



CIVIL SERVICE COMMISSION

Fiscal Year 2013, 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

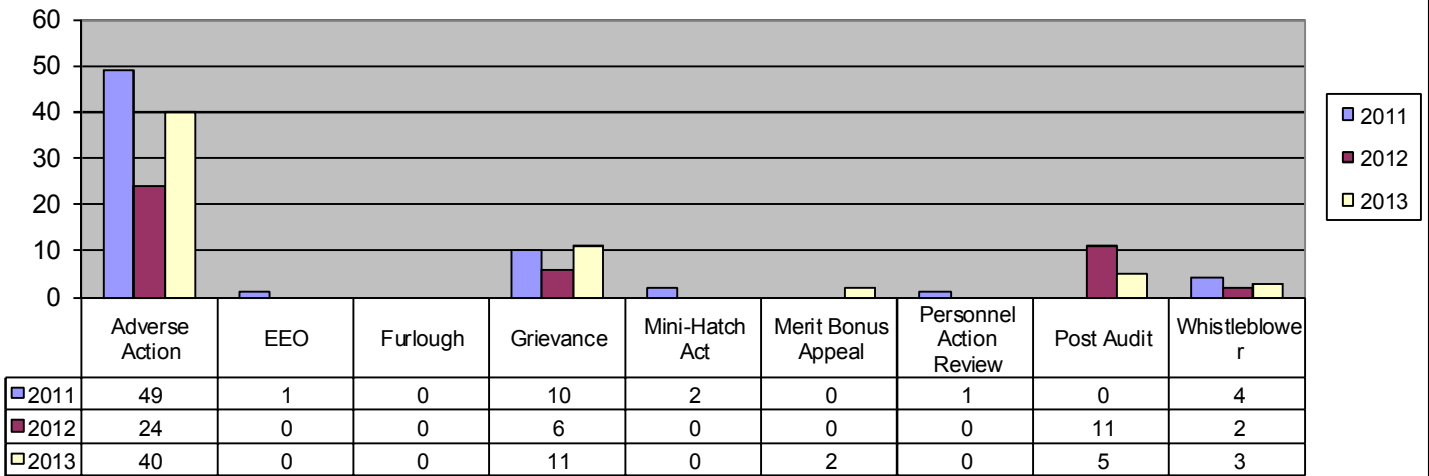
The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

“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 number of Adverse Action and Grievance cases filed at the CSC almost doubled between 2012 and 2013, while the number of Post Audit cases declined by more than half. 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.



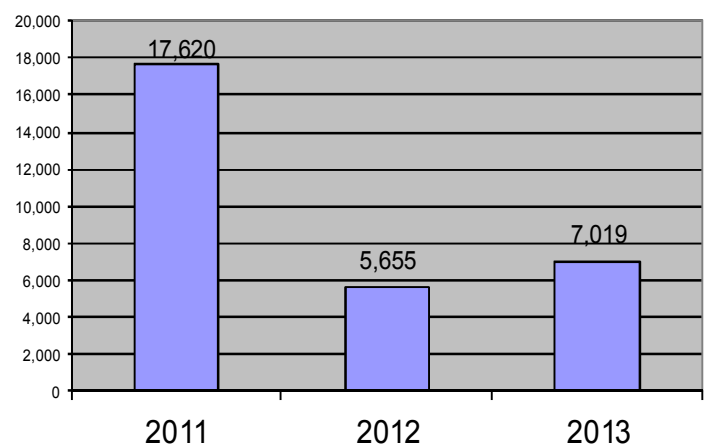
PERSONNEL ACTIONS REVIEWED PER YEAR

2011	17,620
2012	5,655
2013	7,019

PERSONNEL ACTION REVIEW

The number of personnel actions submitted and reviewed slightly increased between 2012 and 2013. Actions reviewed are completely dependant upon the timely submission of the various agencies.

