



# CIVIL SERVICE COMMISSION

Fiscal Year 2014, 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

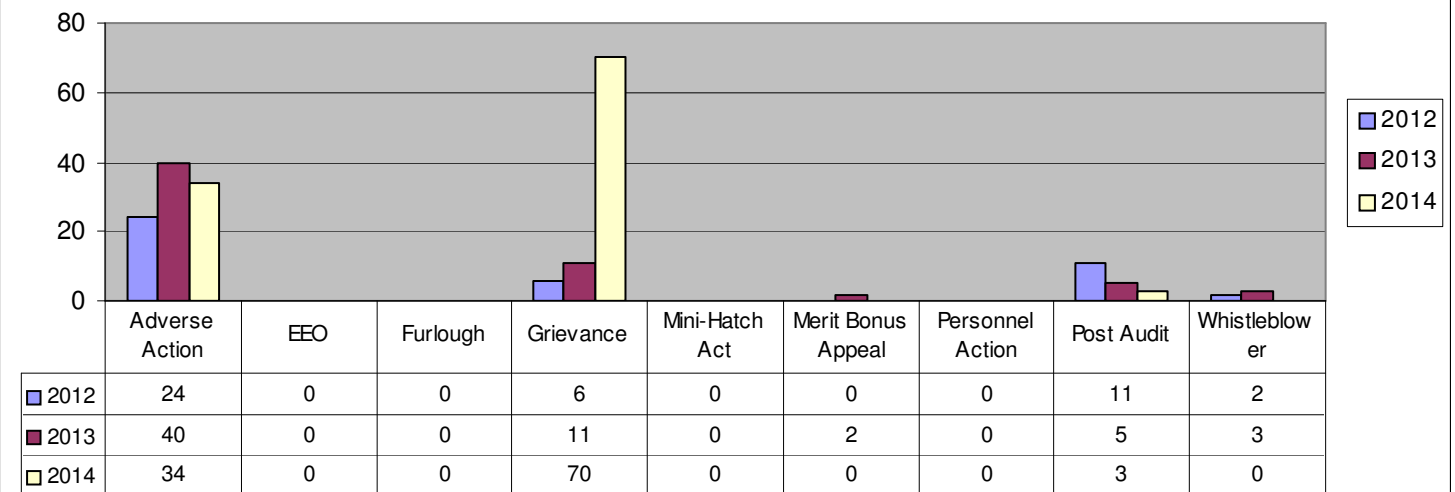
The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

“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 cases filed at the CSC almost doubled between 2012 and 2013, while the number of Post Audit cases declined by more than half. However, there was dramatic increase in the number of Grievances filed in 2014. 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.



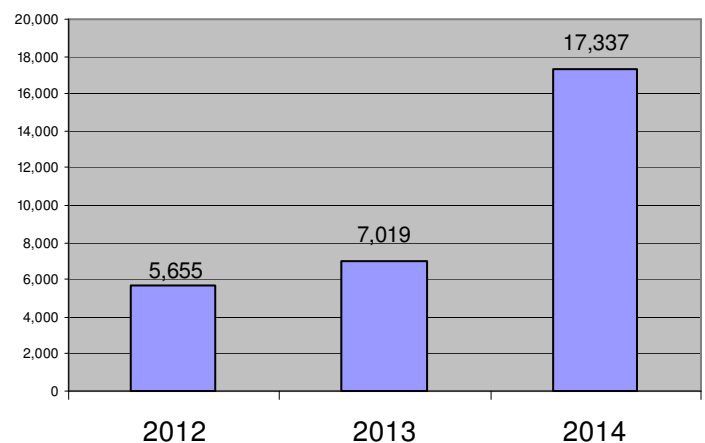
## PERSONNEL ACTIONS REVIEWED PER YEAR

<b>2012</b>	<b>5,655</b>
<b>2013</b>	<b>7,019</b>
<b>2014</b>	<b>17,337</b>

## PERSONNEL ACTION REVIEW

The number of personnel actions submitted and reviewed dramatically increased between 2013 and 2014. Actions reviewed are completely dependant upon the timely submission of the various agencies.

