

**Judiciary of Guam 2012-2015 Strategic Plan-
Strategic Focus Area #3: Satisfied and Competent Personnel**

Chair: Justice Katherine A. Maraman

Co-Chair: Judge Vernon P. Perez

Management Lead: Barbara Jean T. Perez

As of 8/29/12

Strategic Projects #1. Review job descriptions and performance evaluations				
<i>Members: Barbara Jean Perez, Barbara Aguon, Doreen Pangelinan, Virginia Yasuhiro & HR staff</i>				
Activity	Status	Percentage of Completion	Responsible Party	Completion Date
<p>1. Initiate the Mid-Management Review Committee. This committee, comprised of various employees from the respective divisions will extensively review the draft job standards submitted by the National Center for State Courts. The committee members will collaborate with each division manager to ensure incorporation of any changes to business practices attributed with the Judiciary's new case management systems. Final draft will be distributed to court employees for review and input and ultimately submitted to the Guam Judicial Council for review and adoption.</p>	ongoing	10%	Barbara Jean Perez, Barbara Aguon, Virginia Yasuhiro, Doreen Pangelinan & HR staff	
<p>2. Initiate the Management Review Committee. The committee comprised of division managers will review and recommend changes to the draft performance evaluation created by the National Center for State Courts and the HR Office. Final draft will be distributed to court employees for review and input and ultimately submitted to the Guam Judicial Council for review and adoption.</p>				

Strategic Projects #2. Implement succession planning & mentoring program*Members: Jacqueline Cruz, Joshua Tenorio, Barbara Jean Perez, Virginia Yasuhiro, Barbara Aguon, Antonette Padua & HR staff*

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
1. Meet with Dr. Mary Okada of Guam Community College to discuss mentoring and succession planning and available training/education.	Completed	100%	Justice Maraman, Barbara Perez, Virginia Yasuhiro	July 5, 2012
2. Prepare and submit to State Justice Institute the FY2013Judiciary of Guam Talent Management Program Technical Assistance Grant Request. Deadline for submission is August 1, 2012. Submitted to SJI, Wednesday, July 18, 2012.	Completed	100%	Justice Maraman, Jackie Z. Cruz, Barbara Perez, Joshua Tenorio, Virginia Yasuhiro	July 18, 2012
3. Complete a review of all Judiciary positions, identifying retirement eligible staff in a 5, 10 year period.	In progress	80%	Barbara Jean Perez & Rhonda Nelson	
4. Research succession planning and compliance with merit system principles and protections.	In progress	20%	Virginia Yasuhiro	
5. Prepare a local plan of action should grant funding not be approved.	In progress	10%	Virginia Yasuhiro, Antonette Padua, Barbara Jean Perez, Jackie Z. Cruz	

Strategic Projects #3. Improve employee recognition and incentive program

Members: Judge Vernon Perez, Melanie Brennan, Rachael Orsini, Vince Cody Guerrero, Erika Perez, Linette Perez & HR Staff

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Recognition Pin and Letter for Service			Judge Vernon Perez, Melanie Brennan, Rachael Orsini, Vince Cody Guerrero & Erika Perez	
Employee Recognition for Division or Unit (Monthly/Weekly)				
Intranet Headliners: Employees (<i>Birthdays, Anniversaries, Retirement, Promotions, New Employees</i>)				
Health and Fitness Program				
Mini Health Checkup and Immunizations				
Suggestion Box				
Monitor Employee Parking Area				
New Employee Orientation				
Retirement Recognition				
Day Care/After School Program for employees' dependents				
JOG Logo Items (e.g. pins, mug)				

Strategic Projects #4. Establish a professional development initiative to improve employee skills

Members: Justice Katherine Maraman, Barbara Aguon, Tammy Pinaula, Michael Quinata, Evelyn Suda, Edilyn Terlaje and HR Staff

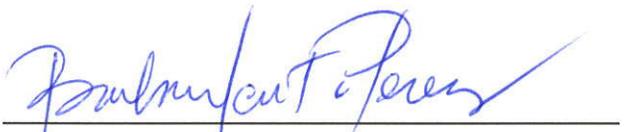
Activity	Status	Percentage of Completion	Responsible Party	Completion Date
<p><i>*Completed activity will be identified by a Document Number as indicated below.</i></p>				
<p>Establish Job Occupation Grouping or Tracks to include all jobs within the Judiciary, namely:</p> <ul style="list-style-type: none"> • Track I – Judicial Officers (Bench) • Track II – Court Executive Management • Track III – Professionals (Certification & Licenses Required) • Track IV – Mid Management / Supervisors/Lead Positions • Track V – Information Technology • Track VI – Court and Administrative Staff Positions <ul style="list-style-type: none"> a. Law Enforcement b. General Administration Support (Financial, HR, MIS, Procurement & Facilities Mgmt, Court Programs) c. Court administrative support • Track VII – Non-Employee Positions <p>Determine Cross-Tracks for training purposes DOCUMENT #1</p>	Completed	100%	Team	August 3, 2012
<p>Prepare and Disseminate Training Survey to all employees DOCUMENT #2</p>	Completed – Training survey emailed on August 13, 2012	100%	Team	August 13, 2012

cont. Strategic Projects #4. Establish a professional development initiative to improve employee skills

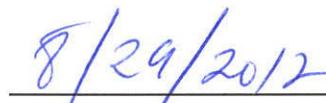
Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Prepare survey letter for Justice KAM's signature DOCUMENT #3	Completed – Survey letter emailed on August 13, 2012	100%	B. Aguon	August 13, 2012
<p>Establish Training Area Categories</p> <ul style="list-style-type: none"> • <u>Court Administration or General Training</u> Mandatory Training for all employees, EEO, Payroll and Time & Attendance, Ethics, Grievance Procedures, MS Word, Microsoft Email, Justware Training, etc.) • <u>Professional Certification Training</u> (CEU for attorneys and developmental training for IMFT) • Job Related Training (OJT) • Critical-Performance Issue Related Training • Career Enhancement • Personal Enrichment • Health and Fitness Training • Talent Management/Upward Mobility Training <p>DOCUMENT #4</p>	Established	100%	Team	June 22, 2012
Analyze and tally training survey data DOCUMENT #5	Pending Completed Surveys	0%	Team	September 13, 2012
Identify all and useful judicial/court related training vendors, educational institutions and resources available with identifiable costs for the year 2013. DOCUMENT #6	In progress	20%	Team	November 21, 2012

cont. Strategic Projects #4. Establish a professional development initiative to improve employee skills

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Identify in-house, on-staff trainers to include lead or senior positions who will be providing OJT's to new prospective employees. DOCUMENT #7	Pending Completed Surveys	0%	Team	September 28, 2012
Research other state courts and create a Training Manager or Administrator job standard. DOCUMENT #8.	Currently researching	10%	Team	October 25, 2012
Compile all information and create the Professional Development Initiative – Judiciary Training Catalog – which will have an inventory listing of all upcoming training for the year. DOCUMENT #9	Currently compiling	20%	Team	February 7, 2013



BARBARA JEAN T. PEREZ, HR Administrator



Date