BEFORE THE 2013 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC13-019

RELATIVE TO APPROVING THE FISCAL YEAR 2014 BUDGET REQUEST FOR THE OFFICE OF THE ALTERNATE PUBLIC DEFENDER

WHEREAS, on April 30, 2004, the Judicial Council adopted its Resolution JC04-009 thereby accepting the Public Defender Service Corporation's proposal for the establishment of the Alternate Public Defender; and

WHEREAS, as a part of the operations of the Office of the Alternate Public Defender, the Public Defender Service Corporation must present a budget for the office of the Alternate Public Defender every year to the Judicial Council for approval of its fiscal year budget, and for FY 2014, the total sum of $912,116.00 was requested by the Public Defender Service Corporation to run the Office of the APD for FY 2014; and

WHEREAS, the budget for the Alternate Public Defender was presented to the Judicial Council at its regular meeting of July 18, 2013; and a motion was made and seconded;

NOW THEREFORE BE IT RESOLVED, that the Alternate Public Defender proposed Fiscal Year 2014 Budget, shown in the attached Exhibit "A," Alternate Public Defender – Fiscal Year 2014 Budget Request," is hereby APPROVED for FY 2014.

DULY ADOPTED the 18th day of July, 2013, at a duly-noticed meeting of the Judicial Council of Guam.

F. PHILIP CARBULLIDO, Chairman

Dated: 7/25/13

ATTEST:

JOSEPHINE C. CEPEDA, Secretary

Dated: 7/25/13

EXHIBIT "A"

DIRECTOR
Eric D. Miller

ADMINISTRATIVE DIRECTOR
Bernadette S.N. Chargualaf

PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pupbleku)

GOVERNMENT OF GUAM
MVP Sinajana Commercial Building, Unit B
779 Route 4, Sinajana, Guam 96910-5174
Tel: (671) 475-3100 □ Fax: (671) 477-5844

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Rebecca M. Warfield
Ali N. Nusbaum
Suresh Sampath
Brian E. Kegerreis
Mikaela S. Henderson

July 16, 2013

Mr. Perry Taitano
Administrator of the Courts
Guam Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910

Dear Perry:

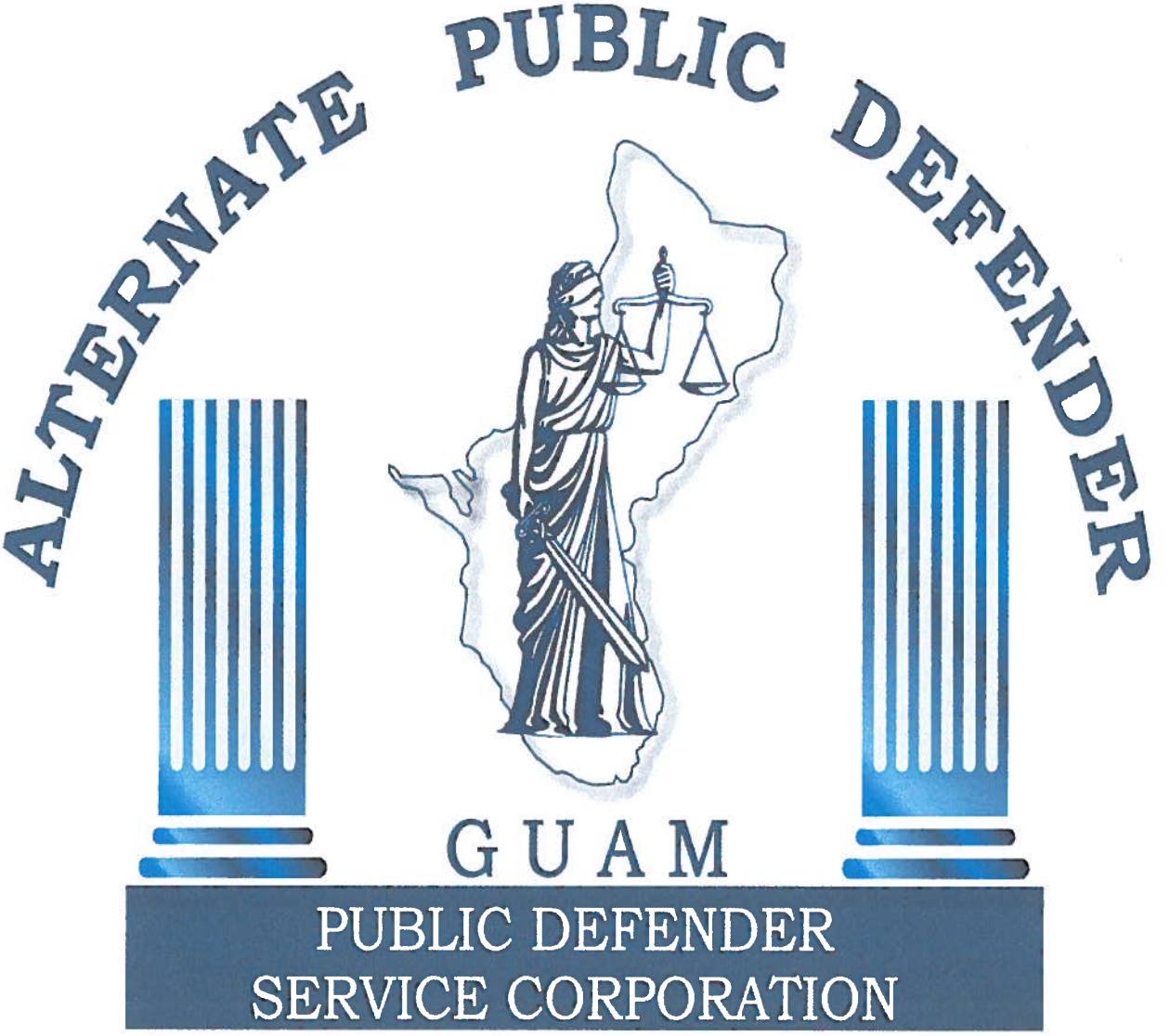
Enclosed you will please find the Fiscal Year 2014 Budget Request for the Alternate Public Defender. This budget request was approved by the Public Defender Service Corporation Board of Trustees on July 11, 2013.