## Personnel Actions Reviewed Per Year



# APPROPRIATIONS/EXPENDITURE

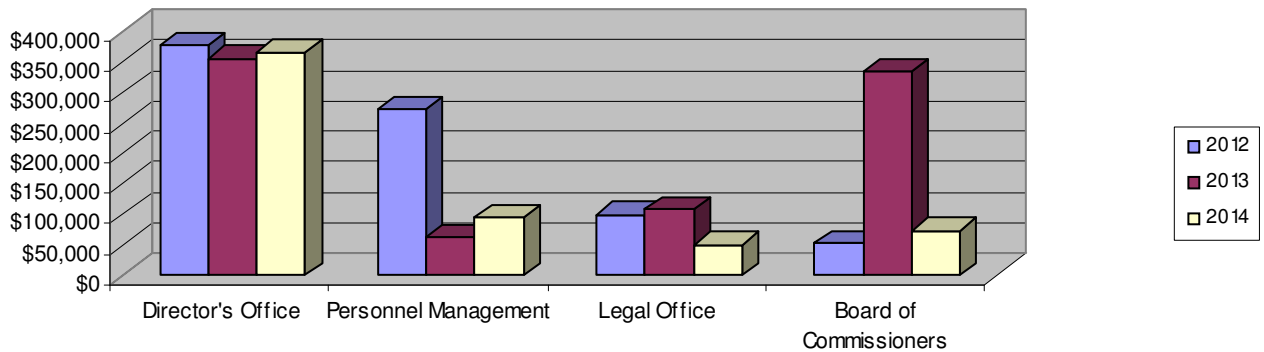
## Appropriations

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

2012	2013	2014
\$376,823	\$354,914	\$365,102
\$271,534	\$61,548	\$94,706
\$99,977	\$107,295	\$50,856
\$53,989	\$334,254	\$74,024
\$802,323	\$858,011	\$584,688

FY2014 clearly shows a decrease of \$17,723.00 in our appropriation and such impacted the stipend payments to the Commissioners. The Commissioners will request additional funding from the Governor's Office to augment the shortfall the commission will experience under this category. Because of this shortfall, the Commission was looking forward in implementing new technology of providing iPads or Notebooks to the Commissioners to lessen the use of "REPRODUCTION" of copies of Cases. In addition, the Commission has submitted its intent to recruit an Administrative Law Judge and Legal Secretary.

**Appropriations**



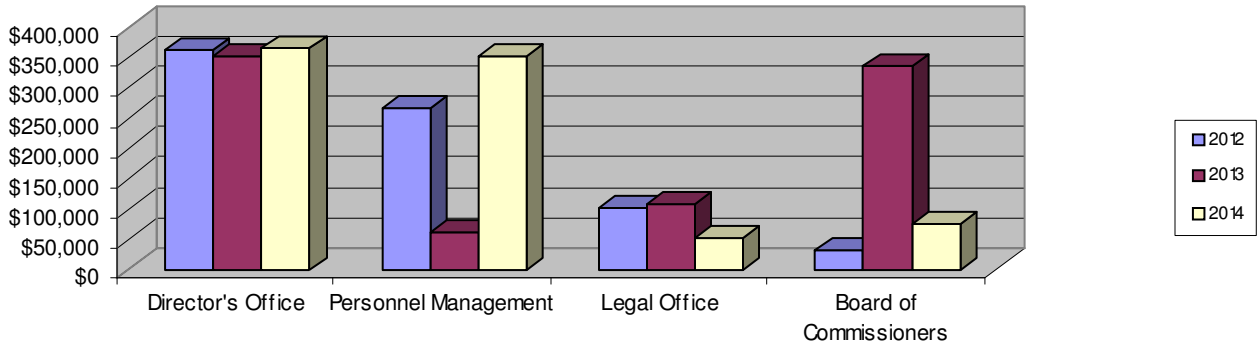
## Expenditures

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

2012	2013	2014
\$362,348	\$351,747	\$365,099
\$266,896	\$61,546	\$350,305
\$99,977	\$107,294	\$50,855
\$31,274	\$334,253	\$74,023
\$760,495	\$854,840	\$840,282



**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 it's employees, providing more information via the internet and working collaboratively with our customers.

## ACCOMPLISHMENTS

In 2014, 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 filling 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 filling.



## 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

Alberto "Tony" A. Lamorena, Director

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John Nowakowski, Administrative Council  
Jolene Duenas, Board Secretary

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