

**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 9/4/13

Employee Incentive & Compensation:

- 1. Implementation of updated Hay pay scale 2. Implementation of Merit Bonus**

Strategic Projects #1. Review job descriptions and performance evaluations

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

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
<p>1. Initiate the Mid-Management Committee. This committee comprised of various supervisors and/or senior employees from the various divisions.</p> <p>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>	<p>Appointment letters from AOC prepared for 11/13/12 distribution. First meeting scheduled for 11/27/12</p>	<p>100%</p>	<p>Barbara Jean Perez, Rhonda Nelson, 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>		
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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>5. Schedule meeting with Colonel Roderick Leon Guerrero, Personnel Director Guam Army National Guard (GUARNG)</p> <ul style="list-style-type: none"> to discuss Officer Evaluation Reports (OER) and Non Commissioned Officer Evaluation Reports (NCOER) 				September 2013
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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
<p>Finalize TMP Purpose and Policy Statement (for Judicial Council approval)</p>	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
<p>Present Purpose and Policy Statement to Judicial Council for approval</p>	Completed	100%	Justice KAM, J. Tenorio and A. Keith	February 26, 2013

Appoint TMP Review Team	Completed	100%	Chief Justice	March 8, 2013
Finalize Procedures for Track 1 (for AOC Signature)	Completed	100%	TMP Team	February 28, 2013
Finalize Competency Models	Completed	100%	Brenda and TMP Team	March 1, 2013
Conduct focus groups with Senior and Middle Managers on the revised draft Competency Models	Completed	100%	Brenda, TMP Team and Managers	February 28, 2013
Brief Division Heads/Managers	Completed		TMP Team	February 27, 2013
Finalize TMP Forms	Completed		Brenda/TMP Team	March 5, 2013
Announce/Go live – Track 1	Completed		TMP Team	March 15, 2013 – May 3, 2013
Conduct General Assembly – all staff Conduct Q & A forums – 45 minute session – North and Main sites	Completed		Human Resources Administrator	March 18, 2013, March 19, 2013, March 21, 2013, March 22, 2013, March 25, 2013, March 26, 2013 & , March 28, 2013
Application deadline	Completed		Review Team	May 3, 2013
Review applications and make recommendations to AOC	Completed		Review Team	May 7, 2013
Notify Applicants of Decisions	Completed		AOC/Review Team	May 17, 2013

Begin 360 Degree Feedback Process/Administer 360s	Completed		Brenda/TMP Participants	May 15, 2013
Online informational briefing with TMP participants	Completed		Brenda/Review Team	May 21, 2013
TMP Review Team Training with Consultant/Evaluation and Rating of Applications	Completed		Brenda/Review Team	April 20, 2013
Track 2 Career Development Brainstorming Sessions	Completed		Team	March 26, 2013 & April 3, 2013
Track 2 Career Development Policy & Procedures Q&A Sessesions Application Period	Completed			August & September 2013
Facilitate Feedback Sessions	Completed		Brenda/All TMP participants	June 17, 2013
TMP Participants IDP's	Completed		Brenda/Virginia/Barbara & all TMP participants	June 2013
Finalize IDP's	Pending		Brenda/Virginia & Barbara	
Budget Analysis/Financial Forecast (after IDPs)	Pending		Brenda/TMP Team/Controller	

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
JOG Years of Service Pins, Letter for Service and JOG Mugs	Pending MEMO	95%	Committee Members MIS- Norbert Mendiola; Committee Members to meet monthly <i>Barbara Aguon</i> <i>Maintenance Staff</i>	Anticipated release date: ERP Awards Ceremony in November 2013

			Committee Members with Marshals Division <i>HR Staff</i> Committee Members and JOG Employees through Survey Template completed by Judge Perez and Rachel Orsini	
List of Employee Recognition Ideas for Division or Unit (Monthly/Weekly)- To be distributed to all Division/Unit Leaders (and Supervisors)	Pending Draft MEMO	50%		Anticipated date of release: October 2013 (FY 2014)
Intranet Headliners: Employees (Birthdays, Anniversaries, Retirement, Promotions, New Employees)	Pending new software update and review	90%		In Progress-
Health and Fitness Program; Active for Life Pilot Program (10 weeks) was launched on Monday, 11/5/12 - 1/14/13.	COMPLETED	100%		11/5/12-AFL part 1-COMPLETED; AFL part 2 COMPLETED
Mini Health Checkup and Immunization: NO LONGER AVAILABLE AS PER DPHSS	Services no longer available	0%		Services no longer available
Suggestion Box	COMPLETED	100%		COMPLETED
Monitor Employee Parking Area	Pending assistance from Marshals	33%		Pending consultation with Marshal of the Courts

