



Judiciary of Guam

ADMINISTRATIVE OFFICE OF THE COURTS
120 WEST O'BRIEN DRIVE, HAGÁTÑA, GUAM 96910-5174
TEL: (671) 475-3544 / FAX: (671) 477-3184



E. PHILIP CARBULLIDO
CHIEF JUSTICE

ALBERTO C. LAMORENA III
PRESIDING JUDGE

PERRY C. TAITANO
ADMINISTRATOR OF THE COURTS

September 7, 2012

Memorandum

TO: 2012-2015 Strategic Plan Subcommittee Chairs, Co-Chairs and Management Leads
All Justices, Judges and Employees of the Judiciary of Guam

FR: Chief Justice F. Philip Carbullido, Strategic Plan Chair 

RE: Management Response Plans

Hafa Adai. Please be advised that Management Response Plans have been developed in response to Quarterly Progress Reports submitted by each of the 4 Strategic Focus Area Subcommittees. The Management Response Plans are available for review on both the Intranet and Guamcourts.org through the following hyperlinks:

Intranet: <http://intranet/Information/2012StrategicPlan.asp>

Internet: <http://www.guamcourts.org/Information/2012StrategicPlan/StrategicPlan.html>

Thank you for contributing to the success of the Judiciary.

cc: AOC Perry C. Taitano, Strategic Plan Co-Chair



**Judiciary of Guam 2012-2015 Strategic Plan: Our Way Forward
MANAGEMENT RESPONSE PLAN**

Date: September 5, 2012

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

Quarterly Report Ending: August 20, 2012

Strategic Project 1. Review job descriptions and performance evaluations

Members: Barbara Jean Perez, Barbara Aguon, Doreen Pangelinan, Virginia Yasuhiro & HR staff

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT'S RESPONSE
----------	--------	--------------------------	-------------------	-----------------	-----------------------

<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>	<p>ongoing</p>	<p>10%</p>	<p>Barbara Jean Perez, Barbara Aguon, Virginia Yasuhiro, Doreen Pangelinan & HR staff</p>		<p>Subcommittee needs to determine a completion date. Management recognizes this is a significant undertaking.</p>
<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>					<p>Subcommittee needs to determine a completion date. Management recognizes this is a significant undertaking.</p>

Strategic Project 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	MANAGEMENT'S RESPONSE
-----------------	---------------	---------------------------------	--------------------------	------------------------	------------------------------

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	Task completed. No further action required.
2. Prepare and submit to State Justice Institute the FY2013 Judiciary 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	Task completed. Management is pleased with the progress made thus far. Grant is pending State Justice Institute's notice of approval in late September 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		Management is pleased with the progress made thus far.
4. Research succession planning and compliance with merit system principles and protections.	In progress	20%	Virginia Yasuhiro		Subcommittee needs to determine a completion date.
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		Subcommittee needs to determine a completion date.

Strategic Project 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	MANAGEMENT'S RESPONSE
Recognition Pin and Letter for Service			Judge Vernon Perez, Melanie Brennan, Rachael Orsini, Vince Cody Guerrero & Erika Perez		Management is enthusiastic about implementing these suggestions. Subcommittee needs to determine a completion date.
Employee Recognition for Division or Unit (Monthly/Weekly)					Subcommittee needs to determine a completion date.
Intranet Headliners: Employees (<i>Birthdays, Anniversaries, Retirement, Promotions, New Employees</i>)					Subcommittee needs to determine a completion date.
Health and Fitness Program					Subcommittee needs to determine a completion date.
Mini Health Checkup and Immunizations					Subcommittee needs to determine a completion date.
Suggestion Box					Subcommittee needs to determine a completion date.
Monitor Employee Parking Area					Subcommittee needs to determine a completion date.
New Employee Orientation					Subcommittee needs to determine a completion date.
Retirement Recognition					Subcommittee needs to determine a completion date.
Day Care/After School Program for employees' dependents					Subcommittee needs to determine a completion date.

JOG Logo Items (e.g. pins, mug)					Subcommittee needs to determine a completion date.
---------------------------------	--	--	--	--	--

Strategic Project 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	MANAGEMENT'S RESPONSE
<i>*Completed activity will be identified by a Document Number as indicated below.</i>					
Establish Job Occupation Grouping or Tracks to include all jobs within the Judiciary, namely: <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 <ol 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 Determine Cross-Tracks for training purposes	Completed	100%	Team	August 3, 2012	Management is pleased with progress made. Task completed. No further action required.

DOCUMENT #1					
Prepare and Disseminate Training Survey to all employees DOCUMENT #2	Completed – Training survey emailed on August 13, 2012	100%	Team	August 13, 2012	Management is pleased with progress made. Task completed.
(Intentionally left blank.)					

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

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT'S RESPONSE
Prepare survey letter for Justice KAM's signature DOCUMENT #3	Completed – Survey letter emailed on August 13, 2012	100%	B. Aguon	August 13, 2012	Task completed.
Establish Training Area Categories <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. 	Established	100%	Team	June 22, 2012	Management is pleased with progress made. Task completed.

<ul style="list-style-type: none"> • <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>					
<p>Analyze and tally training survey data DOCUMENT #5</p>	<p>Pending Completed Surveys</p>	<p>0%</p>	<p>Team</p>	<p>September 13, 2012</p>	<p>This task is underway.</p>
<p>Identify all and useful judicial/court related training vendors, educational institutions and resources available with identifiable costs for the year 2013. DOCUMENT #6</p>	<p>In progress</p>	<p>20%</p>	<p>Team</p>	<p>November 21, 2012</p>	<p>Pending subcommittee's identification of information and resources. Identify Train-the-Trainer programs to maximize efficiency.</p>
<p>cont. Strategic Project 4. Establish a professional development initiative to improve employee skills</p>					
<p>Activity</p>	<p>Status</p>	<p>Percentage of Completion</p>	<p>Responsible Party</p>	<p>Completion Date</p>	<p>MANAGEMENT'S RESPONSE</p>

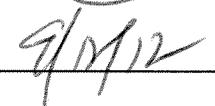
Identify in-house, on-staff trainers to include lead or senior positions who will be providing OJT's to new prospective employees. DOCUMENT #7	Pending Completed Surveys	0%	Team	September 28, 2012	Management recognizes that allowing employees to provide OJT or peer training is a cost effective measure to enhance job skill levels in various capacities, as well as it could be utilized as a cross-training tool.
Research other state courts and create a Training Manager or Administrator job standard. DOCUMENT #8.	Currently researching	10%	Team	October 25, 2012	Management recognizes that the Judicial Educator position was identified in our 2007-2010 Strategic Plan.
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	Management is pleased with progress made thus far. This is a significant undertaking that will benefit all employees.

**MANAGEMENT RESPONSE PLAN for
Strategic Focus Area 3: Satisfied and Competent Personnel**

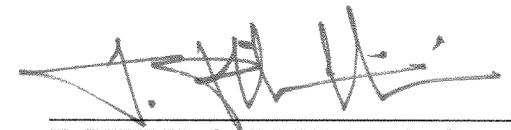
Approved by:


PERRY C. TAITANO, Administrator of the Courts

Date:


9/12/12

Concurred by:


F. PHILIP CARBULLIDO, Chief Justice of Guam

Date:


9/12/12