BEFORE THE
GUAM CIVIL SERVICE COMMISSION
BOARD OF COMMISSIONERS

IN THE MATTER OF:
EDLYN M. DALISAY,
Employee,

vs.
OFFICE OF PUBLIC
ACCOUNTABILITY,
Management.

POST AUDIT CASE NO.: 17-PA02
ORDER AFTER HEARING

INTRODUCTION

This matter came before the Civil Service Commission for a post audit hearing on September 7, 2017. Present the Post Audit hearing were Roland Fejarang, Personnel Management Administrator, and Cynthia Camacho, Personnel Management Analyst II. Members of the Commission also present were Chairperson Edith Pangelinan, Vice-Chairperson Lourdes Hongyee, Priscilla T. Tuncap, John Smith, Catherine Gayle, and Michael G. Topasna. //

ORDER AFTER HEARING
Edlyn M. Dalisay vs. Office of Public Accountability
Post Audit Case No.: 17-PA02
By a vote of 6 to 0 the Civil Service Commission hereby approves the staff's Post-Audit Investigative Report.

SO ADJUDGED THIS 14th day of January 2019.

EDITH PANGELINAN
Chairperson

LOURDES HONGVEE
Vice-Chairperson

PRISCILLA T. TUNCAP
Commissioner

JOHN SMITH
Commissioner

CATHERINE GAYLE
Commissioner

MICHAEL G. TOPASNA
Commissioner

ORDER AFTER HEARING
Edlyn M. Dalsey vs. Office of Public Accountability
Post Audit Case No.: 17-PA02
POST AUDIT INVESTIGATIVE REPORT

THURSDAY, SEPTEMBER 7, 2017

EDLYN M. DALISAY
Employee

VS.

OFFICE OF PUBLIC ACCOUNTABILITY

CASE # 17-P-02

AUDIT

By a vote of 6-0, the Commission agreed with the Inspector General's findings on 6/27/17.
CIVIL SERVICE COMMISSION
STAFF ASSESSMENT REPORT

17-PA02

OPENING STATEMENT

THE CIVIL SERVICE COMMISSION IS NOW IN SESSION TO HEAR THE STAFF INVESTIGATIVE REPORT ON A POST AUDIT REQUEST FILED ON JUNE 6, 2017 REGARDING MS. EDLYN M. DALISAY, AUDITOR II, CLASSIFIED EMPLOYEE FOR THE OFFICE OF PUBLIC ACCOUNTABILITY, CASE NO. 17-PA02.

INTRODUCTION OF COMMISSIONERS AND STAFF

MY NAME IS EDITH PANGELINAN, CHAIRPERSON. COMMISSIONERS AND STAFF PRESENT ARE:

INTRODUCTION OF PMA AND CASE MANAGER

WILL THE PMA AND THE CASE MANAGER PLEASE INTRODUCE THEMSELVES FOR THE RECORD?

WE WILL NOW PROCEED WITH THE STAFF'S PRESENTATION OF THE INVESTIGATIVE REPORT OF THE REQUEST FOR THE BOARD'S CONSIDERATION.
CSC
DOCUMENTS
CIVIL SERVICE COMMISSION
STAFF INVESTIGATIVE REPORT
CASE NO.: 17-PA02

Prepared by: Maria P. Masnayon
Personnel Management Analyst III

August 11, 2017

1. REQUEST:

On May 18, 2017, the Civil Service Commission received a Transmittal of Form(s) from the Office of Public Accountability regarding an Amendment of a Personnel Action regarding Ms. Edlyn M. Dalisay, Auditor II

2. AUTHORITY:

a) 1 G.C.A., Chapter 9 Office of the Public Accountability §1907 (b) Post Audit.

Persons appointed and employed by the Office of Public Accountability in the classified service shall be subject to post-audit review by the Civil Service Commission, and such review shall be discretionary.

b) 4 G.C.A., §4403 (d). Complaints by Classified Employees.

(d) The Commission may investigate and set aside and declare null and void personnel action of an employee in the classified service if the Commission finds after conducting the necessary investigation that the personnel action was taken in violation of personnel laws and rules... [Cited in part].

