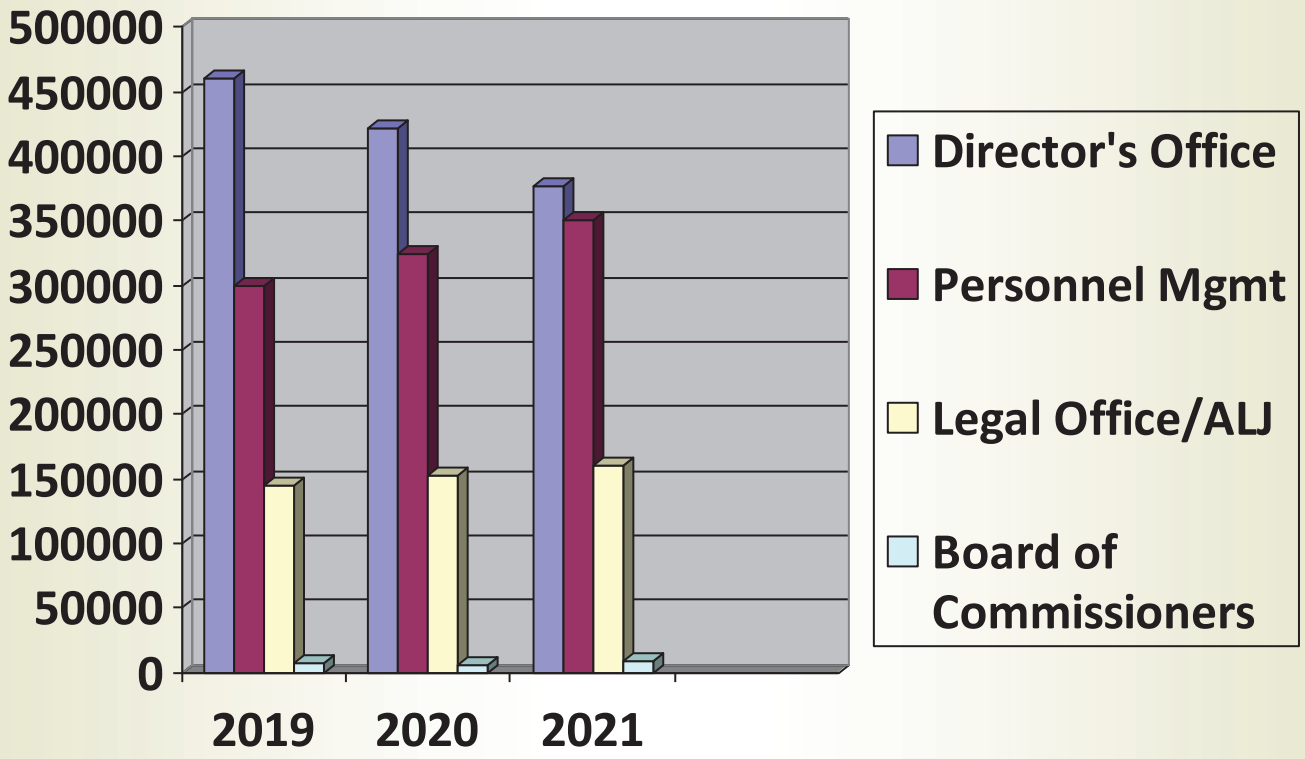
	2019	2020	2021
Directors Office	$ 464,623.00	$ 441,743.00	$ 391,299.00
Personnel Manage-	$ 299,770.00	$ 324,796.00	$ 350,591.00
Legal Office /ALJ	$ 145,476.00	$ 151,296.00	$ 159,786.00
Board of Commis-	$ 7,250.00	$ 7,004.00	$ 8,848.00
TOTAL	$ 917,119.00	$ 924,839.00	$ 910,524.00



The FY2021 budget decreased as a result of the governor's cost saving measures compared to FY2019, although in FY2020 CSC received an increase of $7,720.00 dollars. The Commission was able to work with the budget authorized level by non-recruitment of vacant positions and minimizing procurement of supplies and Commission Hearings. Because of the Covid-19 pandemic the Commission was able to procure Ipads for the commissioners and is able conduct live hearing broadcasted via zoom. Moreover with modern technology the Commissioners are to receive their packets on their and capable of zooming from their ipads. This would alleviate the reproduction of documents to be received by each Commissioner, the manpower consumed and the cost of supply required to reproduce the packets. Additionally, it is easier to transmit case packets, lightweight and portable and provides a means of communication for Commissioners to CSC Staff for questions or concerns.

