



LOURDES A. LEON GUERRERO
Governor
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Lieutenant Governor

CIVIL SERVICE COMMISSION
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DANIEL D. LEON GUERRERO
Executive Director

CSC Number: 2019-030

MEMORANDUM

DATE: July 17, 2019
TO: Luis R. Baza, Chairman; Juan K. Calvo, Vice-Chairman; and Commissioners, Civil Service Commission
FROM: Executive Director, Civil Service Commission
SUBJECT: Executive Director, Performance Evaluation

Hafa Adai:

Pursuant to 5 G.C.A., Chapter 43, Sections 43202 and 43203 – Boards and Commissions, which reads:

43202 – “The governing Board for all agencies, instrumentalities, or entities shall issue performance reviews of the Chief Executive selected for that agency six (6) months after appointment of the said Chief Executive and every twelve (12) months thereafter that the Chief Executive is retained by the Governing Board. Each performance review shall document the Chief Executive’s performance, accomplishments, and the respective Governing Board’s reasons for retaining the said Chief Executive.”

43203 – “The performance reviews required under this Act shall be made public and the availability of these reviews shall be published by the respective Governing Boards issuing the aforementioned reviews by newspaper of general circulation or by radio or television which is reasonably calculated to provide notice of the facts it announces to the public at large and posted on the agency, instrumentality or entity’s website.”

Pursuant to the above, I hereby submit the attached performance evaluation for the initial six (6) months evaluation period from January 15, 2019 to July 15, 2019, for your consideration.

Un Dangkolo Na Si Yu'os Ma'ase!

Daniel D. Leon Guerrero
Executive Director

Attch: Performance Evaluation

Executive Director, Civil Service Commission

Performance Evaluation

Executive Director's Name: Daniel D. Leon Guerrero

Initial Evaluation Period (Six Months)

Evaluation Period: January 15, 2019 to July 15, 2019

Pursuant to 5 G.C.A., Chapter 43, Sections 43202 and 43203 – Boards and Commissions

Executive Director, Civil Service Commission:

The Executive Director is appointed by the Civil Service Commission Board with the approval of the Governor, and with the advice and consent of the Legislature pursuant to 4 GCA §4405(a), and serves at the pleasure of the Governor.

Provides overall direction and administration of staff in support of Civil Service Commission's duties and responsibilities as follows: exercises executive and administrative authority; supervises the staff of the Commission; oversees the operations, budgeting programs and activities of the Commission; provides technical, legal, and administrative support to the Civil Service Commissioners in the adjudication of appeals and complaints.

EXAMPLES OF WORK:

Plans, organizes, directs, administers, and coordinates the overall activities of the Civil Service Commission (CSC).

Represents the CSC before the Governor, Legislature, government agencies and community organizations.

Provides administrative and technical support to the Civil Service Commission Board in the adjudication of adverse action appeals, grievances, furloughs, lay-offs, Equal Opportunity complaints, Public Employee Protection Act (aka Whistleblower Act); post audit complaints; Ethics In Procurement; notice of personnel action review; and political activity complaints.

Plans, prepares and submits the CSC budget.

Performs other related work as required.

DRAFT #5 (July 17, 2019)

NUMBERED TEMPORARILY:

ACCOMPLISHMENTS AND ACTIVITIES:

(DURING THE INITIAL SIX (6)-MONTHS EVALUATION PERIOD – JANUARY 15, 2019 TO JULY 15, 2019):

1. Reviewed, approved staff reports and recommendations of the CSC staff pertaining to adjudication of adverse action appeals, grievances, furloughs, lay-offs, Equal Opportunity complaints, Public Employment Protection Act(aka Whistle Blower), post audit complaints, Ethics in Procurement, personnel action review, and political complaints to be presented for the Civil Service Commission's approval.

2. Coordinated and testified at the Guam Legislature for the reconfirmation of Priscila T. Tuncap, and the confirmation of Juan K. Calvo and Julie L. Quinata, as Commissioners for the Civil Service Commission. Actively worked to recruit new candidates for the CSC Board, to maintain the full complement of seven (7) CSC Board members. Currently, an appointed candidate, Emilia Flores Rice, is scheduled to be confirm by the Guam Legislature in July of 2019, and another candidate is under consideration for appointment by the Office of the Governor

3. Conducted and coordinated with Office of Technology (OTEC), and vendors to successfully enhance the CSC website, and the Board's audio/video equipment recording problems. In January, 2019, the CSC website was inoperable and was not updated for over a year. As a result of the staff of CSC's collective efforts, we were able to obtain OTECH's assistance to resolve and repair the CSC website.

