



**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

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	MANAGEMENT'S RESPONSE

<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>Management recognizes that this is a significant undertaking, and is pleased with the progress made thus far. Subcommittee needs to determine a completion date.</p>
<ol style="list-style-type: none"> 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. 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>Same Committee as noted above</p>	<p>5</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	MANAGEMENT'S RESPONSE
The FY2013Judiciary of Guam Talent Management Program Technical Assistance Grant Request was awarded by State Justice Institute (SJI) on September 17, 2012. An initial meeting was held with the consultant to define the scope of work.		5%		9/30/13	The Judiciary is appreciative of SJI's award to assist with this program. Management is pleased with the progress made thus far.

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	MANAGEMENT'S RESPONSE
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>		Management is enthusiastic about implementing these suggestions, and is pleased with the progress made thus far. Subcommittee needs to provide price quotations and quantity of pins for each level of service (e.g., 5 year, 10 year, etc.) to the overall Strategic Planning Chair and Co-Chair by February 8, 2013.
Employee Recognition for Division or Unit (Monthly/Weekly)	<i>Pending</i>	20%	<i>With assistance from MIS; Norbert Mendiola</i>		Subcommittee needs to determine a completion date.
Intranet Headliners: Employees (Birthdays, Anniversaries, Retirement, Promotions, New Employees)	<i>On-going</i>	40%			Subcommittee needs to determine a completion date.

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>	<i>100%</i>	<i>HR</i>	11/5/12	Management is pleased about the completion of this task.
Mini Health Checkup and Immunizations	<i>Pending</i>	<i>15%</i>	<i>With the assistance from Marshal Michael Quinata</i>		Subcommittee needs to determine a completion date.
Suggestion Box	<i>Pending Box completion</i>				Subcommittee needs to determine a completion date.
Monitor Employee Parking Area	<i>Pending assistance from Marshal</i>	<i>20%</i>			Subcommittee needs to determine a completion date.
New Employee Orientation	<i>Pending</i>				Subcommittee needs to determine a completion date.
Retirement Recognition	<i>Pending Funding Source</i>	<i>20%</i>			Subcommittee needs to determine a completion date. Subcommittee needs to provide price quotations to the overall Strategic Planning Chair and Co-Chair by February 8, 2013.
Day Care/After School Program for employees' dependents	<i>Pending outside resources</i>	<i>15%</i>			Subcommittee needs to develop ideas for funding, and determine if this activity is viable.
JOG Logo Items (e.g., pins, mug)	<i>Pending Funding Source</i>	<i>25%</i>			Subcommittee needs to provide price quotations to the overall Strategic Planning Chair and Co-Chair by February 8, 2013.
*Survey on Job Satisfaction and Competency (added 11/5/2012)	<i>Recently added- Pending Template</i>	<i>50%</i>	<i>Template prepared and created by Judge Perez</i>		Management recognizes significant progress has been made with this activity. Subcommittee needs to determine a completion date.
Strategic Projects #4. Establish a professional development initiative to improve employee skills					
<i>Members: Justice Katherine Maraman, Barbara Aguon, Tammy Pinaula, Michael Quinata, Evelyn Suda, Edilyn Terlaje and HR Staff</i>					

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 <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 Cross-Tracks have been identified for training purposes DOCUMENT #1	Completed	100%	Team	August 3, 2012	Management is pleased with the completion of this activity. No further action required.
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 the completion of this activity. No further action required.

Prepare survey letter for Justice KAM's signature DOCUMENT #3	Completed – Survey letter emailed on August 13, 2012	100%	B. Aguon	August 13, 2012	Management is pleased with the completion of this activity. No further action required.
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	Management is pleased with the completion of this activity. No further action required.
Analyze and tally training survey data DOCUMENT #5	Completed	100%	Team	September 13, 2012	Management is pleased with the completion of this activity. No further action required.
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	Pending subcommittee's identification of information and resources. Identify Train-the- Trainer programs to maximize efficiency.
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	Subcommittee needs to determine a completion date.

Research other state courts and create a Training Manager or Administrator job standard. DOCUMENT #8.	Currently researching	20%	Team	December 7, 2012	Subcommittee needs to determine a completion date.
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	Subcommittee needs to determine a completion date.

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

Approved by:

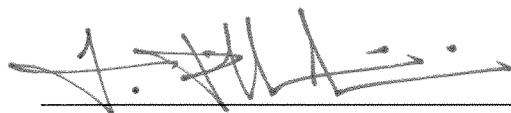


PERRY C. TAITANO, Administrator of the Courts

Date:

3/8/13

Concurred by:



F. PHILIP CARBULLIDO, Chief Justice of Guam

Date:

3/13/13