Complying with instructions from Chief Justice Carbullido, we request that this matter be placed on the agenda for the Judicial Council's meeting on July 18, 2013.

Please feel free to contact me at 475-8301, or via email at bchargualaf@guampdsc.net should you have any questions or need further clarification in this regard.

Sincerely,

BERNADETTE S.N. CHARGUALAF



FISCAL YEAR 2014
BUDGET REQUEST

ALTERNATE PUBLIC DEFENDER
Public Defender Service Corporation
GOVERNMENT OF GUAM
Suite 902, DNA
238 AFC Flores Street
Hagåtña, Guam 96910
Tel: (671) 475-3234 ◆ Fax: (671) 475-3238

BOARD OF TRUSTEES

on. F. Philip Carbullido
Chairman

on. Alberto C. Lamorena, III
Vice-Chairman

ttorney Cynthia Ecube
Member

onna Muna Quinata
Member

sthyann C. Gogue
Member

ADMINISTRATION

ric D. Miller
Director

ernadette S.N. Chargualaf
Administrative Director

.TERNATE PUBLIC DEFENDER

na Maria C. Gayle
Supervisor

:ephen P. Hattori
Staff Attorney

ihn P. Morrison
Staff Attorney

ffrey L. Warfield, Jr.
Staff Attorney

ric R. Overton
Staff Attorney

July 15, 2013

Honorable F. Philip Carbullido
Chief Justice,
Supreme Court of Guam and
Chairman,
Guam Judicial Council
120 West O'Brien Drive
Hagåtña, Guam 96910

Dear Chief Justice Carbullido:

Submitted herewith for your review is the Alternate Public Defender's (APD) Fiscal Year 2013 Budget Request.

As you know, APD has been in existence for over seven (7) years. Since its inception, our objective has focused on providing defense to qualified indigent clients while simultaneously containing the cost of doing so. In recognition of the economic climate our island faces today, this budget was prepared with both frugality and sound, fiscal responsibility in mind.

We are requesting an additional entry level position—Legal Clerk I—to assist with the overload of clerical and other administrative functions. Additional increases are sought for attorneys' pay adjustments, salary increments, adjusted retirement contribution rates (government's share), etc.