3. BACKGROUND:

Upon reviewing Ms. Dalisay’s Personnel Action from Auditor I, K-02, $35,196 per annum or $16.92 per hour to Auditor II, M-01, $40,762 per annum or $19.60 per hour this matter was subject to an assessment.

This matter came before the Civil Service Commission for a post audit hearing on June 29, 2017. The post audit report was presented by myself, Maria Masnayon, Personnel Management Analyst III and also present was Mr. Roland Fejarang, Personnel Management Administrator. The four members of the Commission present were: Chairperson Edith Pangelinan, Vice-Chairperson Lourdes Hongeye, John Smith, and Priscilla Tuncap.
By a vote of 4 to 0 the Commission voted in favor of proceeding with an investigation.

This analyst had requested copies of Ms. Dalisay’s Probational Appointment personnel action which was dated January 25, 2016 to AUDITOR I, K-01; $33,911.00 per annum; $16.30 Per hour. Also requested and received was Ms. Dalisay’s Notification of Personnel Action for her Promotion FROM: AUDITOR I K-01; $33,901.00 Per Annum; $16.30 Per Hour TO: AUDITOR II; M-01; $40,762.00 Per Annum; $19.60 Per Hour

On August 9, 2017 at approximately 9:05 a.m. this analyst met and conferred with the following individuals:

Ms. Yukari B. Hechanova, Deputy Director, Office of Public Accountability
Ms. Marisol M. Andrade, Administrative Officer
Ms. Rodalyn May A. Gerardo, Special Assistant (note: she is unclassified)

During my meeting I had asked each of the above named individuals questions regarding their understanding on personnel matters, such as classification and compensation, understanding of personnel actions, rules and regulations of personnel matters, laws, policies and procedures. They do have copies of the Department of Administration Rules and Regulations and also the 4 Guam Code Annotated on hand to refer to.

Ms. Marisol informed me that she has some background because of some experience while assigned at Department of Agriculture however she does not have any formal training nor does Ms. Rodalyn.

With a staff of approximately sixteen (16), Ms. Marisol is the main person who handles the Public Accountability office personnel matters such as salary increments, promotions, amendments etc. with close guidance and assistance from the Department of Administration. In addition, Ms. Rodalyn also assists her. They work together.

Ms. Yukari being the Deputy Director reviews all personnel matters that are done in the office prior to any personnel documents being sent out. If there are any concerns they either seek out guidance from the Department of Administration, their Legal Counsel and also they have on board a Human Resource Consultant who is contracted with their office.

5. CONCLUSION:

After thoroughly reviewing Ms. Dalisay’s personnel actions and also after meeting with the Office of the Public Accountability personnel, it is found that the Office of Public Accountability is on the right track with regards to being in compliance with 1 G.C.A. Chapter 19 OFFICE OF THE PUBLIC ACCOUNTABILITY and in addition Ms. Dalisay’s Notice of Personnel Action Amendment No. OPA-NPA-17-19 was correctly done and no errors were found.
It is recommended that the Civil Service Commission sporadically monitor personnel actions from their office since this is a new law just to ensure that we are able to assist in matters that their office may need assistance and guidance in. Therefore, it is the recommendation of the undersigned that no further action be taken.

Respectfully submitted:

[Signature]
MARIA P. MASAYON
Personnel Management Analyst III

[Signature]
ROLAND P. FEJARANG
Personnel Management Administrator

[Signature]
PETER S. CALVO, Executive Director

Attachments
1. Pers Action Abs Rpt dtd May 2017
2. Emp Pers Action #OPA-NPA-17-19
3. CSC Memo No. 2017-12 subj: Not. Of Filing
4. CSC Staff Assess. Rpt dtd June 16, 2017
5. Emp Pers Action #A-246717
6. Emp Pers Action A-86927
MEMORANDUM

TO:                           Payroll Supervisor, Department of Administration
                               Director, Government of Guam Retirement Fund
                               Executive Director, Civil Service Commission

FROM:                        Public Auditor, Office of Public Accountability

SUBJECT:                     Transmittal of Form(s)

Hereewith submitted is a copy of the Notification of Personnel Action (NPA) for the following employee(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edlyn M. Dalisay</td>
<td>Auditor II</td>
<td>2/6/17</td>
<td>Amendment</td>
</tr>
</tbody>
</table>

Should you have any questions, please contact Marisol M. Andrade, Administrative Officer, at (671) 475-0390 ext. 201.

