

# HUMAN RESOURCES DIVISION (HRD)

Functional Chart Fiscal Year 2012

## HUMAN RESOURCES MANAGER

### ASST. HUMAN RESOURCES MANAGER

#### **CLASSIFICATION AND PAY BRANCH**

##### **Personnel Specialist IV (VACANT)**

The Classification and Pay Branch is responsible for planning and coordinating classification activities in the:

- Administration and maintenance of the government of Guam's Unified Classification and Compensation System (P.L. 21-59).
- Conducting organizational studies to determine appropriate lines of communication and functional levels within departments and agencies.
- Establishment and placement of job titles within the government of Guam.
- Participating in the conduct of internal equity and external competitiveness reviews for the government of Guam.
- Maintenance of information on job duties for all positions under the jurisdiction of the Department of Administration.

#### **EMPLOYEE-MANAGEMENT RELATIONS BRANCH**

##### **Employee-Management Relations Officer II**

The Employee-Management Relations Branch is responsible for planning, coordinating and administering employee-management relation activities consisting of:

- The Employee Grievance and Adverse Action Procedures; Performance Rating Appeal Procedures; Leave Sharing Program; Incentive Awards Program, PEMRA rules and regulations (P.L. 9-240), and Unfair Labor Practice (ULP) charge for the government of Guam.
- Providing training to employees on the Employee Grievance and Adverse Action Procedures and Performance Appraisal System.
- Coordinating hearings on grievances filed by employees and advises Board Members of their role, pursuant to program procedures.
- Conducting orientation on labor relation matters to new employees of the government of Guam.

#### **EMPLOYEE BENEFITS BRANCH**

##### **Personnel Specialist IV**

The Employee Benefits Branch is responsible for planning, coordinating and processing employee benefits activities consisting of:

- The government of Guam's Group Life Insurance Program for 17,000 active and retired employees.
- Orientations to government of Guam's active and retired employees on the government's Medical/Dental Insurance program.
- Processing medical/dental and life insurance forms for death claims, change of beneficiary, change of status, etc.
- Communicating with the government's insurance providers on pending Waiver of Premium claims and employee refunds.
- Transmitting medical/dental and life premiums for payment made by government department and agencies.
- Assisting the Human Resources Manager with technical support in the negotiation process for health/life insurance.

#### **RECORDS BRANCH**

##### **Personnel Specialist IV**

The Records Branch is responsible for planning, coordinating and processing employee record activities consisting of:

- The processing of various employee Notification of Personnel Actions such as: Employment, Salary Increments, Adverse Actions, Promotions, Notices for Probationary employment and Employee Verifications, etc. servicing thirty-five (35) non-autonomous departments and agencies.
- Orientating and processing new employees of the government of Guam.
- Preparing and generating management information statistics and reports.
- Recording and maintaining active and inactive files for all employees of the government of Guam.
- Compliance to the Sunshine Reform Act of 1999.