



CIVIL SERVICE COMMISSION

Fiscal Year 2011, Citizen-Centric Report

GOALS

Our goal is to provide quality and efficient services in order to promote a healthy Merit System.

MISSION

Our mission is to administer the merit system by entertaining appeals or complaints from classified employees and providing a fair and equitable venue by which the appeals or complaints can be adjudicated.

Chairman, Luis R. Baza



Vice Chairman, Manuel R. Pinauin



Priscilla Tuncap

Lourdes Hongyee

John Smith

Daniel Leon Guerrero

Edith Pangelinan

HISTORY

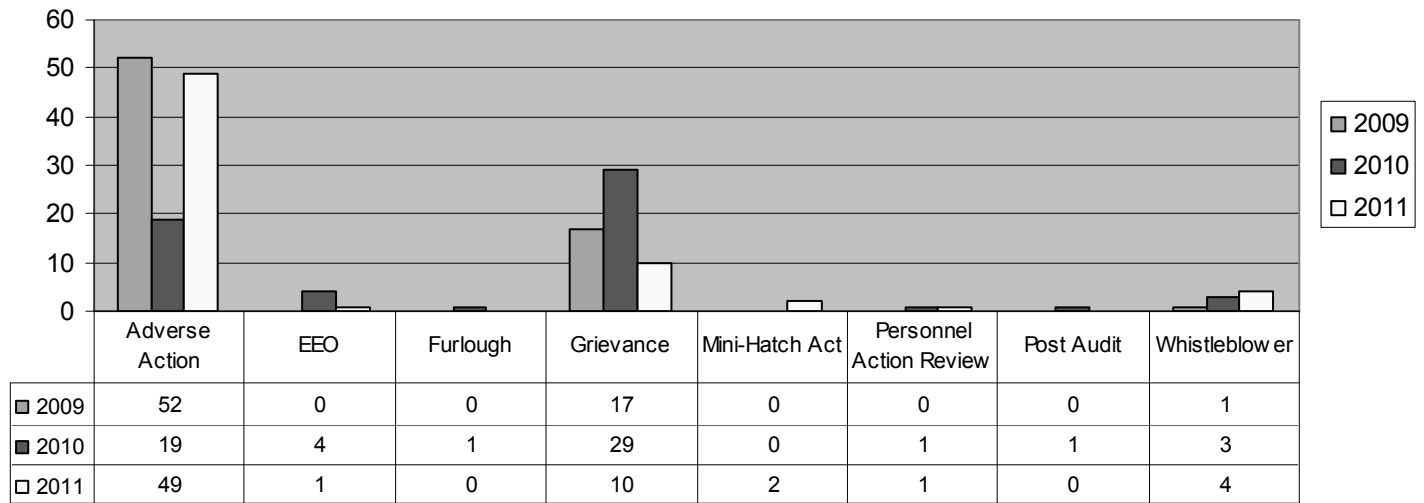
The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

“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.

HOW WE PERFORMED

APPEALS PER YEAR



APPEALS

The CSC saw a rebound of Adverse Action Appeals between 2010 and 2011. However, the number of Grievance Appeals declined. The number of appeals were solely determined by the employees themselves in direct relation to the number of actions administered and processed by the individual agencies.



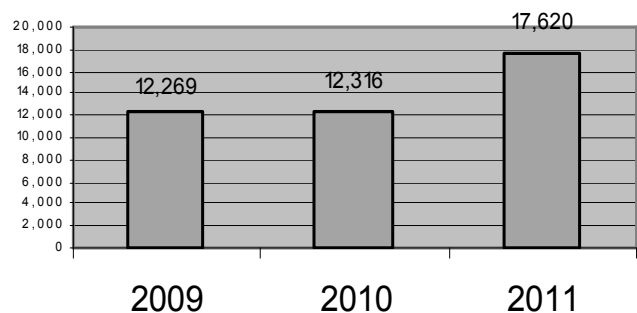
PERSONNEL ACTIONS REVIEWED PER YEAR

| | |
|------|--------|
| 2009 | 12,269 |
| 2010 | 12,316 |
| 2011 | 17,620 |

PERSONNEL ACTION REVIEW

The number of personnel actions submitted and reviewed increased between 2010 and 2011. This was probably due in part by a change of administration.

