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Lieutenant Governor

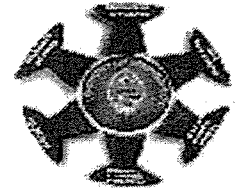
GOVERNMENT OF GUAM  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

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APR 01 2009



Lourdes M. Perez  
Director  
Joseph C. Manibusan  
Deputy Director

**DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2009-013**

To: All Employees  
From: Director, Department of Administration  
Subject: Government-Wide Position Classification, Compensation and Benefits Study  
(Communication #1)

Buenas yan Háfa Adai! On July 10, 2008 Department of Administration Circular Nos. 08-025 and 08-026 were sent to all government of Guam departments and agencies to include the Judiciary of Guam informing all of a Government-Wide Position Classification, Compensation and Benefits Study. A request-for-proposal to hire qualified consultants/individuals to conduct the review was posted in the Pacific Daily News. As such we are pleased to inform you that the government of Guam and the Hay Group, Inc. have entered into an agreement to conduct a comprehensive government-wide position classification, compensation, and benefits study of all government positions and pay policies, in order to develop a plan with recommendations to bring the Unified Pay Schedule in line with U.S. National Average levels as compared to the appropriate labor markets and taking into account relevant economic factors. Our government for quite sometime has been faced with a number of issues that need to be addressed which include the following: accuracy of job documentation, appropriateness of classification of employees, efficient application of a job evaluation process, internal pay alignment, external pay competitiveness, the ability to attract and retain employees, pay delivery, and the management and administration of a classification and compensation plan. Thus, the need for a government review of this magnitude.

The Hay Group, Inc. conducted the last review in 1990. They ranked the highest rated offeror amongst others in meeting the project description identified in our RFP. They have been around for sixty-five years (65) and have eighty-eight (88) offices in forty-seven (47) countries; two thousand seven hundred (2,700) employees worldwide, seven thousand plus (7000+) clients, including twenty- three (23) state government clients and over \$515m in revenue. They are a world-renowned company in the area of classification and compensation.

The overall objective of the Hay Group, Inc. is "to partner with the Government in the review, redesign and implementation of a classification, job evaluation and compensation plan that will support the Government's work culture and will enhance employee's motivation, satisfaction and commitment to the Government's goals and service objectives".

There are three phases in accomplishing this review: classification and job evaluation, compensation, and recommendations and reporting. Further information on each of these phases will be communicated throughout the review.

One of the first steps that have been completed due to your diligence and cooperation is the completion of

the Position Description Questionnaires (PDQs). This document is vital to the review because it provides information related to your job duties, knowledge, skills, qualifications and essential functions, which in turn should provide clear information about job content, or whether there is lack of clarity or definition regarding job content.

Due to the magnitude of this review and for transparency purposes two committees have been formed and have met with the Consultant on March 6, 2009, a Policy Advisory Committee and Project Steering Committee. A third one, Job Evaluation Committee will be formed as the review progresses.

The Policy Advisory Committee will be involved in key project outcome decisions. Members will be educated and informed of the project methodology and process before they need to make project decisions. The Project Steering Committee will provide project oversight and the creation of mutual accountability between the government and the Consultant for the project process, outcomes and communication process.

Policy Advisory Committee Members:

George Bamba, Governor's Chief of Staff  
Lourdes M. Perez, Director, Department of Administration  
Senator Ben Pangelinan, Chairperson, Appropriations Committee 30<sup>th</sup> Guam Legislature  
Cecilia Martinez, Human Resources Division, Department of Administration  
Andrew Leon Guerrero, Deputy Director, Department of Public Works  
Peter Roberto, Director, Department of Public Health and Social Services  
Art Illagan, Director, Department of Revenue and Taxation  
Nerissa Bretania-Shafer, Superintendent, Guam Public School System  
Dr. Robert Underwood, President, University of Guam

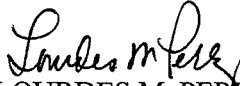
Project Steering Committee Members:

Lourdes M. Perez, Director, Department of Administration  
Joseph Manibusan, Deputy Director, Department of Administration  
Charlene Calip, Director of Communications, Governor's Office  
Erica Unpingco, Deputy Director, Department of Labor  
Doris F. Brook, Public Auditor, Office of the Public Auditor  
Elizabeth Claros, Human Resources Manager, Guam Memorial Hospital  
Kimberly Bersamin, Human Resources Manager, Guam Housing & Urban Renewal Authority  
John Angoco, Human Resources Manager, University of Guam  
Toni Santos, Assistant Personnel Administrator, Guam Public School System

The Job Evaluation Committee will be trained in the Hay methodology and will be responsible for evaluating the benchmark positions. The make-up of this committee will include the Human Resources Division staff, Agency HR staff and representatives from our major occupational groups.

The objective of this circular is aimed at keeping you informed of the process, outcomes, and progress of this government-wide review. The Human Resources Division will soon be developing a website that will contain more specific information regarding this review. ([www.hr.doa.guam.gov](http://www.hr.doa.guam.gov))

Should you have any questions, please contact Ms. Cecilia G. Martinez, Mrs. Rose A. N. Cruz, or Mr. Francis N. Flisco of the Human Resources Division at 475-1288 or 475-1132 or at [cgmartnz@mail.gov.gu](mailto:cgmartnz@mail.gov.gu), [rancruz@mail.gov.gu](mailto:rancruz@mail.gov.gu), or [fnflisco@mail.gov.gu](mailto:fnflisco@mail.gov.gu). Dangkolo na agradecimiento!

  
LOURDES M. PEREZ