A summary of our Fiscal Year 2014 Budget Request is as follows:

OBJECT CATEGORY:	REQUEST:
Personnel Services	$ 805,108
Travel	-0-
Contractual Services	24,006
Office Space Rental	65,602
Supplies and Materials	5,000
Equipment (< $5,000)	3,200
Drug Testing	1,000
Miscellaneous	6,100
Utilities (Telephone/Toll/Pagers)	2,100
Capital Outlay	-0-
TOTAL REQUEST:	**$ 912,116**

The Alternate Public Defender's Fiscal Year 2014 Budget Request was approved by the Public Defender Service Corporation Board of Trustees at a duly-noticed meeting on July 11, 2013.

Should you have any questions, or desire further information, please feel free to contact Mrs. Bernadette S.N. Chargualaf, PDSC Administrative Director, or Mr. Michael S. Moreno, PDSC Chief Fiscal Officer at 475-3100.

Respectfully,

ANAMARIA C. GAYLE
Supervising Attorney,
Alternate Public Defender

BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION (PDSC)
RELATIVE TO THE APPROVAL OF THE
ALTERNATE PUBLIC DEFENDER
FISCAL YEAR 2014 BUDGET REQUEST

RESOLUTION NO. PDSC 06-13

WHEREAS, Public Defender Service Corporation (PDSC) Board of Trustees Resolution No. 08-04 established the office of the Alternate Public Defender (APD) as a separate section/division of the PDSC, answerable to the PDSC Board of Trustees and subject to funding by the Judicial Client Services Fund under the stewardship of the Judicial Council of Guam; and

WHEREAS, on June 15, 2004 an Agreement to Provide Attorney Services for Indigent Defendants was executed by and between the PDSC and the Judicial Council of Guam through the Administrator of the Courts, providing funding for this program through Fiscal Year 2004; and

WHEREAS, as provided by Section Four of the above-described Agreement, subsequent instruments were executed by the PDSC and the Judicial Council of Guam thereby funding the office of the APD through Fiscal Year 2013; and

WHEREAS, in order to extend the services rendered by the APD into the next fiscal year, and to allow for the renewal of the Agreement to Provide Attorney Services for Indigent Defendants, a budget plan must be submitted for consideration and approval by the PDSC Board of Trustees; and

WHEREAS, the Alternate Public Defender, by and through its Supervising Attorney, presented the APD's Fiscal Year 2014 Budget Request of **$912,116** to the PDSC Board of Trustees; and

WHEREAS, the Board of Trustees finds this budget request appropriate and adequate to carry out the APD's mission for Fiscal Year 2014; now therefore be it

RESOLVED, the Board of Trustees of the Public Defender Service Corporation, in its meeting of July 11, 2013 hereby approves the **APD Fiscal Year 2014 Budget Request of $912,116** with all its provisions contained therein being attached hereto and made a part of this resolution.

DULY AND REGULARLY ADOPTED this 11th day of July, 2013.

Presiding Judge ALBERTO C. LAMORENA III
Chairperson
(Upon Recusal and Appointment By
Chief Justice F. Philip Carbullido, Chairman)

ATTEST:

BERNADETTE S.N. CHARGUALAF
Secretary

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

Budget Account Code	Appropriation Classification	A FY 2012 Expenditures & Encumbrances	B FY 2013 Authorized Level	C FY 2014 Proposed Budget	C-B=D Increase/ (Decrease) in $$	D/B=E Increase/ (Decrease) in %
	PERSONNEL SERVICES					
111	Regular Salaries/Increments/Special Pay	$522,601	$541,737	$571,327	$29,590	5%
112	Overtime/Special Pay	0	0	0	0	0
113	Benefits	185,880	203,907	233,781	29,874	15%
	TOTAL PERSONNEL SERVICES	$708,481	$745,644	$805,108	$59,464	8%
	OPERATIONS					
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0	$0	#DIV/0!
230	CONTRACTUAL SERVICES:	17,738	22,450	24,006	1,556	7%
233	OFFICE SPACE RENTAL:	64,498	65,602	65,602	0	0%
240	SUPPLIES & MATERIALS:	2,672	5,000	5,000	0	0%
250	EQUIPMENT: <$5000.00	3,573	0	3,200	3,200	100%
271	DRUG TESTING	0	0	1,000	1,000	100%
290	MISCELLANEOUS:	4,094	6,100	6,100	0	0%
	TOTAL OPERATIONS	$92,575	$99,152	$104,908	$5,756	6%
	UTILITIES					
	Power	$0	$0	$0	$0	$0
	Water/ Sewer	0	0	0	0	0
363	Telephone/ Toll	1,534	2,100	2,100	0	0%
	TOTAL UTILITIES	$1,534	$2,100	$2,100	$0	0%
	INDIRECT COST	$0	$0	$0	$0	0%
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0	$0	0%
	TOTAL APPROPRIATIONS	$802,590	$846,896	$912,116	$65,220	8%

