

**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 11/9/12

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
<ol style="list-style-type: none"> 1. Initiate the Mid-Management Committee. This committee, comprised of various supervisors and/or senior employees from the various divisions. 2. Committee members will be responsible to review and select their division SME's (class incumbents) to review the draft job standards submitted by the National Center for State Courts. Committee members will collaborate with their respective division manager to ensure updated information on 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>Appointment letters from AOC prepared for 11/13/12 distribution. First meeting scheduled for 11/27/12</p>	<p>20%</p>	<p>Barbara Jean Perez, Barbara Aguon, Virginia Yasuhiro, Doreen Pangelinan & HR staff</p>	

<p>3. Initiate the Mid-Management Committee. The committee comprised of supervisors and/or senior incumbents who will review and recommend changes to the draft performance evaluation created by the National Center for State Courts and the HR Office. Updated research from other state courts may be used for discussion and recommendation by the committee to use as the model evaluation for JOG.</p> <p>4. 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>Same Committee as noted above</p>			
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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
<p>The FY2013Judiciary of Guam Talent Management Program Technical Assistance Grant Request was awarded by State Justice Institute on September 17, 2012. An initial meeting was held with the consultant to define the scope of work.</p>		<p>5%</p>		<p>9/30/13</p>

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	<i>In Process pending funding source</i>	25%	<i>Judge Vernon Perez, Melanie Brennan, Rachael Orsini, Vince Cody Guerrero & Erika Perez</i>	
Employee Recognition for Division or Unit (Monthly/Weekly)	<i>Pending</i>	20%		
Intranet Headliners: Employees (Birthdays, Anniversaries, Retirement, Promotions, New Employees)	<i>On-going</i>	40%	<i>With assistance from MIS; Norbert Mendiola</i>	
Health and Fitness Program; Active for Life Pilot Program (10 weeks) was launched on Monday, 11/5/12 and will be completed by Monday, 1/14/13. If successful, the program may be repeated on a bi-annual basis	<i>Completed</i>	100%	<i>HR</i>	11/5/12
Mini Health Checkup and Immunizations	<i>Pending</i>	15%		
Suggestion Box	<i>Pending Box completion</i>			
Monitor Employee Parking Area	<i>Pending assistance from Marshal</i>	20%	<i>With the assistance from Marshal Michael Quinata</i>	
New Employee Orientation	<i>Pending</i>			
Retirement Recognition	<i>Pending Funding Source</i>	20%		
Day Care/After School Program for employees' dependents	<i>Pending outside resources</i>	15%		
JOG Logo Items (e.g. pins, mug)	<i>Pending Funding Source</i>	25%		
*Survey on Job Satisfaction and Competency (added 11/5/2012)	<i>Recently added-Pending Template</i>	50%		

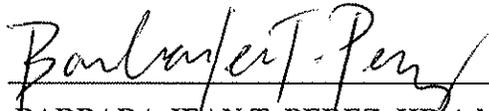
Strategic Projects #4. Establish a professional development initiative to improve employee skills

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>Cross-Tracks have been identified 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

Prepare survey letter for Justice KAM's signature DOCUMENT #3	Completed – Survey letter emailed on August 13, 2012	100%	B. Aguon	August 13, 2012
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.) • <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 DOCUMENT #4	Established	100%	Team	June 22, 2012
Analyze and tally training survey data DOCUMENT #5	Completed	100%	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
Identify in-house, on-staff trainers to include lead or senior positions who will be providing OJT's to new prospective employees. DOCUMENT #7	In progress	20%	Team	November 15, 2012

Research other state courts and create a Training Manager or Administrator job standard. DOCUMENT #8.	Currently researching	20%	Team	December 7, 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

11/9/12

 Date