

CIVIL SERVICE COMMISSION

Fiscal Year 2021

Citizen Centric Report

Website: www.csc.guam.gov



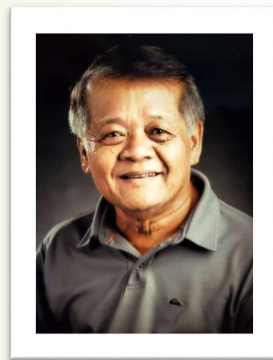
HISTORY

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

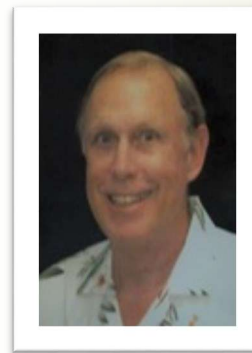
“The legislature shall establish a merit system and, as far as practicable, appointments and promotions shall be made in accordance with such merit system. The Government of Guam may by law establish a Civil Service Commission to administer the merit system. Members of the Commission may be removed as 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.

BOARD OF COMMISSIONERS



JUAN K. CALVO
CHAIRMAN



JOHN A. SMITH
VICE-CHAIRMAN



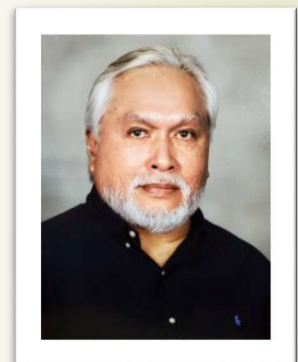
PRISCILLA T. TUNCAP
COMMISSIONER



EMILIA RICE
COMMISSIONER



ROBERT C. TAITANO
COMMISSIONER



ANTHONY P. BENAVENTE
COMMISSIONER

“Civil Service Commission is the Vanguard of the Merit System.”

- The Commission hears appeals from the adverse actions taken to suspend, demote, or dismiss an employee from the classified service.
- If such right of appeal to the Commission is established in the personnel rules governing the employee.
- However, it may not hear any appeal of an action taken to suspend, demote and dismiss an employee of the Government of Guam who has not been hired through the competitive hiring procedures of the personnel rules of the Government of Guam, as such personnel rules is required at the time of the hiring of the employee, nor any unclassified employee.
- The provisions above shall not apply to the Judiciary or *I Liheslaturan Guahan* (Legislature) in compliance with the doctrine of Separation of Powers.
- Unless such separate Branch opts out to make them applicable by submitting to the jurisdiction of the Commission.
- All reference to classified employees will be deemed to mean classified employees of the Executive Branch, including agencies and authorities.
- The jurisdiction of the Commission shall not extend to academic personnel of the Guam Community College and the University of Guam.
- Except upon mutual consent by the governing board of the respective institution and the Commission, not to any position or person, appeal or proceeding of whatever kind or description if the position is denominated “unclassified” in the title.
- Except to the extent explicitly permitted in this section, nor shall jurisdiction extend to the determination of whether it is practicable to place a position in the classified service.
- The Commission serves the Government of Guam consisting of about sixty-five (65) agencies to include line agencies, autonomous, semi-autonomous, and instrumentalities of the Government of Guam with over 11,000 employees through the government.

Civil Service Commission and the Covid-19 Pandemic Emergency

The Covid-19 pandemic created a vast challenge to Guam and the Civil Service Commission requiring mental focus in the implementation of constant changing restraints in the health and safety protocols to be able to make the office safe.

On March 2020, Guam's initial Covid-19 infections and deaths occurred. The Governor declared a pandemic emergency, ordered island wide "lockdown," and declared PCOR-1 to thwart the spread of Covid-19. The CSC was categorized as a nonessential agency during the emergency. During that period the staff remained at home and worked remotely.

The CSC Team worked at home and occasionally in the office to update board calendars, receive email documents, appeals, adverse actions, complaints, and provided guidance and post audit personnel actions while concurrently redesigning the office to make necessary changes to enhance a safe environment.

After seventy-seven (77) days, the Team returned to work and instantly organized and implemented safety protocols. CSC staff held zoom meetings to be informed on new protocols, coordinated work efforts, and updates. On May 28, 2020 the Civil Service Commission restarted business.

CSC was well-organized in acquiring supplemental resources to deal with Covid-19 Emergency. CSC procured Covid-19 protective equipment, sanitation supplies, and acrylic splash shields. In addition it made major upgrades to the inflexible and slow CSC website to enable live streaming of board hearings, activation of zoom hearings, software upgrades, televisions, Ipads, and related devices to conform to essential safety protocols in order to conduct business in a safe manner and further formulating agency Covid-19 safety protocols.