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)					
UNCLASSIFIED	0	0	0	0	0%
CLASSIFIED	9	10	11	1	10%
TOTAL FTEs	9	10	11	1	10%

FOOTNOTES:

For Fiscal Year 2014, an increase of $65,220 or 8% is requested over the appropriation level for Fiscal Year 2013. The following are details for the additional requests:

1. **PERSONNEL SERVICES:**

$29,590 **REGULAR SALARIES/INCREMENTS/SPECIAL PAY:** Increase is to pay for mandated attorneys' pay adjustments, employees' salary increments, night differential, and one (1) additional full-time employee.

- **Legal Clerk I**

$29,874 **BENEFITS:** Increase is needed to fund for mandated increases in the government's share of retirement contributions from 30.09% to 31.02% and one (1) additional full-time employee. The health, dental and life insurance rates were calculated at current levels. Should the insurance rates increase in FY 2014, we will be requesting a supplemental budget to cover these costs.

- **Legal Clerk I**

$59,464 **SUB-TOTAL FOR PERSONNEL COSTS**

2. **OPERATIONS:**

a. **$0** **TRAVEL (Off-Island/Local Mileage Reimbursement):**
Due to budgetary constraints, funds for off-island travel and local mileage reimbursement were not requested for FY 2014.

b. **$1,556** **CONTRACTUAL SERVICES:**

- Malpractice Insurance ($4,000)
- Westlaw Services ($7,410)
- Annual Phone Maintenance ($1,536)
- Lease of Copier Machines ($5,760)
- Internet Services ($1,200)
- Internet Domain Name Renewal ($150)
- Abacus Tech Support ($1,700)
- Network Security Services ($600)
- Antivirus Software License ($600)
- Microsoft Office License for additional user ($400)
- Telephone License and installation for additional user ($700)

c. $0	**OFFICE SPACE RENTAL:** Rental premiums kept at FY 2013 level.
d. $0	**SUPPLIES AND MATERIAL:** Please refer to Form 96A for details.
e. $3,200	**SMALL EQUIPMENT:** Please refer to Form 96A for details. • Purchase of office equipment / furniture for additional position
f. $0	**MISCELLANEOUS:** Please refer to Form 96A for details
g. $1,000	**DRUG TESTING**
h. $0	**UTILITIES:** Costs kept at FY 2013 level.
$5,756	**SUB-TOTAL FOR OPERATIONAL COSTS**
$65,220	**TOTAL INCREASE FOR FY 2014 OVER FY 2013 AUTHORIZED LEVEL**

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2013? Yes	No
Malpractice Insurance	1 year		$ 4,000.00	x	
Westlaw Services	1 year		$ 7,410.00	x	
Annual Phone Maintenace	1 year		$ 1,536.00	x	
Lease of Copier Machine	12 mons	480	$ 5,760.00	x	
Internet Services	12 mons	100	$ 1,200.00	x	
Internet - Domain Renewal	1 year		$ 150.00	x	
Abacus Tech Support	1 year		$ 1,700.00	x	
Network Security Services	1 year		$ 600.00	x	
Antivirus Software License	1 year		$ 600.00	x	
Microsoft Office License for additional user	1 year		$ 400.00		x
Telephone License for additional user	1 year		$ 300.00		x
Telephone Install charges for additional user	1 year		$ 350.00		x
Total Contractual			$ 24,006.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2013? Yes	No
Office Supplies (batteries, binders, calling cards,			$ 5,000.00	x	
computer disks, daily appointment calendars,					
computer cdr/disks, daily appointment calendars,					
envelopes, expandable folders, fasteners,					
file folders, file labels, index cards, notary books,					
notary seals, paper clips, pens/pencils, post it,					
stamps for mailing, scotch tape, staplers, staples					
two/three hole perforator, typewriter ribbon,					
correction tape, xerox paper, yellow pads)					
Computer supplies (computer parts, ink/toner					
cartridges)					
Sundries (hand sanitizer, clorox wipes, water).					
Total Supplies & Materials			$ 5,000.00		

