The Employee report to Director is responsible for planning, coordinating and processing employee benefits activities consisting of:

- The government of Guam’s Group Health and 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 Programs.
- 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 the government of Guam’s departments and agencies.

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

- The processing of various employee Notification of Personnel Action (NPA) such as: Employment, Salary Increments, Adverse Actions, Promotions, Notices for Probationary Employment and Employment Verifications, etc., servicing thirty-five (35) non-autonomous departments and agencies.
- Orienting 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.

The Recruitment Branch is responsible for planning and coordinating recruitment activities consisting of:

- Posting of Job Announcements Line agencies departments.
- Receiving of Employment Applications.
- Evaluating Employment Applications.
- Establishing a List of Eligibles.
- Notifying applicants of Employment Application Rating Results.
- Processing of Request for Personnel Action (GG-1).
- Certifying the top five eligible applicants to departments and agencies for employment selection.
- Recording and maintenance of employment applications.
- Updating and reporting of Affirmative Action.

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) charges for the government of Guam.
- Providing training to employees on Employee Grievance 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.

The Training and Development Branch is responsible for planning and coordinating training activities consisting of:

- Administering all training activities for departments and agencies of the government of Guam.
- Researching and developing new training programs to meet the needs of government of Guam’s departments and agencies.
- Providing instructional services to departments and agencies.
- Coordinating consulting and resource networking of management and employee development, safety and health programs.
- Conducting educational and hands-on training, i.e., Apprenticeship Program for employees in the skilled and trade positions within the government of Guam.