

**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 2.6.13

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>The Mid-Management Committee meets twice a month for approximately two (2) hours. As of today, the committee has determined there is a need to create separate performance evaluation forms for Non-Supervisory, Supervisory and Management positions. This will insure that the employees are adequately assessed through the different levels, from non-supervisory to management.</p> <p>Additionally, on January 29, the members were provided a draft of the Judiciary Core Competency Models. They have agreed to use the models as a foundation for creating the performance evaluations. In light of the recent changes, the committee's action plan is as follows:</p> <p>a. Create Non-Supervisory Performance Evaluation Form for HR Review inclusive of a point system.</p> <p>b. Create Supervisory & Management Performance Evaluation Forms based on the JOG Core Competency Models inclusive of a point system.</p>	<p>Pending finalization of Non-Supervisory Form</p> <p>Pending completion of the Middle Mgmt. & Sr. Mgmt. Forms.</p>	<p>80%</p>		<p>February 28, 2013</p> <p>May 31, 2013</p>
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<p>c. Create a Performance Evaluation Guide.</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>August 30, 2013</p> <p>September 1, 2013</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>November 8, 2012 TMP Kick-Off Meeting Teleconference</p> <ul style="list-style-type: none"> - Review SJI Grant - Tasks, Deliverables, and Timeline; discuss project plan, approach, and timeline/schedule - Determine Next Steps -Identify and Compile Information for Review (laws, merit guidelines, policies/ procedures, job descriptions of critical positions); identify key leadership/management positions and number of talent pools; draft Talent Management Policy and Procedures 	Completed	100%	Brenda Wagenknecht-Ivey and TMP Team	November 8, 2012
<p>Conference Call – December 5, 2012</p> <ul style="list-style-type: none"> - Review Blueprint and Checklist for Developing a TM Program and Proposed Timeline - Proposed Agenda and Schedule for week of January 14 - TMP Policy Statement, Goals, and Procedures 	Completed	100%	Brenda Wagenknecht-Ivey and TMP Team	December 5, 2012

<p>Site Visit Dr. Brenda Wagenknecht-Ivey, Consultant January 14-18, 2013</p> <ul style="list-style-type: none"> - Briefings with Chief Justice, AOC, Senior and Middle Managers - Focus Groups with senior and middle management - Draft policy statement and procedures, core competencies - Review 360 feedback instruments 	Completed	100%	Brenda Wagenknecht-Ivey and TMP Team	January 18, 2012
Finalize TMP Purpose and Policy Statement (for Judicial Council approval)	Completed	100%	TMP Team	January 31, 2013
<p>Conference Call February 5, 2013</p> <ul style="list-style-type: none"> - Review status of TMP policy and procedures, legal analysis, Competency Models - Review TMP Draft Forms - Prepare for Online Focus Group, Announcements, Roll Out, and Training of Managers 	Completed	100%	Brenda Wagenknecht-Ivey and TMP Team	February 5, 2013
Present Purpose and Policy Statement to Judicial Council for approval	Pending	80%	Justice KAM, J. Tenorio and A. Keith	February 26, 2013
Appoint TMP Review Team	Pending		Chief Justice	February 28, 2013
Finalize Procedures for Track 1 (for AOC Signature)	Pending	80%	TMP Team	February 28, 2013
Finalize Competency Models	Pending	80%	Brenda and TMP Team	March 1, 2013

Conduct focus groups with Senior and Middle Managers on the revised draft Competency Models	Pending		Brenda, TMP Team and Managers	TBD
Brief Division Heads/Managers	Pending		TMP Team	TBD
Finalize TMP Forms	Pending	25%	Brenda/TMP Team	March 6, 2013
Announce/Go live – Track 1	Pending		TMP Team	March 6, 2013
Conduct General Assembly – all staff Conduct Q & A forums – 45 minute session – North and Main sites	Pending		TMP Team	March 11-15, 2013
Application deadline	Pending		Review Team	April 5, 2013
Review applications and make recommendations to AOC	Pending		Review Team	April 22, 2013
Notify Applicants of Decisions	Pending		AOC/Review Team	May 6, 2013
Begin 360 Degree Feedback Process/Administer 360s	Pending		Brenda/TMP Participants	May 15, 2013
Online informational briefing with TMP participants	Pending		Brenda/Review Team	May 15, 2013
Facilitate Feedback Sessions	Pending		Brenda/All TMP participants	June 17, 2013
Budget Analysis/Financial Forecast (after IDPs)	Pending		Brenda/TMP Team/Controller	July

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	In Process pending funding source	25%	Judge Vernon Perez, Melanie Brennan, Rachael Orsini, Vince Cody Guerrero & Erika Perez	
Employee Recognition for Division or Unit (Monthly/Weekly)	Pending	20%		
Intranet Headliners: Employees (Birthdays, Anniversaries, Retirement, Promotions, New Employees)	Pending software update	40%	With assistance from MIS; Norbert Mendiola	
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	Completed	100%	HR	11/5/12
Mini Health Checkup and Immunization: Due to new DPHSS directive only Flu shot will be available. Pending date confirmation.	Pending	50%		
Suggestion Box	Pending Box completion			
Monitor Employee Parking Area	Pending assistance from Marshals	20%	With the assistance from Court Marshals	
New Employee Orientation	Pending			
Retirement Recognition	Pending Funding Source	20%		

Day Care/After School Program for employees' dependents	Pending outside resources	15%	Template completed by Judge Perez and Rachel Orsini
JOG Logo Items (e.g. pins, mug)	Pending Funding Source	25%	
*Survey on Job Satisfaction and Competency (added 11/5/2012)	Recently added-Pending Distribution	85%	

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
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 (FMD, HR, MIS, P&FM, Ct. 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

Prepare and Disseminate Training Survey to all employees DOCUMENT #2	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	April 19, 2013
Identify in-house, on-staff trainers to include lead or senior positions who will be providing OJT's to new recruited employees. (Currently seeking input from the different divisions, memo dated 2/8/13) DOCUMENT #7	In progress	50%	Team	April 5, 2013
Research other state courts and create a Training Manager or Administrator job standard. DOCUMENT #8.	In progress	60%	Team	March 28, 2013
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	June 21, 2013
Create Training Packages by Job Classification – This document will assist in the Professional Development Process for Track 2 of the Talent Management Program	Currently compiling	20%	Team	May 23, 2013



BARBARA JEAN T. PEREZ, HR Administrator

 Date