Schedule D - Equipment<$5,000.00

Item	Quantity	Unit Price	Total Price	Funded in FY 2013? Yes	No
Office furniture for additional position	1		$ 1,400.00		x
Workstation @$1800			$ 1,800.00		x
Total Equipment			$ 3,200.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2013? Yes	No
Guam Bar Dues			$ 1,750.00	x	
Professional Dues for NACDL	1	200	$ 200.00	x	
Legal Subscriptions to be used as References for Attorneys			$ 500.00	x	
Process Server Fees	3	50	$ 150.00	x	
Local Training for Attorneys and Staff			$ 3,500.00	x	
Total Miscellaneous			$ 6,100.00		

Schedule F - Capital Outlay>$5,000.01

Item	Quantity	Unit Price	Total Price	Funded in FY 2013? Yes	No
Total Capital Outlay			0.00		

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

		A	B	C
Budget Account Code	Appropriation Classification	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$522,601	$541,737	$571,327
112	Overtime/Special Pay	0	$0	0
113	Benefits	185,880	203,907	$233,781
		$0	0	0
	TOTAL PERSONNEL SERVICES	$708,481	$745,644	$805,108
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	17,738	22,450	24,006
233	OFFICE SPACE RENTAL:	64,498	65,602	65,602
240	SUPPLIES & MATERIALS:	2,672	5,000	5,000
250	EQUIPMENT: <$5000.00	3,573	0	3,200
271	DRUG TESTING	0	0	1,000
290	MISCELLANEOUS:	4,094	6,100	6,100
	TOTAL OPERATIONS	$92,575	$99,152	$104,908
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	1,534	2,100	2,100
	TOTAL UTILITIES	$1,534	$2,100	$2,100
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$802,590	$846,896	$912,116

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	9	10	11
TOTAL FTEs	9	10	11

PLEASE REFER TO FOOTNOTES ON FOLLOWING PAGES.

Fiscal Year 2014

Program Budget Digest

Agency: JUDICIARY
Program: PUBLIC DEFENDER SERVICE CORPORATION
ALTERNATE PUBLIC DEFENDER - ATTORNEYS

Budget Account Code	Appropriation Classification	A FY 2012 Expenditures & Encumbrances	B FY 2013 Authorized Level	C FY 2014 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$369,009	$383,539	$389,517
112	Overtime/Special Pay	0	0	0
113	Benefits	130,321	141,842	146,400
		0	0	0
	TOTAL PERSONNEL SERVICES	$499,330	$525,381	$535,917
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	17,738	22,450	22,956
233	OFFICE SPACE RENTAL:	64,498	65,602	65,602
240	SUPPLIES & MATERIALS:	2,672	5,000	5,000
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	1,000
290	MISCELLANEOUS:	4,094	5,950	5,950
	TOTAL OPERATIONS	$89,002	$99,002	$100,508
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	1,534	2,100	2,100
	TOTAL UTILITIES	$1,534	$2,100	$2,100
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$589,866	$626,483	$638,525

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	5	5	5
TOTAL FTEs	5	5	5

Note 1 - Contractual: The request for funds under this category is to pay for Malpractice Insurance ($4,000), lease of copy machine ($5,760), West Law Services ($7,410), maintenance agreement for PDS phones ($1,536), Internet Services ($1,200), and renewal for Internet Domain ($150). The additional request is to pay Abacus tech support ($1,700), to pay for network security ($600) and antivirus software license ($600).

Note 2 - Miscellaneous: The request for funds is to pay for Guam Bar Dues ($1,750), , the registration fees for attorneys/staffs' on-island training/conference ($4,000), annual NACDL dues ($200), legal subscriptions ($500), and publication for job/RFP/Bid announcements($1,200).

