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June 15, 2026

HRD No.: 26-276

To: Director, Department of Administration
From: Personnel Services Administrator, Human Resources Division
Subject: Review of Above-Step Recruitment Request
RE: Mrs. Christine P. Quinata

Buenas yan Hafa Adai! This is in reference to the Civil Service Commission's Above-Step Recruitment request for Mrs. Christine P. Quinata for the Management Analyst III position.

The Department of Administration, Human Resources Division is requesting to employ Mrs. Quinata as a full-time classified employee at Pay Grade N, Step 07, at \$68,648.00 per annum. The request is based on the following authority:

- Title 4, Guam Code Annotated, Section 6205 relative to the ability of the Appointing Authority to petition the Department of Administration (DOA) for the recruitment at a higher step not to exceed step 10 because of recruitment difficulty or exceptional qualifications.
- Chapter 6, Rule 6.001 (a)(b), of the current Department of Administration' Personnel Rules and Regulations.
- CSC Resolution No. 95-02 relative to the above-step recruitment for initial employment.

The minimum experience and training requirement for the Management Analyst III position is:

- A) Two (2) years of experience as a Management Analyst II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, industrial management, or closely related fields; OR
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Upon review of Mrs. Quinata's application, she was evaluated utilizing the "B" clause, which requires two years or 24 months of work experience as a management analyst and a Bachelor's degree or 36 months of education credit, for a combined total of 60 months of required education and experience in process improvement or related experience to qualify for the position.

Work Experience

- CSC Special Projects Coordinator: 01/31/2011 – 11/04/2025, Credits 1.00 – 177 months.
- Gov Office Staff Assistant: 01/11/2010 – 12/31/2010, Credits .50 – 6 months.

Education

- Graduate of Guam Community College Vocational Technical High School, 1991.

Mrs. Quinata was credited 183 total months of work experience and received a final earned rating of 77.56.

Mrs. Quinata possesses over 15 years of administrative/project management experience in government service. She has spearheaded numerous projects and programs, especially in the current era of information technology and communications mobility which has improved the Civil Service Commission's ability to broadcast remotely, and improve information data management, enabling the CSC to comply efficiently and effectively with the Open Government Law and streamline operations. She works diligently and displays a positive and exceptionally friendly attitude towards her co-workers and assigned duties and responsibilities. Her professionalism and positive energy promote a high level of staff participation and comradery, thus making her contributions a true asset to the agency.

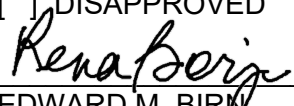
Therefore, based on the information reviewed, HRD recommends that Mrs. Quinata be hired as a Management Analyst III in the classified service at pay grade N, Step 07, or \$68,648.00 per annum based on exceptional qualifications.

Final approval and implementation of the above-step salary is contingent upon satisfying the legal requirements of 4GCA, sections 6205 and 6303.1(a), Transparency and Disclosure, which involves posting the "petition" for the Above Step Recruitment on the appropriate website(s) as well as notifying all major print and radio news media. Public Law 38-82, requires the department to post the "petition" on the Guam Public Notices Portal and transmit to the Speaker of I' Liheslaturan Guahan at least 10 days before the applicant is hired.

Should you require additional information, please contact the Human Resources Division, Recruitment Branch at 475-1128/1141. *Dangkolo na Agradesimiento!*



TONY C. AGUON

<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED

EDWARD M. BIRN Director of Administration
Date: <u>6/18/26</u>