In October 2020, CSC experienced another Covid-19 crises due to an upward spike of Covid-19 infections. The Governor declared PCOR-1. After two-and-a half months, due to the community's support, the Covid-19 infections decelerated and the Governor declared PCOR-2 that was less restrictive effective January 15, 2021.

The pandemic crisis forced the rescheduling of board appeal hearings for adverse action appeals, grievance appeals, and personnel action reviews.

The CSC Team thanks the CSC Commissioners for their support, patience, hard work, and dedication in the performance of its duties and responsibilities, especially during the pandemic emergencies.

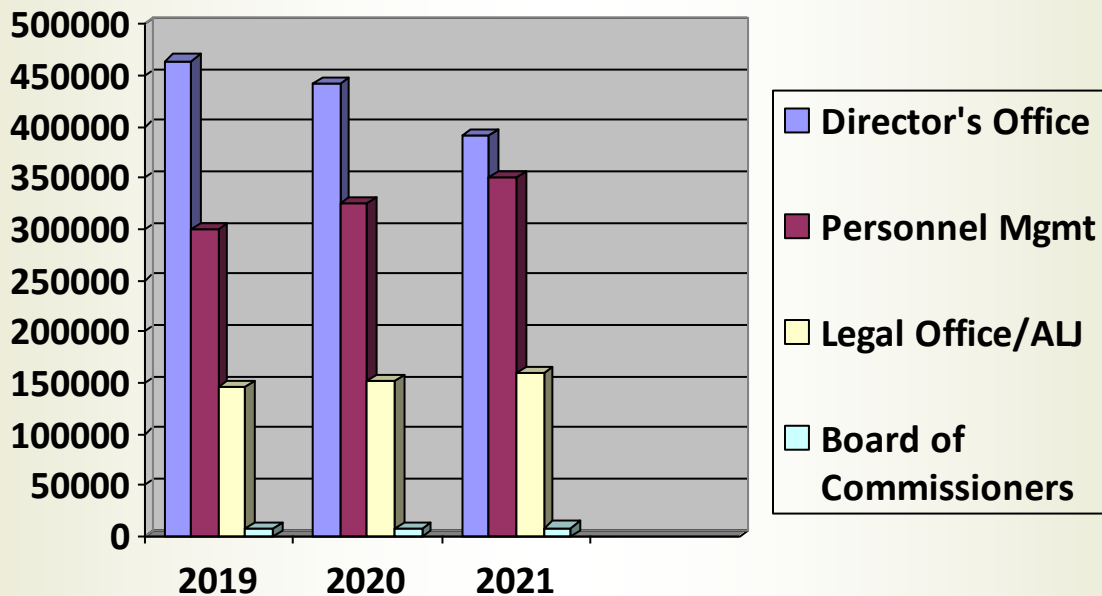
Special thanks to the Governor Lou A. Leon Guerrero, Lt. Governor Josh F. Tenorio and staff for their successful leadership, plans, and efforts in mitigating Covid-19 pandemic. Thank you Guam Legislature for supporting the Civil Service Commission.

Finally, CSC, extends a huge thanks to the people of Guam that worked tirelessly to continue to provide essential and normal services to make life more sustainable on Guam.

Biba Guam!