Fiscal Year 2014 Budget
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - INVESTIGATIVE SERVICES

Budget Account Code	Appropriation Classification	A FY 2012 Expenditures & Encumbrances	B FY 2013 Authorized Level	C FY 2014 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$71,496	$73,378	$77,458
112	Overtime/Special Pay	0	0	0
113	Benefits	23,844	27,949	30,501
		0	0	0
	TOTAL PERSONNEL SERVICES	$95,340	$101,327	$107,959
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	100	100
	TOTAL OPERATIONS	$0	$100	$100
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$95,340	$101,427	$108,059

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	1	2	2
TOTAL FTEs	1	2	2

Note 1- Miscellaneous: The request for funds is to pay for process server fees.

Fiscal Year 2014 Budget
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL SECRETARIAL SERVICES

Budget Account Code	Appropriation Classification	A FY 2012 Expenditures & Encumbrances	B FY 2013 Authorized Level	C FY 2014 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$53,611	$55,857	$56,311
112	Overtime/Special Pay		0	0
113	Benefits	20,698	22,424	29,393
		0	0	0
	TOTAL PERSONNEL SERVICES	$74,309	$78,281	$85,704
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	3,573	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$3,573	$0	$0
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$77,882	$78,281	$85,704

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	2	2	2
TOTAL FTEs	2	2	2

Fiscal Year 2014 Budget
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL CLERICAL SERVICES

Budget Account Code	Appropriation Classification	A FY 2012 Expenditures & Encumbrances	B FY 2013 Authorized Level	C FY 2014 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$28,485	$28,963	$48,041
112	Overtime	0	0	0
113	Benefits	11,017	11,692	27,487
		0	0	0
	TOTAL PERSONNEL SERVICES	$39,502	$40,655	$75,528
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	1,050
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	0	3,200
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	50	50
	TOTAL OPERATIONS	$0	$50	$4,300
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$39,502	$40,705	$79,828

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	1	1	2
TOTAL FTEs	1	1	2

Note 1- Miscellaneous: The request is to pay for process server fees.
Note 2 - Contractual and Equipment<$5000: For additional FTE

Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: SUMMARY

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *31.02%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	—	ATTORNEYS	—	—	$383,906	$0	$3,000	—	$2,611	$389,517	$119,897	$2,475	$0	$5,630	$765	$16,455	$1,178	$146,400	$535,917
2	—	INVESTIGATIVE SERVICES	—	—	75,561	0	0	—	1,897	77,458	24,548	495	0	1,147	306	3,781	224	30,501	107,959
3	—	LEGAL SECRETARIAL	—	—	55,592	0	0	—	719	56,311	16,905	495	0	790	306	10,298	599	29,393	85,704
4	—	LEGAL CLERICAL	—	—	47,597	0	0	—	444	48,041	14,609	990	0	683	306	10,298	601	27,487	75,528
			Grand Total:	—	$562,656	$0	$3,000	—	$5,671	$571,327	$175,959	$4,455	$0	$8,250	$1,683	$40,832	$2,602	$233,781	$805,108

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2014 GovGuam contribution for Life Insurance is $153 per annum

Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ATTORNEYS

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *31.02%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-100	ATTORNEY IV-SUPERVISOI	ANA MARIA C. GAYLE	IV/6(2X)	$89,340	$0	$0	9/27/2014	$261	$89,601	$ 27,794	$495	$0	$ 1,295	$153	$3,781	$224	$33,742	$123,343
2	APD-101	ATTORNEY IV	STEPHEN P. HATTORI	IV/6(1X)	86,319	0	1200	12/15/2014	0	87,519	26,776	495	0	1227	153	3,781	224	32,656	120,175
3	APD-102	ATTORNEY IV	JOHN P. MORRISON	IV/5	77,894	0	0	3/16/2016	0	77,894	$ 24,163	495	0	1129	153	4,809	278	31,027	108,921
4	APD-103	ATTORNEY IV	JEFFERY L. WARFIELD, SR	IV/6	80,580	0	800	5/11/2014	1,175	82,555	25,360	495	0	1197	153	2,401	226	29,832	112,387
5	APD-108	ATTORNEY II	ERIC R. OVERTON	III/1	49,773	0	1000	3/26/2014	1,175	51,948	15,804	495	0	782	153	1,683	226	19,143	71,091
			Grand Total:	----	$383,906	$0	$3,000	----	$2,611	$389,517	$ 119,897	$2,475	$0	$ 5,630	$765	$16,455	$1,178	$146,400	$535,917

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2014 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

