

HUMAN RESOURCES DIVISION (HRD)

Functional Chart

Fiscal Year 2012

HUMAN RESOURCES MANAGER

Responsible for administering an effective and efficient human resource management programs for non-autonomous departments and agencies within the Executive Branch in the areas of classification and compensation, employee benefits, employee-management relations, employee records, recruitment, test development and training and development.

The Human Resources Manager is guided through the provisions identified in Title IV and Title V of the Guam Code Annotated, Public Law 9-240, Public Employee-Management Relations Act (PEMRA) and Executive Order No. 2000-17.

ASST. HUMAN RESOURCES MANAGER

Responsible for assisting and coordinating all human resource management programs in the Executive Branch for non-autonomous departments and agencies.

ADMINISTRATIVE / TECHNICAL SUPPORT STAFF

ADMINISTRATIVE OFFICER

PERSONNEL ASSISTANT I

WORD PROCESSING SECRETARY II

DRUG-FREE WORKPLACE COORDINATOR

Responsible for providing administrative and office support services to the Human Resources Manager, the Asst. Human Resources Manager, including budget formulation, procurement, payroll administration, interprets policies and procedures at support level, prepares correspondence and reports and provides guidelines to supervisors and employees on matters dealing with the administrative operations of the division, and performs related duties as required.

Provides Records and variety of documents via database programs for tracking and customer service feedback for both administrative and technical personnel information.

Provides secretarial and clerical support.

Coordinates and administers the Government of Guam Drug-Free Workplace Program (DFWP).