

HUMAN RESOURCES DIVISION  
**FUNCTIONAL CHART**  
**FISCAL YEAR 2022**  
**PART A**

**PERSONNEL SERVICES  
ADMINISTRATOR**

- Responsible for administering 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, Training and Development, Equal Employment Opportunity (EEO), and Drug-Free Workplace.
- The Personnel Services Administrator 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. 95-29, and Department of Administration's Personnel Rules and Regulations.

**ASSISTANT PERSONNEL SERVICES  
ADMINISTRATOR**

- Assist in the administration, implementation and management of a comprehensive public employment program for all line agencies to include some autonomous agencies in such program as recruitment, employment testing, position classification and compensation, training employee management relations, employee records management, drug-free workplace and EEO.

**ADMINISTRATIVE/TECHNICAL  
SUPPORT STAFF**

- Responsible for providing administrative and office support services to the Personnel Services Administrator which includes preparing the annual budget formulation, procurement and 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.
- Provides records and a variety of documents via database programs for tracking and customer service feedback for both administrative and technical personnel information.
- Provides secretarial and clerical support.
- Performs related duties as required.

**CLASSIFICATION AND PAY BRANCH**

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.
- Support for Collective Bargaining negotiations.