APPROPRIATIONS

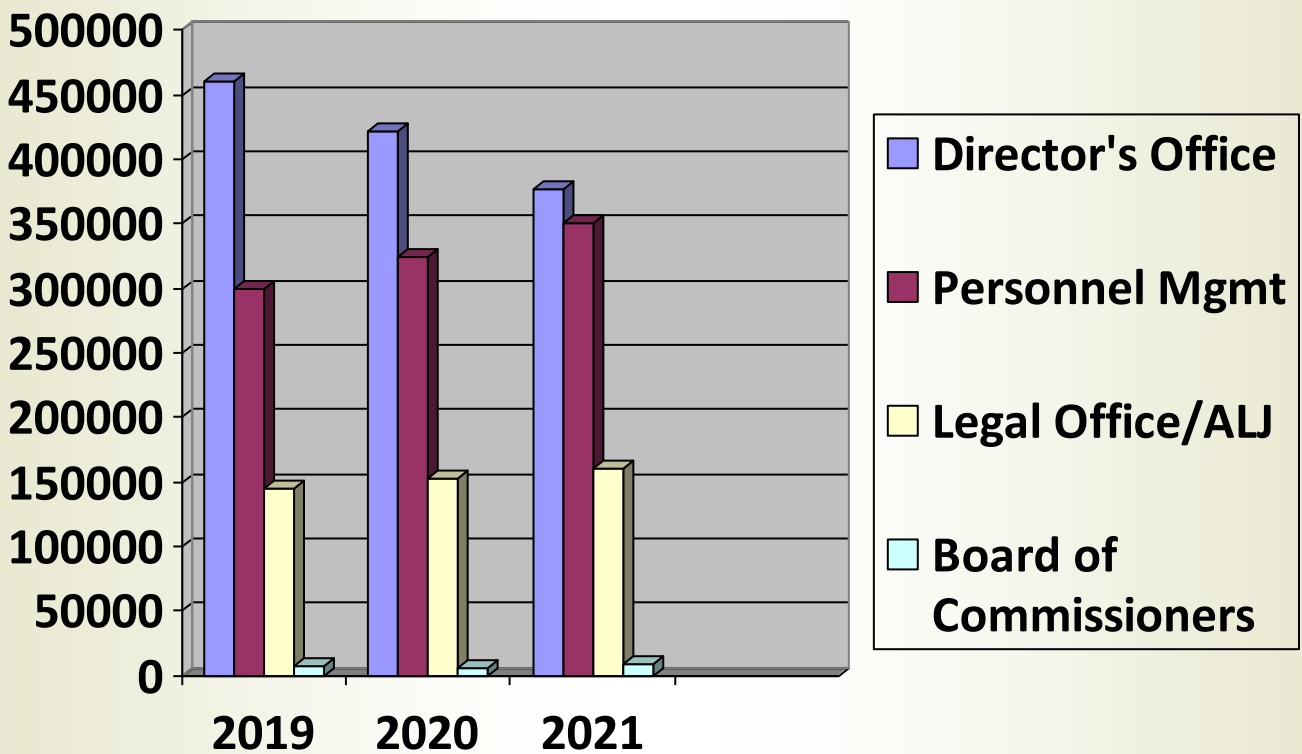
| | 2019 | 2020 | 2021 |
|--------------------------|---------------|---------------|---------------|
| Directors Office | \$ 464,623.00 | \$ 441,743.00 | \$ 391,299.00 |
| Personnel Manage- | \$ 299,770.00 | \$ 324,796.00 | \$ 350,591.00 |
| Legal Office /ALJ | \$ 145,476.00 | \$ 151,296.00 | \$ 159,786.00 |
| Board of Commis- | \$ 7,250.00 | \$ 7,004.00 | \$ 8,848.00 |
| TOTAL | \$ 917,119.00 | \$ 924,839.00 | \$ 910,524.00 |



The FY2021 budget decreased as a result of the governor's cost saving measures compared to FY2019, although in FY2020 CSC received an increase of \$7,720.00 dollars. The Commission was able to work with the budget authorized level by non-recruitment of vacant positions and minimizing procurement of supplies and Commission Hearings. Because of the Covid-19 pandemic the Commission was able to procure Ipads for the commissioners and is able conduct live hearing broadcasted via zoom. Moreover with modern technology the Commissioners are to receive their packets on their and capable of zooming from their ipads. This would alleviate the reproduction of documents to be received by each Commissioner, the manpower consumed and the cost of supply required to reproduce the packets. Additionally, it is easier to transmit case packets, lightweight and portable and provides a means of communication for Commissioners to CSC Staff for questions or concerns.

