

**Judiciary of Guam 2016-2019 Strategic Plan**  
**Strategic Focus Area #3: Employee Excellence and Satisfaction**

**Chair: Hon. Katherine Maraman**

**Co-Chair: Hon. Vernon Perez**

**Management Lead: Barbara Perez, Dr. Richard Fee**

**Quarterly Report ending: Date June 30, 2016**

Strategic Projects

**1. Develop onboarding program**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Create a formal On-Boarding for all new employees within 3 months of hire. Two half-day program will include” 1-Anatomy of the Court (60m) 2 –Introduction to the Judiciary of Guam (60m) 3 –Court Culture (30m) 4 –Employment Policies, Procedures and Benefits (60m) 5 –Government of Guam Retirement (30m) 6- Social Media & Intranet(30m) 7 -Learning Management System(30m) 8- Active Shooter (120m) 9- EEO Discrimination and Harassment Prevention/ADA (120m)	Program has been completed as of June 1st	100%	B. Perez R. Fee	June 1, 2016
Field Test the 2 half-day On-Boarding training program for initial group of 23 employees.	Program has been scheduled	0%	B. Perez R.Fee	July 14-15, 2016

**2. Develop interpersonal skills management training programs for information dissemination and personnel management**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Create that Customer Service training program that will provide general guidelines with detailed application to employees' division, i.e. Marshals, C&M clerks, etc.	General training program has been developed. Still need to complete specialized training components	80%	B. Perez R. Fee HR Officers	June 1, 2016
Field test the training program with the Marshals Division.	Program has been scheduled for groups of 20 marshals per 4-hour session. 6 sessions for this division	20%- Scheduled	B. Perez R. Fee	July 13 – August 17, 2016
Modified as needed and present to all court employees	-	-	B. Perez R. Fee	January 1, 2017
Electronically send out Employee Satisfaction Survey which also addresses training program needs.	Completed	100%	B. Perez	July 2016

**3. Revise position description requirements to address diversity hiring goals and compensation**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Human Resources will collaborate with each division manager to ensure incorporation of any changes to business practices attributed with the Judiciary's case management system and Public Law 32-232 - Peace Officer Standards and Training (P.O.S.T) law. Preliminary drafts job standards have been created for marshals, probation and courts and ministerial. The remaining divisions are being compiled and drafts will be developed and routed to division managers for input.	On-going	50%	HR Officers	December 2017

<p>Human Resources developed draft job standards for the marshal series, probation series and courts and ministerial series. Division Managers reviewing drafts and awaiting feedback.</p> <p>The remaining job classifications, professional, administrative and technical will be developed and distributed to Division Mangers for input.</p> <p>All final drafts will be distributed to court employees for review and input and ultimately submitted to Judicial Council for review and adoption.</p>				
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#### 4. Implement succession planning, cross-training and mentoring program

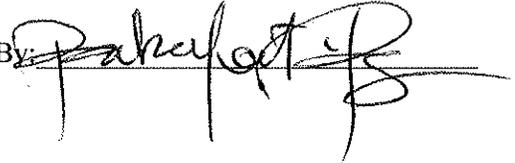
Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Complete previous Track 1 (Leadership) Talent Management Program (TMP)	All 5 initial TMP leadership track students completed the program.	100%	B. Perez. R.Fee	February 1, 2016
<p>Create new Leadership training program that will provide recognized award in the profession.</p> <ul style="list-style-type: none"> <li>- Partnered with the University of Guam Graduate School of Business and Public Administration to offer a Master of Public Administration with a Judiciary Focus with classes held at the court with Judiciary staff, where possible.</li> <li>- <b>Cross-Training</b> - Students will complete coursework in wide-area of court responsibility.</li> <li>- <b>Succession Planning</b> - 7 divisions are represented in 1<sup>st</sup> Cohort.</li> </ul>	<p>Recruited 12 employees for the pilot program.</p> <p>Paid by Doc Sanchez scholarships.</p> <p>1 year accelerated program started on June 10, 2016</p>	1%	R. Fee	May 7, 2017 with May 21, 2017 graduation

- <b>Mentor</b> - As part of the program, each student must have a Mentor				
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**5. Improve educational incentive programs**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
<p>Judiciary instituted a training program to meet the <b>POST certification</b> academic requirements in partnership with the Criminal Justice program at Guam Community College. 71 Marshals, Probation officers, and selected staff participated.</p> <ul style="list-style-type: none"> <li>- The tuition was paid by the court.</li> <li>- Students were given 4 hours a day to attend class over a 6 month period.</li> <li>- Students will receive GCC Criminal Justice Certificate (31 credits)</li> <li>- Students will have completed half the Associate degree requirements.</li> </ul>	<p>Students have completed 10 of 11 courses as of June 10, 2016.</p>	<p>95%</p>	<p>R. Fee</p>	<p>June 27, 2016 with graduation on August 19, 2016</p>
<p>Judiciary will review the academic requirements for each position.</p> <ul style="list-style-type: none"> <li>- The Associate degree should be the basic requirement for all new employees in the future.</li> <li>- Future promotions will be based on achieving certain academic levels, i.e. AA/AS for entry, BA and MA for leadership</li> </ul>				
<p>Judiciary in partnership with the GCC Criminal Justice program will implement a JOG Associate degree in Criminal Justice Administration for Courts and Ministerial staff with the following aspects:</p> <ul style="list-style-type: none"> <li>- Students will be grouped into a formal Cohort.(or two)</li> </ul>	<p>34 C&amp;M staff have been admitted to the program. Most have taken placement.</p> <p>May form 2 Cohorts</p>	<p>60% Planning Implementation of program August 17<sup>th</sup>.</p>	<p>R. Fee</p>	<p>Completion by December 2017 or May 2018 depending on background.</p>

<ul style="list-style-type: none"><li>- They will complete the sequence of courses together as a group.</li><li>- Each course will meet 2 late afternoons per week for 1 month. (Complete 1 course a month).</li><li>- Course will be held at the court with court employees as instructors, where possible.</li><li>- All of the Criminal Justice courses (36 credits) will be offered in sequence.</li><li>- The court will provide 4 hours of administrative leave which is standard with for Career Enhancement courses. (Classes 3-8pm twice a week)</li></ul>	based on English placement exams. (M/W class, T/Th class)			
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Report Submitted By: 

Date: 7/1/16