4. Initiated efforts in obtaining budget modification approvals from the Bureau of Budget and Management Research (BBMR) for board hearings of media announcements to be in

compliance with the Open Government Law for the remainder of FY 2019. Requested and granted approval for the continuation of the office space lease agreement for one (1) year commencing from April 1, 2019, to September 30, 2019. Approval was granted for the use of funds for employee's private vehicle mileage, and the purchase of office supplies. Working with GSA and Department of Administration in the acquisition of funding for the purchase of an official vehicle for CSC functions. CSC completed its request for CSC FY 2020 Budget with revisions to the functional statements, budget narratives, organization charts, and mandates, and was successful in securing certification from the Bureau of Budget & Management Research. Expedited the payment of outstanding invoices from vendors, processed outstanding purchase orders, and the facilitated the renewal of the Xerox Lease Copier one-year contract. Reviewed the projected expenditures for FY 2019 to ensure CSC stays within its budget ceiling, and accelerated the process to exhaust the unencumbered funding for office supplies, equipment, and staff training. Arranged for periodic maintenance of the facility with the landlord (Core Tech Development).

5. Composed the introductory mandates for the Guam Ethics Commission to start its operations to include the resources and required administrative support pursuant to Executive Order 2019-16, encompassing its directive relative to providing the Guam Ethics Commission with resources to conduct its required operations in light of its budgetary constraints. Comprised every aspect of a functional commission which included a Proposed Budget & Staffing Analysis containing an Organizational and Functional Chart, Bullet Points, and Standard Operating Procedures, were transmitted to the Lt. Governor for his review. Continued coordination with the Governor's staff in the planning stages in securing a budget, and staff to facility the first Ethics Commission Board meeting.

6. On March 7, 2019, the Commonwealth of the Northern Marianas Islands delegates of the Civil Service Commission and staff were hosted by the Guam Civil Service Commission.

Conducted a round-table discussion to address specific issues pertaining to the processing of complaints/hearings, conducting board meetings and related matters were discussed.

7. On March 15, 2019, prepared and submitted to the Governor's Office the Civil Service Commission's attributes for the 2019 Governor's State of the Territory Address.

8. Approved several CSC Standard Operating Procedures to comply with Office of Public Accountability's Standard Operating Procedure format. Ensure that CSC complies with all FOIA requests from the public and the media. Authorized the increase of the Government Employees' Wellness Program from one hour to three hours a week to enhance the wellness of the staff. Ensured that the CSC complies with the disability access laws.

9. Attended the Governor's Cabinet meetings and other meetings such as the Hagatna Master Plan Restoration and Redevelopment, Attorney General Training of Adverse Action and Open Government Law, Guam's Preparedness System, Office of Homeland Security and Proper Governmental Operations as part of the Administration's directive to keep Directors informed of the essential functions of government operations.

Performance Evaluation Criteria

1. Significantly below standard--unsatisfactory performance, seriously fails to meet established standards, cannot perform without direction.
2. Below standard--inconsistent performance, rarely exceeds established standards, requires supervision.
3. Standard--satisfactory performance, consistently meets but rarely exceeds established standards, requires assistance when major problems occur.
4. Above standard--above average performance, usually exceeds established standards, does not require direction, can anticipate and deal with problems independently.
5. Significantly above standard--exceptional performance, exceeds established standards, in full command of all aspects of the position.

Rating: Low					High
1	2	3	4	5	

SECTION A: RELATIONS WITH BOARD OF DIRECTORS/GOVERNANCE

1. Communicates necessary information openly and honestly in a timely and organized fashion.

Rating: Low					High
1	2	3	4	5	

2. Establishes and maintains positive and effective working relationships with the Board of Commissioners.

Rating: Low					High
1	2	3	4	5	

3. Conforms to Board policies and directives.

Rating: Low					High
1	2	3	4	5	

4. Demonstrates an understanding of differences between the administrative role of Executive Director and the policy-making role of the Board.

Rating: Low					High
1	2	3	4	5	

5. Synthesizes information and frames issues and questions in a manner for the Board.

Rating: Low High
1 2 3 4 5

6. Communicates to the Board regarding important aspects of the Commission's functions, operations, achievements, and areas of concern.