Sincerely,

DORIS FLORES BROOKS, CPA, CGFM

Attachment(s)

cc: Personnel File
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDITOR II</td>
<td></td>
</tr>
<tr>
<td>2-04-82</td>
<td></td>
</tr>
<tr>
<td>8% Basic Salary as an Office of Policy</td>
<td></td>
</tr>
<tr>
<td>Officer of Public Accountability</td>
<td></td>
</tr>
<tr>
<td>Officer of Public Accountability</td>
<td></td>
</tr>
<tr>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td></td>
</tr>
<tr>
<td>Next Increase: 2-04-82</td>
<td></td>
</tr>
<tr>
<td>Separation Date: 4-30-77</td>
<td></td>
</tr>
<tr>
<td>OF-318</td>
<td></td>
</tr>
<tr>
<td>FIM Action Date</td>
<td></td>
</tr>
<tr>
<td>Work Schedule: FULL-TIME</td>
<td></td>
</tr>
<tr>
<td>30-Stores</td>
<td></td>
</tr>
<tr>
<td>Retirement Type: DEFINED CONTRIBUTION REDUCTION</td>
<td></td>
</tr>
<tr>
<td>Recommended Jacket No:</td>
<td></td>
</tr>
</tbody>
</table>

This action amend the former: Pay Range, Step and Salary Oranges on Department of Administration.

Notification of Personnel Action No. A-2467: Promotion, to become K.02 $55.96 per annum for $10.02 per hour for K.01 $49.94 per annum for $8.34 per hour.
CIVIL SERVICE COMMISSION
Kumision I Setbision Sibit
GOVERNMENT OF GUAM
I Gobienon Guahan
P O Box 2950 • Hagatna Guam 96932
Tel (671) 647-1855/1857 • Fax (671) 647-1867
Website: csc.guam.gov

CSC NO. 2017-12 June 6, 2017

MEMORANDUM

TO: Ms. Doris Flores Brooks, Public Auditor, Office of Public Accountability

FROM: Executive Director, Civil Service Commission

SUBJECT: NOTICE OF FILING – Ms Edlyn M. Dalisay, Auditor II, Re: Amendment (Case No. 17-PA02)

Hafa Adai! Please be advised that on May 18, 2017 the Civil Service Commission received a Transmittal of Forms from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dalisay, Auditor II.

Upon reviewing Ms. Dalisay’s Personnel Action regarding Ms. Dalisay’s amendment from Auditor I, K-02, $35,196 per annum or $16.92 per hour to Auditor II, M-01, $40,762 per annum or $19.60 per hour this matter is now subject to assessment and will be scheduled for the same before the Commission. This is in accordance with 1 GCA Chapter 9 Office of the Public Accountability §1907 (b). You will be advised of the date of any such assessment presentation and determination in advance.

You are not required under the Commission’s procedures to undertake any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency’s point of contact with regard to this matter, please have that individual submit an entry of appearance referencing this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Manayan, Personnel Management Analyst III at 647-1855-57 or via email at maria.manayan@csc.guam.gov.

A copy of the complaint is attached for your records and review.

PETER S. CALVO

ee: Chrono

attachment
MEMORANDUM

TO:     Mr. David Henry, Deputy Public Auditor, Office of Public Accountability

FROM:   Assistant Director, Civil Service Commission

SUBJECT: NOTICE OF HEARING, Ms. Edynn M. Dalisay, Auditor II, Re: Amendment (Case No. 17-P-162)

Hafa Adai! Please be advised that on May 18, 2017 the Civil Service Commission, received a
Complaint filed by Ms. Edynn M. Dalisay, Auditor II, Re: Amendment (Case No. 17-P-162). The
Complaint alleged that the Office of the Public Accountability subjected Ms. Edynn M. Dalisay, Auditor II
to a disciplinary action for alleged misconduct.