2/ FY 2014 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2014 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+ G+H+I+J) Subtotal
1	APD-100	ATTORNEY IV-SUPERVISOI	ANA MARIA C. GAYLE	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-101	ATTORNEY IV	STEPHEN P. HATTORI	0	1,200	0	0	0	0	0	1,200
3	APD-102	ATTORNEY IV	JOHN P. MORRISON	0	0	0	0	0	0	0	0
4	APD-103	ATTORNEY IV	JEFFERY L. WARFIELD, SR	0	800	0	0	0	0	0	800
5	APD-108	ATTORNEY II	ERIC R. OVERTON	0	1,000	0	0	0	0	0	1,000
			Grand Total:	$0	$3,000	$0	$0	$0	$0	$0	$3,000

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *31.02%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	M/13	$49,364	$0	$0	3/27/2014	$1,008	$50,372	$15,625	$0	$0	$730	$153	$0	$0	$16,508	$66,880
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	K/1	26,197	0	0	2/13/2014	889	27,086	8,923	495	0	417	153	3,781	224	13,993	41,079
			Grand Total:	.....	$75,561	$0	$0	.....	$1,897	$77,458	$24,548	$495	$0	$1,147	$306	$3,781	$224	$30,501	$107,959

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2014 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

2/ FY 2014 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2014 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
	(A)	(B)	(C)	(D)	Special Pay Categories (E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J) Subtotal
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *31.02%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J/10	$35,618	$0	$0	3/20/2014	$623	$36,241	$10,679	$0	$0	$499	$153	$3,781	$224	$15,336	$51,577
2	APD-106	LEGAL SECRETARY I	Vacant	H/1	19,974	0	0	8/1/2014	96	20,070	$6,226	495	0	291	153	6,517	375	14,057	34,127
			Grand Total:	----	$55,592	$0	$0	----	$719	$56,311	$16,905	$495	$0	$790	$306	$10,298	$599	$29,393	$85,704

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2014 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.
2/ FY 2014 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.
3/ FY 2014 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-106	LEGAL SECRETARY I	Vacant	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~
2/ Applies to law enforcement personnels
3/ Applies to solid waste employees
4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *31.02%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H/10	$29,962	$0	$0	4/4/2014	$444	$30,406	$9,139	$495	$0	$427	$153	$3,781	$226	$14,221	$44,627
2		LEGAL CLERK I	NEW	F-1	17,635	0	0	10/1/2014	0	17,635	5,470	$495	0	256	153	6,517	375	13,266	30,901
			Grand Total:	----	$47,597	$0	$0	----	$444	$48,041	$14,609	$990	$0	$683	$306	$10,298	$601	$27,487	$75,528

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2014 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

2/ FY 2014 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2014 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J) Subtotal
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	$0	$0	$0	$0	$0	$0	$0	$0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as at 06/30/2013)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: SUMMARY

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 30.09%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefit (K thru Q)	(J + R) TOTAL
1	—	ATTORNEYS	—	—	$372,515	$0	$0	—	$6,788	$379,303	$115,407	$2,475	$0	$5,562	$765	$16,455	$1,178	$141,842	$521,145
2	—	INVESTIGATIVE SERVICE	—	—	72351	0	0	—	1,027	73,378	22,079	495	0	1,064	306	3,781	224	27,949	101,327
3	—	LEGAL SECRETARIAL	—	—	63467	0	0	—	96	63,563	19,088	448	0	922	373	10,298	599	31,728	95,291
4	—	LEGAL CLERICAL	—	—	27964	0	0	—	999	28,963	8,715	495	0	420	153	1,683	226	11,692	40,655
			Grand Total:	—	$536,297	$0	$0	—	$8,910	$545,207	$165,289	$3,913	$0	$7,968	$1,597	$32,217	$2,227	$213,211	$758,418

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2013 GovGuam contribution for Life Insurance is $153 per annum

Government of Guam
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as at 06/30/2013)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ATTORNEYS

