



# CIVIL SERVICE COMMISSION

Fiscal Year 2009, 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

Dan Leon Guerrero

Edith Pangelinan

## HISTORY

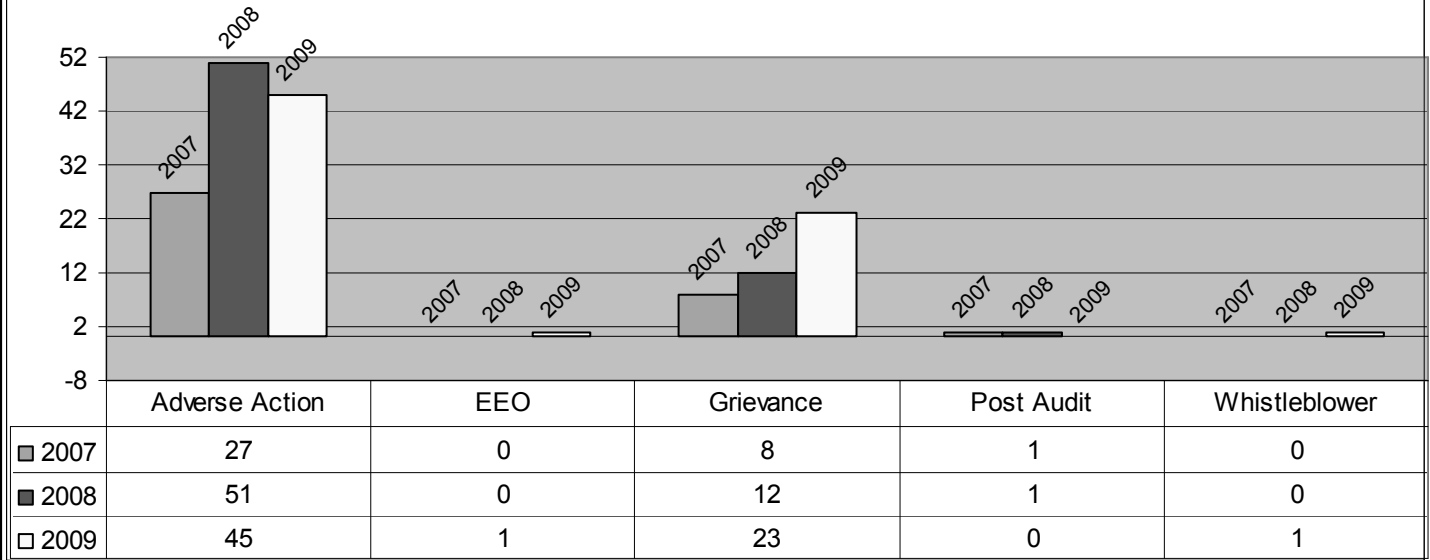
The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

“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 significant increase of Adverse Action Appeals between 2007 and 2008, but a slight decline in 2009. For the most part, Adverse Action Appeals accounted for the greater majority of all appeals, followed by Grievance Appeals, then by Post Audit Appeals. 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 government of Guam agencies.



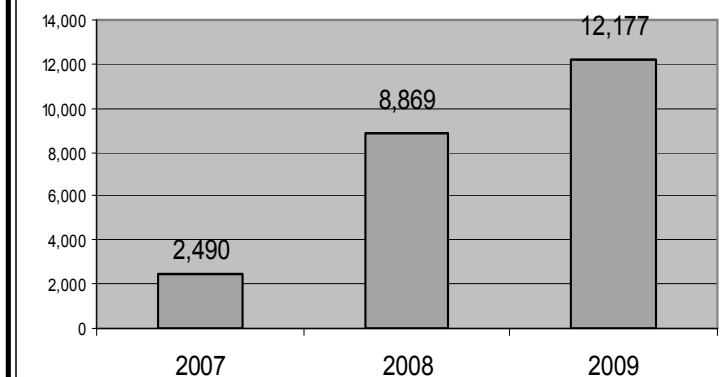
## PERSONNEL ACTIONS REVIEWED PER YEAR

2007	2,490
2008	8,869
2009	12,177

## PERSONNEL ACTION REVIEW

The number of personnel actions submitted and reviewed more than doubled between 2007 and 2008, but also increased in 2009. This was due in part by the enforcement of Title 4 GCA § 4403 (e).