Upon receipt of the Complaint, the Civil Service Commission has conducted an investigation and has
concluded that there is sufficient evidence to warrant a hearing. The hearing will be held on June 8, 2017
at 10:00 a.m. at the Civil Service Commission, Office of the Chairman, 16th Floor, Government Center,
Hagatna, Guam.

If you have any questions or concerns regarding this matter, please contact the Civil Service
Commission at 671-488-4083. A copy of the Complaint is attached for your review.

Sincerely,

Peter R. Calvo
CIVIL SERVICE COMMISSION
Kumision I Setbision Sibit
GOVERNMENT OF GUAM
I Gobietnon Guahan
P. O. Box 2950 • Hagåtha, Guam 96932
Tel: (671) 847-1855/1857 • Fax: (671) 847-1867
Website: csc.guam.gov

CIVIL SERVICE COMMISSION
STAFF ASSESSMENT REPORT

Prepared by: Maria P. Masrayon
Personnel Management Analyst III
Case No.: 17-PA02

June 16, 2017

I. REQUEST:

On May 18, 2017, the Civil Service Commission received a Transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of a Personnel Action on Ms. Edlyn M. Dalisay, Auditor II

II. BACKGROUND:

Upon reviewing Ms. Dalisay’s Personnel Action from Auditor I, K-02, $35,196 per annum or $16.92 per hour to Auditor II, M-01, $40,762 per annum or $19.60 per hour this matter is now subject to an assessment.

III. AUTHORITY:

a) 1 G.C.A., Chapter 9 Office of the Public Accountability §1907 (h) Post Audit.

Persons appointed and employed by the Office of Public Accountability in the classified service shall be subject to post-audit review by the Civil Service Commission, and such review shall be discretionary.

b) 4 G.C.A., § 4403 (d). Complaints by Classified Employees.

(d) The Commission may investigate and set aside and declare null and void personnel action of an employee in the classified service if the Commission finds after conducting the necessary investigation that the personnel action was taken in violation of personnel laws and rules... [cited in part]
IV. ASSESSMENT:

After further review of the documents submitted by Public Auditor and also upon review of the appropriate rules and regulations the staff finds that in accordance with 1 GCA Chapter 9 Office of the Public Accountability §1907 (1)(c) Post Audit it is within the Civil Service Commissions discretion to review Ms. Dalisays' Personnel Action regarding her amendment of her promotion from Auditor I, K-02, $35,149 per annum or $16.92 per hour to Auditor II, M-01, $40,762 per annum or $19.60 per hour.

V. RECOMMENDATION:

It is recommended that an investigation be conducted on this matter.

Respectfully submitted:

[Signature]
MARIA P. MAIGAYON
Personnel Management Analyst III

[Signature]
ROLAND P. FEJARANG
Personnel Management Administrator

[Signature]
PETER S. CALVO
Executive Director

Attachments
1. Pers Action Abs Rept dtd May 2017
2. Emp Pers Action #OPA-NPA.17.19
3. CNC Memo No 2017-12 subj: Not. Of Piling
<table>
<thead>
<tr>
<th>Action</th>
<th>Position Number</th>
<th>Position (Name)</th>
<th>Grade / Step</th>
<th>From Position Date</th>
<th>From Grade / Step</th>
<th>To Position Date</th>
<th>To Grade / Step</th>
<th>CCS Review and Comments</th>
</tr>
</thead>
</table>

May 2017

PERSONNEL ACTION ABSTRACT REPORT

CIVIL SERVICE COMMISSION
MEMORANDUM

TO: Payroll Supervisor, Department of Administration
   Director, Government of Guam Retirement Fund
   Executive Director, Civil Service Commission

FROM: Public Auditor, Office of Public Accountability

SUBJECT: Transmittal of Form(s)

Herewith submitted is a copy of the Notification of Personnel Action (NPA) for the following employee(s):

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<td>Amendment</td>
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Should you have any questions, please contact Marisol M. Andrade, Administrative Officer, at (671) 475-0390 ext. 201.