New Employee Orientation	<i>COMPLETED</i>	100%		Completed on February 2013 by HR
Day Care/After School Program for employees' dependents-To be included with JOG Survey.	Pending inclusion with SURVEY	25%		Anticipated date of Survey release: October 2013 (FY 2014)
*Survey on Job Satisfaction and Competency (added 11/5/2012)	Pending Distribution-COMPLETED	100%		Anticipated date of Survey release: October 2013 (FY 2014)

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

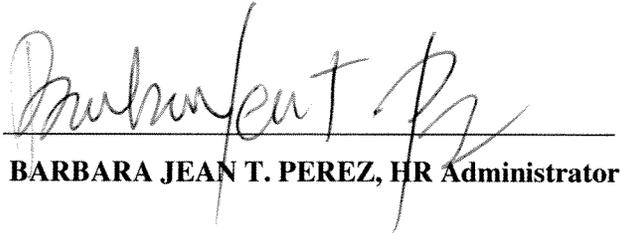
Members: Justice Katherine Maraman, Barbara Aguon, Tammy Pinaula, Rose Aguero, Evelyn Suda, Edilyn Terlaje and HR Staff

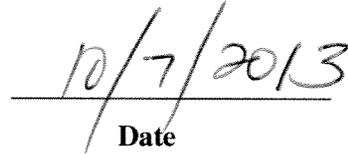
Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Establish Job Occupation Grouping or Tracks to include all jobs within the Judiciary, namely: <ul style="list-style-type: none"> • Track I – Judicial Officers (Bench) • Track II – Court Executive Management • Track III – Professionals (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 (Active for Life Prog) • Talent Management/Upward Mobility Training DOCUMENT #4 (Revised to Core Training Categories: General, Intermediate/Specialized and Advanced)	Established however retitled under Core training by Job Family Tracks.	100%	Team	June 22, 2012
Analyze and tally training survey data DOCUMENT #5	Completed	100%	Team	September 13, 2012

<p>Identify all and useful judicial/court related training vendors, educational institutions and resources available with identifiable costs for FY'14. All available training listed in the Training Inventory list (general, intermediate/specialized, advanced) was priced with an identifying training vendor. DOCUMENT #6</p>	<p>Completed</p>	<p>100%</p>	<p>Team</p>	<p>August 15, 2013</p>
<p>Identify in-house, on-staff trainers to include lead or senior positions who will be providing in-house training. (Input from the different divisions, memo dated 2/8/13 and the employee training survey) When the Judicial Education Leadership Institute is established. DOCUMENT #7</p>	<p>In progress</p>	<p>75%</p>	<p>Team</p>	<p>Upon recruitment of a FT Training Manager or Administrator</p>
<p>Research other state courts and create a Training Manager or Administrator or Judicial Educator job standard. On June 20, 2013 there were 2 job standards created: Judicial Education & Training Programs Administrator and Judicial Educator. Both drafts presented to CJ in June. DOCUMENT #8.</p>	<p>Completed</p>	<p>100%</p>	<p>B.Aguon,</p>	<p>Pending JC adoption and approval – Sept meeting?</p>
<p>Compile all information and create the Professional Development Initiative – Judiciary Training & Education Catalog FY'14 – which will have an inventory listing of all general, intermediate and advanced training required for all Judiciary positions as identified by job family tracks. DOCUMENT #9</p>	<p>Completed</p>	<p>100%</p>	<p>Team</p>	<p>June 21, 2013 September 1, 2013</p>

Create Training Packages by Job Classification – This document will assist in the Professional Development Process for Track 2 of the Talent Management Program. Core General, Specialized and Advanced Training was identified by Job Family Tracks.	Completed	100%	Team	May 23, 2013
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BARBARA JEAN T. PEREZ, HR Administrator


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