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 30.09%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-100	ATTORNEY IV-SUPERVISOR	ANA MARIA C. GAYLE	IV/6(2X)	$86,319	$0	$0	9/27/2014	$0	$86,319	$25,973	$495	$0	$1,252	$153	$3,781	$224	$31,878	$118,197
2	APD-101	ATTORNEY IV	STEPHEN P. HATTORI	IV/6(1X)	83,400	0	0	12/15/2012	2,433	85,833	26,495	495	0	1,277	153	3,781	224	32,425	118,258
3	APD-102	ATTORNEY IV	JOHN P. MORRISON	IV/4	75,208	0	0	3/16/2013	1,567	76,775	23,102	495	0	1,113	153	4,809	278	29,950	106,725
4	APD-103	ATTORNEY IV	JEFFERY L. WARFIELD, SR.	IV/6	80,580	0	0	5/11/2013	1,175	81,755	24,817	495	0	1,196	153	2,401	226	29,288	111,043
5	APD-108	ATTORNEY II	ERIC R. OVERTON	II/1	47,008	0	0	3/26/2013	1,613	48,621	15,020	495	0	724	153	1,683	226	18,301	66,922
			Grand Total:	.....	$372,515	$0	$0	.....	$6,788	$379,303	$115,407	$2,475	$0	$5,562	$765	$16,455	$1,178	$141,842	$521,145

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2013 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

2/ FY 2013 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2013 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(+E+F+G+H+I+J) Subtotal
1	APD-100	ATTORNEY IV-SUPERVISOR	ANA MARIA C. GAYLE	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-101	ATTORNEY IV	STEPHEN P. HATTORI	0	0	0	0	0	0	0	0
3	APD-102	ATTORNEY IV	JOHN P. MORRISON	0	0	0	0	0	0	0	0
4	APD-103	ATTORNEY IV	JEFFERY L. WARFIELD, SR.	0	0	0	0	0	0	0	0
5	APD-108	ATTORNEY II	ERIC R. OVERTON	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as at 06/30/2013)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 30.09%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	M/13	$47,695	$0	$0	3/27/2014	$0	$47,695	$14,351	$0	$0	$692	$153	$0	$0	$15,196	$62,891
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	K/1	24,656	0	0	2/13/2013	1,027	25,683	7,728	495	0	372	153	3,781	224	12,753	38,436
			Grand Total:		$72,351	$0	$0	---	$1,027	$73,378	$22,079	$495	$0	$1,064	$306	$3,781	$224	$27,949	$101,327

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2013 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

2/ FY 2013 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2013 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg.+10%	Hazard 10%	Hazard 6%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as at 06/30/2013)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

	Input by Department														Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt	(E+F+G+1) Subtotal	Retirement (J * 30.09%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J/10	$34,414	$0	$0	3/20/2014	$0	$34,414	$10,355	$0	$0	$499	$153	$3,781	$224	$15,012	$49,426
2	APD-106	LEGAL SECRETARY I	TAMMY LYNN D. AMUAN	H/2	9,079	0	0		0	9,079	2,694	219	0	132	67	0	0	3,112	12,191
3		LEGAL SECRETARY I	VACANT	H/1	19,974	0	0	8/1/2014	96	20,070	6,039	229	0	291	153	6,517	375	13,604	33,674
			Grand Total:		$63,467	$0	$0		$96	$63,563	$19,088	$448	$0	$922	$373	$10,298	$599	$31,728	$95,291

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2013 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

2/ FY 2013 (Proposed) GovGuam contribution rate of $19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2013 (Proposed) GovGuam contribution rate of $153 (per annum) for Life Insurance is subject to change.

	Input by Department										
	(A)	(B)	(C)	Special Pay Categories (D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	)+E+F+G+H+I+J) Subtotal
1	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-106	LEGAL SECRETARY I	TAMMY LYNN D. AMUAN	0	0	0	0	0	0	0	0
3	0	LEGAL SECRETARY I	VACANT	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as at 06/30/2013)

[BBMR SP-1]

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 30.09%)	Retire (DDI) ($19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H/8	$27,964	$0	$0	10/4/2012	$999	$28,963	$8,715	$495	$0	$420	$153	$1,683	$226	$11,692	$40,655
2		LEGAL CLERK I	NEW	F/1		0	0		0	0	0	0	0	0	0	0	0	0	0
			Grand Total:		$27,964	$0	$0		$999	$28,963	$8,715	$495	$0	$420	$153	$1,683	$226	$11,692	$40,655

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2013 (Proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

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	Input by Department										
	(A)	(B)	(C)	(D)	Special Pay Categories (E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J) Subtotal
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	$0	$0	$0	$0	$0	$0	$0	$0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

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