Sincerely,

DORIS FLORES BROOKS, CPA, CGFM

Attachment(s)

cc: Personnel File
<table>
<thead>
<tr>
<th>NAME: Mrs. Melville</th>
<th>TO: Personnel</th>
<th>FROM: 2/1/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Date: 2/1/2017</td>
<td>2/28/2017</td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td>Legal Authority: Office of Public Accountability</td>
<td>Office of Public Accountability</td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td>Last Increment: 2/28/2017</td>
<td>Separation Date: 2/28/2017</td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td>Action No.: OPA-SP01-17-19</td>
<td>PMIS Action Date: 4/2/2017</td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td>Work Schedule: 11:11-11:11</td>
<td>Request ID: OPA-17-34</td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td>Retirement Type: DC - DEFINED CONTRIBUTION REDUCTION</td>
<td>Personnel Jacket No.</td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td>REMARKS: THIS ACTION AMENDS THE &quot;FROM&quot; PAY RANGE TO 50% AND &quot;TO&quot; PAY RANGE TO 100% ON DEPARTMENT OF ADMINISTRATION</td>
<td></td>
<td>12:01:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:01:00 PM</td>
</tr>
</tbody>
</table>

Attn 2
MEMORANDUM

TO: Ms. Doris Flores Brooks, Public Auditor, Office of Public Accountability

FROM: Executive Director, Civil Service Commission

SUBJECT: NOTICE OF FILING – Ms Edlyn M. Dalisay, Auditor II, Re: Amendment (Case No. 17-PA02)

Hafa Adai! Please be advised that on May 18, 2017 the Civil Service Commission received a Transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dalisay, Auditor II.

Upon reviewing Ms. Dalisay’s Personnel Action regarding Ms. Dalisay’s amendment from Auditor I. K-02. $35,196 per annum or $16.92 per hour to Auditor II. M-01. $40,762 per annum or $19.60 per hour this matter is now subject to assessment and will be scheduled for the same before the Commission. This is in accordance with 1 GCA Chapter 9 Office of the Public Accountability §1907 (h). You will be advised of the date of any such assessment presentation and determination in advance.

You are not required under the Commission’s procedures to undertake any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency’s point of contact with regard to this matter, please have that individual submit an entry of appearance referencing this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Masnayon, Personnel Management Analyst III at 647-1855/57 or via email at maria.masnayon@esc.guam.gov.

A copy of the complaint is attached for your records and review.

cc: Chrono

PETER S. CALVO

[Signature]

ORIGIN
MEMORANDUM

TO:       Ms. Daris Flores Brooks, Public Auditor, Office of Public Accountability

FROM:     Executive Director, Civil Service Commission

SUBJECT:  NOTICE OF FILING, Ms. Edlyn M. Dallas, Auditor II

Res: Amendment (Case No. 17-J.02)

June 6, 2017

Ms. Dallas, please be advised that on May 18, 2017 the Civil Service Commission received a Complainant’s Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dallas, Auditor II.

Upon reviewing Ms. Dallas’s Personal Action regarding Ms. Dallas’s amendment from Auditor I, K-02, $33,166 per annum or $6.02 per hour to Auditor II, $40,762 per annum or $19.60 per hour, this matter is now subject to amendment and will be scheduled for the same hearing before the Commission. This is in accordance with 1 GCA Chapter 9 Office of the Public Accountability 1997 (b). You will be advised of the date of any such amendment hearing and determination to advance.

You are not required under the Commission’s procedures to understand any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency’s point of contact with regard to this matter, please have the individual submit an entry of appearance referring to this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Mangaray, Personnel Management Analyst III at 841-1825 or via email at mangarayma@guam.gov.

A copy of the complaint is attached for your review and action.

PETER S. CALVO

Transmission Report

Date Time: 06-09-2017 10:05:02 a.m.  Transmit Header Text: Local Name 1: CIVIL SERVICE COMMISSION

This document: Confirmed
(reduced sample and details below)

Document size: 8.5"x11"

CIVIL SERVICE COMMISSION
Kumim I Sebatin Siblit
GOVERNMENT OF GUAM
1 Gutenberg Guam
P.O. Box 3580, Hagatna, Guam 96922
Tel: 671-475-3054 Fax: 671-475-3090
www.csc.gu.gov

CSC NO. 2017-12

June 6, 2017

MEMORANDUM

TO:       Ms. Daris Flores Brooks, Public Auditor, Office of Public Accountability

FROM:     Executive Director, Civil Service Commission

SUBJECT:  NOTICE OF FILING, Ms. Edlyn M. Dallas, Auditor II

Res: Amendment (Case No. 17-J.02)

June 6, 2017

Ms. Dallas, please be advised that on May 18, 2017 the Civil Service Commission received a Complainant’s Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dallas, Auditor II.