Personnel Actions Reviewed Per Year



APPROPRIATIONS/EXPENDITURE

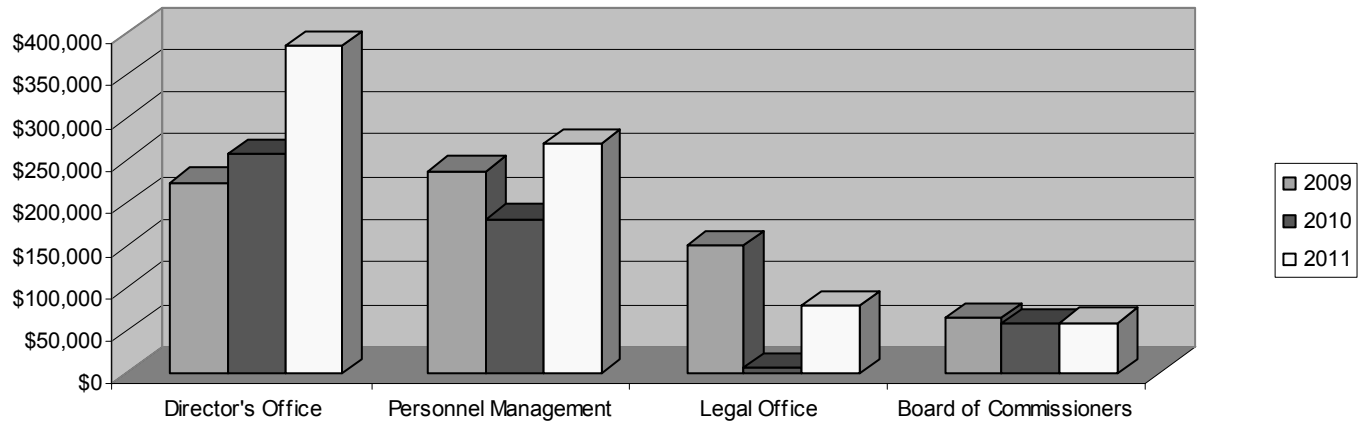
Appropriations

Director's Office
 Personnel Management
 Legal Office
 Board of Commissioners
TOTAL

| 2009 | 2010 | 2011 |
|------------------|------------------|------------------|
| \$223,428 | \$257,420 | 384,627 |
| \$237,572 | \$181,582 | 269,724 |
| \$149,600 | \$7,021 | 79,564 |
| \$64,647 | \$57,579 | 59,220 |
| \$675,247 | \$503,602 | \$793,135 |

Expenditure levels were fair with the allotted appropriations and with little variances. Although small, the agency managed to stay operational, but still required much needed supplies, capital improvements as well as technological development in terms of computer hardware, software and professional support.

Appropriations



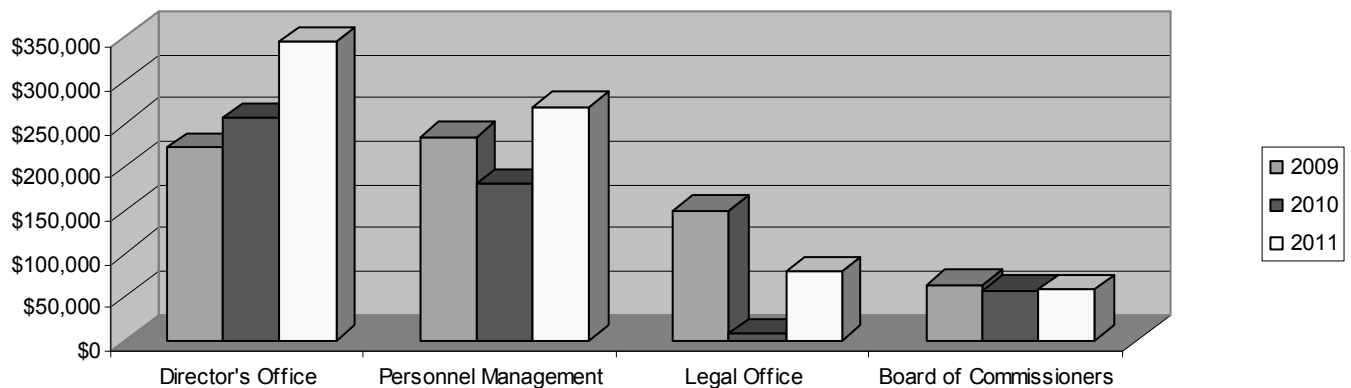
Expenditures

Director's Office
 Personnel Management
 Legal Office
 Board of Commissioners
TOTAL

| 2009 | 2010 | 2011 |
|------------------|------------------|------------------|
| \$223,048 | \$256,931 | 345,182 |
| \$235,045 | \$181,192 | 269,724 |
| \$149,600 | \$7,021 | 79,564 |
| \$64,647 | \$57,648 | 59,220 |
| \$672,340 | \$502,792 | \$753,690 |



Expenditures



FUTURE OUTLOOK

Our future outlook is to move toward a paperless environment by accomplishing milestones projects, utilizing all resources currently available within our government system, purchasing additional software/equipment and revising our current Standard Operating Procedures as well as our Rules. We are currently scanning all incoming documents and are making strides to scan all previously filed documents. We are also in the process of displaying and distributing all documents presented before our Commissioners via electronic tablets. Our office looks to also enhance its services by providing training for it's employees, providing more information via the internet and working collaboratively with our customers.

ACCOMPLISHMENTS

In 2011, our agency accomplished a major milestone by mandating all parties to file meeting packets and exhibits in both paper format and electronic format via Compact Disk (CD's). This milestone accomplishment eliminated the need to scan documents by our office staff. Paper filing is still necessary because we still lack computer tablets. Efforts are still underway to fully implement a computer tablet system for our commissioners to view documents and eliminate the need for paper filing.



BOARD OF COMMISSIONERS

Chairman, Luis R. Baza
Vice Chairman, Manuel R. Pinauin
Commissioner, Priscilla Tuncap
Commissioner, Lourdes Hongyee
Commissioner, John Smith
Commissioner, Dan Leon Guerrero
Commissioner, Edith Pangelinan

Jolene Duenas, Board Secretary

Alberto "Tony" A. Lamorena, Director
Sophia Diaz, Legal Counsel

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Rachel Paulino, Clerk Typist III

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