Rating: Low High
1 2 3 4 5

Comments, Section A: The Service - Conduct of Don is Certified
as above Average

SECTION B: PROGRAM DEVELOPMENT & MANAGEMENT

1. Develops, implements and supervises programs and services that are consistent with the Commission's mission and strategic plan.

Rating: Low High
1 2 3 4 5

2. Ensures ongoing program supervision and training for all program staff.

Rating: Low High
1 2 3 4 5

3. Encourages and supports all staff in updating their skills and knowledge necessary to ensure the most appropriate and effective services possible.

Rating: Low High
1 2 3 4 5

Comments, Section B: This factor is certified as Average Average

SECTION C: FINANCIAL MANAGEMENT

1. Oversees the development and management of the Commission's program and activities.

Rating: Low High
1 2 3 4 5

2. Ensures that the Civil Service Commission's operation is operated in accordance with laws, rules, and regulations; takes actions to improve the Civil Service Commission's operations.

Rating: Low High
1 2 3 4 5

Comments, Section C: This Factor is certified as Above Average.

SECTION D: STAFF MANAGEMENT AND RELATIONS

1. Establishes clear patterns of authority, responsibility, supervision, and communication with staff.

Rating: Low High
1 2 3 4 5

2. Delegates authority and monitors results appropriately.

Rating: Low High
1 2 3 4 5

3. Communicates necessary information in a timely and organized manner and invites and responds to staff needs and feedback in a timely manner.

Rating: Low High
1 2 3 4 5

4. Facilitates learning and development.

Rating: Low High
1 2 3 4 5

5. Develops and utilizes an effective set of personnel policies and procedures.

Rating: Low High
1 2 3 4 5

6. Applies a well-planned, fair and, effective system for hiring, motivating and maintaining a highly qualified staff.

Rating: Low High
1 2 3 4 5

6. Provides an open door environment where team members are comfortable discussing their concerns.

Rating: Low High
1 2 3 4 5

7. Oversees and utilizes a fair process of progressive disciplinary actions when warranted by employee actions and identifies and deals with personnel issues quickly and effectively.

Rating: Low High
1 2 3 4 5

Comments, Section D: This factor is certified as above average

SECTION E: LEADERSHIP AND RELATIONS WITH STAFF

1. Establishes and maintains positive and effective working relationships with all staff.

Rating: Low High
1 2 3 4 5

2. Models behaviors and attitudes which promote individual responsibility, programmatic and professional excellence and creative initiative.

Rating: Low High
1 2 3 4 5

3. Facilitates teamwork and collaboration.

Rating: Low High
1 2 3 4 5

4. Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.

Rating: Low High
1 2 3 4 5

5. Shares knowledge with others.

Rating: Low High
1 2 3 4 5

6. Delivers on commitments.

Rating: Low High
1 2 3 4 5

7. Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.

Rating: Low High
1 2 3 4 5

Comments, Section E: This factor is certified as appropriate.

SECTION F: CONDUCT

1. Ensures that the Civil Service Commission conducts itself at the highest standard of integrity and ethics.

Rating: Low High
1 2 3 4 5

2. Ensures that the Commission, its staff and its programs operate in compliance with all applicable local, state, and federal laws and regulations.

Rating: Low High
1 2 3 4 5

3. Develops, maintains, and fulfills contracts with other agencies when required and/or appropriate.

Rating: Low High
1 2 3 4 5

Comments, Section F: This factor is certified as Antire Orange.

JOB-RELATED STRENGTHS:

1. Technical Knowledge : Skills in CSC programs : activities (full range)
2. pertaining to the merit system for the government of Iowa.
3. _____
4. _____

PLANS TO STRENGTHEN PERFORMANCE:

1. Training + Development for Dan : his strength in Personnel Laws,
2. rules, classification : compensation, Social Security : EEO and
3. other CSC programs.
4. _____



**BEFORE THE
GUAM CIVIL SERVICE COMMISSION**



ORDER OF THE COMMISSION

In compliance with the 5 G.C.A., Chapter 43, §43202 and 43203, and in accordance with the laws annotated as Government Operations, Boards and Commissions, the Civil Service Commission Board members do hereby validate the initial evaluation period (six months) of the Executive Director of the Civil Service Commission.

IT IS SO ORDERED THIS 3rd DAY OF October, 2019.

LUIS R. BAZA
Chairperson

JUAN K. CALVO
Vice-Chairperson

PRISCILLA T. TUNCAP
Commissioner

JOHN SMITH
Commissioner

CATHERINE GAYLE
Commissioner

EMILIA F. RICE
Commissioner