Upon reviewing Ms. Dallas’s Personal Action regarding Ms. Dallas’s amendment from Auditor I, K-02, $33,166 per annum or $6.02 per hour to Auditor II, $40,762 per annum or $19.60 per hour, this matter is now subject to amendment and will be scheduled for the same hearing before the Commission. This is in accordance with 1 GCA Chapter 9 Office of the Public Accountability 1997 (b). You will be advised of the date of any such amendment hearing and determination to advance.

You are not required under the Commission’s procedures to understand any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency’s point of contact with regard to this matter, please have the individual submit an entry of appearance referring to this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Mangaray, Personnel Management Analyst III at 841-1825 or via email at mangarayma@guam.gov.

A copy of the complaint is attached for your review and action.

PETER S. CALVO
Government of Guam
Department of Administration
Notification of Personnel Action

1. Fullname: DALISAY, EDLYN M
2. Date of Birth: 
3. SSN: 
4. Date: 4/27/2017

5. Nature of Action: Promotion
6. Effective Date: 2/6/2017
7. Legal Authority: RULE 6.002

FROM
AUDITOR I
K 01 $33,911.00 Per Annum
$16.30 Per Hour

OFFICE OF PUBLIC ACCOUNTABILITY
10. DEPARTMENT OF PUBLIC ACCOUNTABILITY
11. DIV./SECTION
OFFICE OF PUBLIC ACCOUNTABILITY
12. POSITION NO.

NEXT INCREMENT: 2/26/2018
Action No.: B-30001
Work Schedule: FULL-TIME
Retirement Type: DC
FEDERAL CONTRIBUTION DEDUCTION: 0
Request ID: 9149037

REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.

RECEIVED
OFFICE OF PUBLIC ACCOUNTABILITY
BY:  
DATE: 04-28-17
TIME: 3:00 PM

For: SHANE G.L. NGATA
HUMAN RESOURCES MANAGER
Government of Guam
Department of Administration
Notification of Personnel Action

1. Name
DALISAY, EDLYN M

2. Date of Birth

3. SSN

4. Date
7/11/2017

5. Nature of Action:
Probational Appointment

6. Effective Date:
1/25/2016

7. Legal Authority:
RULE 4.602

8. POSITION TITLE
AUDITOR I

9. PAY GRADE/STEP
K -01

10. DEPARTMENT
OFFICE OF PUBLIC ACCOUNTABILITY

11. DIV. / SECTION
OFFICE OF PUBLIC ACCOUNTABILITY

12. POSITION NO.
12

Next Increment Dt: 3/25/2017
Action No.: A-50927
Work Schedule: FULL-TIME
Retirement Type: DC \ DEFEERED CONTRIBUTION DEDUCTION

Exp / Separation Date: 1/26/2016
PMIS Action Date: 1/26/2016
Request ID: JPA-75-32

Bdgt Acct No:

JON:

Rmks: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAW, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.

EMPLOYMENT IS SUBJECT TO SATISFACTORY COMPLETION OF A MEDICAL EXAMINATION AND MANDATORY DRUG TEST.


ENTITLEMENT DATE FOR BASIC LIFE INSURANCE IS 07/25/2016. YOU HAVE THIRTY-ONE (31) DAYS AFTER ENTITLEMENT DATE TO ELECT SUPPLEMENTSAL COVERAGE.

TEMPORARY WAIVER OF PHYSICAL EXAMINATION REQUESTED BY APPOINTING AUTHORITY AND AUTHORIZED PURSUANT TO RULE 9.004 AND DOA CIRCULAR 2011-017.

For: SHANE F. NGATA
HUMAN RESOURCES MANAGER