Personnel Actions Reviewed Per Year



APPROPRIATIONS/EXPENDITURE

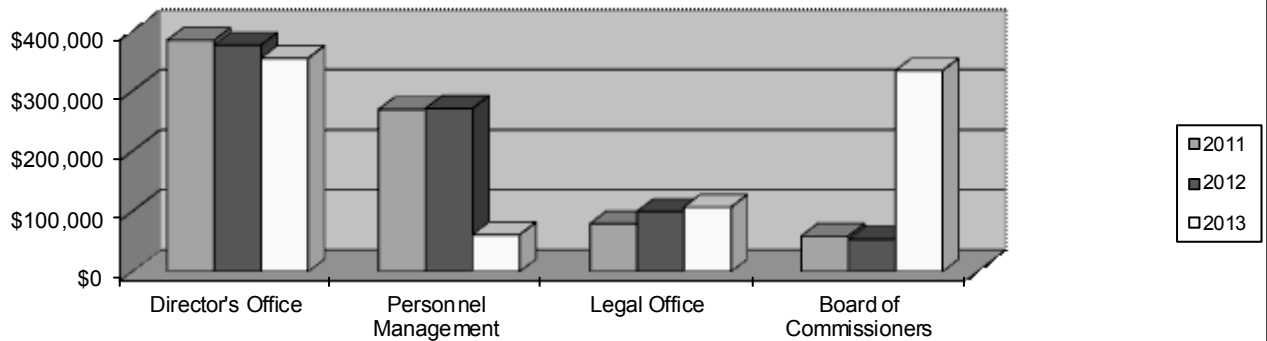
Appropriations

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

2011	2012	2013
\$384,627	\$376,823	\$354,914
\$269,724	\$271,534	\$61,548
\$79,564	\$99,977	\$107,295
\$59,220	\$53,989	\$334,254
\$793,135	\$802,323	\$858,011

Appropriation and Expenditure Level for the past 3 years is consistence with the administrative function of the Commission. However, a slight increase of appropriation can be recognized in the Salary category which is attributed to the implementation of the Hay Study for each employee. The Commission is looking forward in implementing ways to reduce cost by eliminating the Reproduction of Document needed for each and every cases presented to the Commission, by introducing Automated method in Viewing Cases by using new technology such as a Notebooks or IPads for each Commissioner and the creation of an Administrative Law Judge to address and adjudicates cases under the direction of the Chairman.

Appropriations



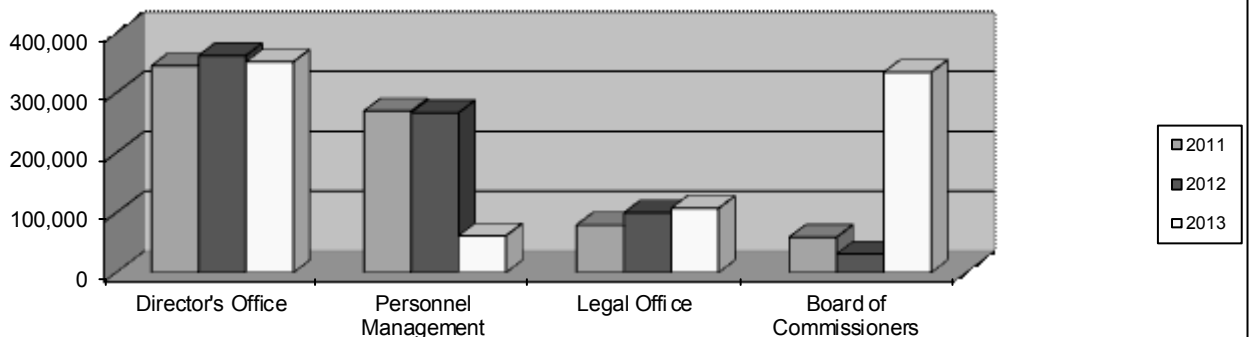
Expenditures

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

2011	2012	2013
\$345,182	\$362,348	\$351,747
\$269,724	\$266,896	\$61,546
\$79,564	\$99,977	\$107,294
\$59,220	\$31,274	\$334,253
\$753,690	\$760,495	\$854,841



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 its employees, providing more information via the internet and working collaboratively with our customers.

ACCOMPLISHMENTS

In 2013, our agency continued to accomplish 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

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Maria Masnayon, Personnel Management Analyst III
Rachel Paulino, Clerk Typist III

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