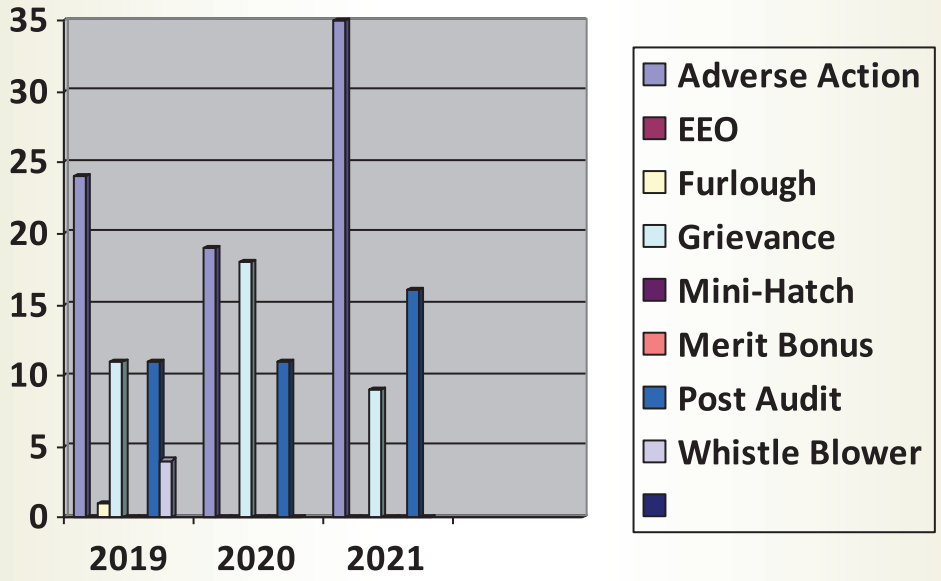
EXPENDITURES

	2019	2020	2021
Directors Office	$ 460,699.35	$ 421,428.78	$ 376,253.00
Personnel Management	$ 299,769.00	$ 324,433.76	$ 350,591.00
Legal Office /ALJ	$ 145,474.00	$ 151,959.42	$ 159,786.00
Board of Commissioners	$ 7,250.00	$ 5,900.00	$ 8,848.00
TOTAL	$ 913,192.35	$ 903,721.96	$ 895,478.00

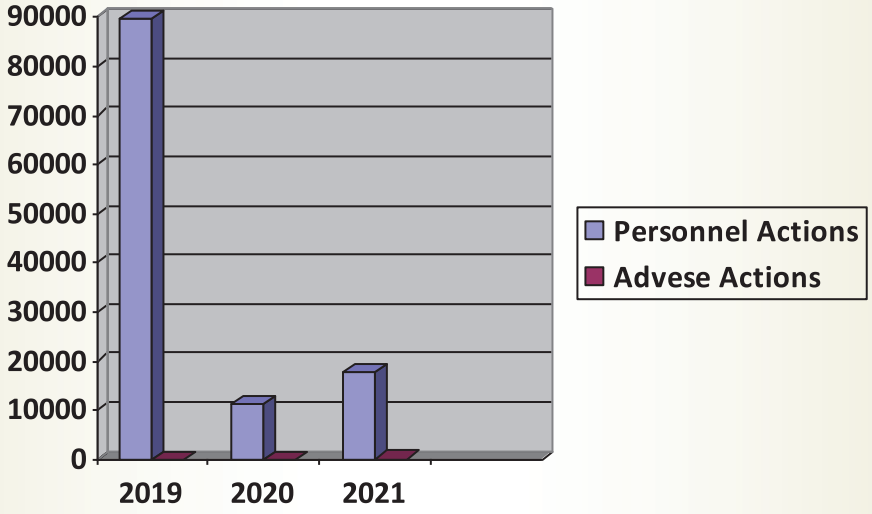


APPEALS/COMPLAINTS PER YEAR

	2019	2020	2021
Adverse Action	24	19	35
EEO	0	0	0
Furlough	1	0	**0**
Grievance	11	18	9
Mini-Hatch Act	0	0	0
Merit Bonus Appeal	0	0	0
Post Audit	11	11	16
Whistleblower	4	0	0



	2019	2020	2021
Personnel Actions	89700	11366	17738
Adverse Actions	24	19	79



CIVIL SERVICE COMMISSION STAFF

Daniel D. Leon Guerrero
Executive Director

DIRECTOR'S OFFICE STAFF

James P. Diaz
Administrative Services Officer

Christine P. Quinata
Special Projects Coordinator

LEGAL OFFICE STAFF

Eric D. Miller
Administrative Counsel

Susan L. Corbin
Legal Secretary III

PERSONNEL MANAGEMENT ADMIN STAFF

Roland P. Fejarang
Personnel Management Administrator

Marie P. Masnayan
Personnel Management Analyst III

Vickilynn . Sablan
Personnel Management Analyst III

Cynthia K.M. Camacho
Personnel Management Analyst II