## Personnel Actions Reviewed Per Year



# APPROPRIATIONS/EXPENDITURE

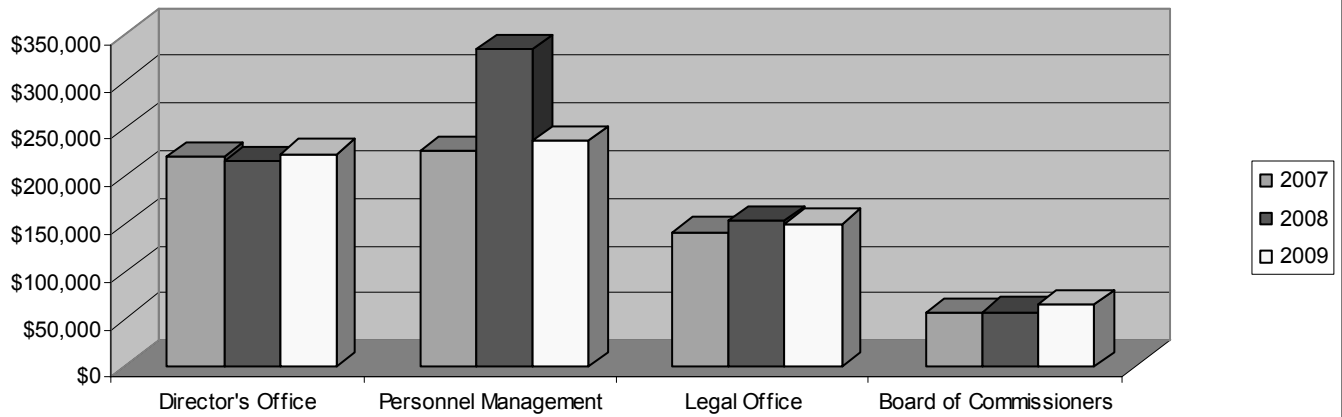
## Appropriations

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

2007	2008	2009
\$219,773	\$215,846	\$223,428
\$226,958	\$333,682	\$237,572
\$141,608	\$152,584	\$149,600
\$56,826	\$57,500	\$64,647
<b>\$645,165</b>	<b>\$759,612</b>	<b>\$675,247</b>

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**



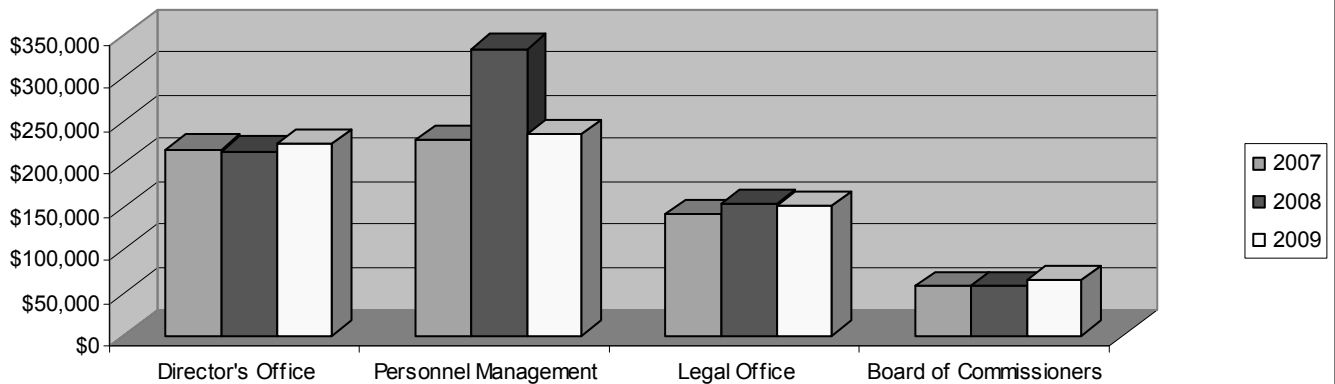
## Expenditures

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

2007	2008	2009
\$216,931	\$214,520	\$223,048
\$226,958	\$333,679	\$235,045
\$141,608	\$152,584	\$149,600
\$56,826	\$57,500	\$64,647
<b>\$642,323</b>	<b>\$758,283</b>	<b>\$672,340</b>



**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.

### BENEFITS

- Reduces or eliminates paper documents.
- Reduces or eliminates the need for storage space.
- Reduces manpower in order to process, file and store documents.
- Provides security measures through password protection.
- Provides faster retrieval of documents.

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.



### 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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