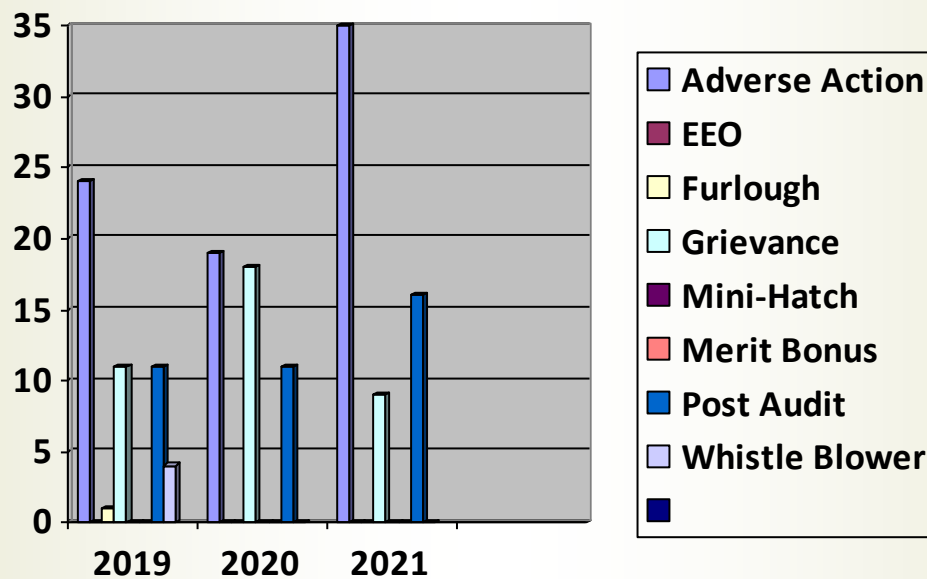
EXPENDITURES

| | 2019 | 2020 | 2021 |
|-------------------------------|---------------|---------------|---------------|
| Directors Office | \$ 460,699.35 | \$ 421,428.78 | \$ 376,253.00 |
| Personnel Management | \$ 299,769.00 | \$ 324,433.76 | \$ 350,591.00 |
| Legal Office /ALJ | \$ 145,474.00 | \$ 151,959.42 | \$ 159,786.00 |
| Board of Commissioners | \$ 7,250.00 | \$ 5,900.00 | \$ 8,848.00 |
| TOTAL | \$ 913,192.35 | \$ 903,721.96 | \$ 895,478.00 |

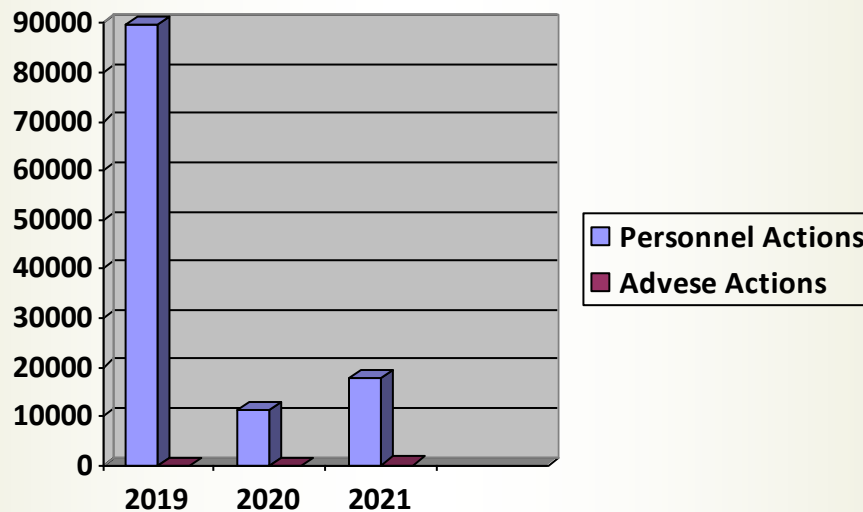


APPEALS/COMPLAINTS PER YEAR

| | 2019 | 2020 | 2021 |
|---------------------------|------|------|------|
| Adverse Action | 24 | 19 | 35 |
| EEO | 0 | 0 | 0 |
| Furlough | 1 | 0 | 0 |
| Grievance | 11 | 18 | 9 |
| Mini-Hatch Act | 0 | 0 | 0 |
| Merit Bonus Appeal | 0 | 0 | 0 |
| Post Audit | 11 | 11 | 16 |
| Whistleblower | 4 | 0 | 0 |



| | 2019 | 2020 | 2021 |
|--------------------------|-------|-------|-------|
| Personnel Actions | 89700 | 11366 | 17738 |
| Adverse Actions | 24 | 19 | 79 |



CIVIL SERVICE COMMISSION STAFF



Daniel D. Leon Guerrero
Executive Director

DIRECTOR'S OFFICE STAFF



James P. Diaz
Administrative Services Officer



Christine P. Quinata
Special Projects Coordinator

LEGAL OFFICE STAFF



Eric D. Miller
Administrative Counsel



Susan L. Corbin
Legal Secretary III

PERSONNEL MANAGEMENT ADMIN STAFF



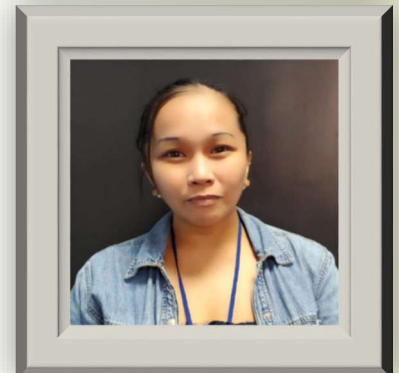
Roland P. Fejarang
Personnel Management Administrator



Marie P. Masnayan
Personnel Management Analyst III



Vickilynn . Sablan
Personnel Management Analyst III



Cynthia K.M. Camacho
Personnel Management Analyst II