

A Citizen's Report - 2014



About us...

Why Does Department of Administration Exist?

Primarily to provide various support services to the Government of Guam agencies, in order to assist them in the execution of their respective missions. This department is essentially responsible for the effective administration of the internal business of the Government of Guam.

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Our Mission:

To provide support to Government of Guam agencies, to assist them as they effectively and responsibly carry out their mission and responsibilities. We accomplish this by providing financial, cash management, procurement, information technology and human resource service.

Divisions:

Director's Office:

Oversees the operation and function of all divisions.

Division of Accounts:

To provide an accurate and timely financial information thus ensuring the Government's financial integrity and promoting an efficient, effective and accountable government.

Human Resources:

To provide an effective and efficient Human Resources program to our servicing customers.

General Services Agency:

To support the Government of Guam department/agencies effectively and efficiently through the procurement process by continuously developing sound procurement policies and practices

Data Processing





Division of Accounts

Major Workload Indicator	FY2014 Accomplishments	FY2013 Accomplishments	FY2012 Accomplishments
Contract Processed	1,412	1,344	1,536
Vendor and Direct Payments	56,985	76,912	55,098
Travel Processed	3,128	3,553	2,320
Journal Vouchers	39,653	27,901	39,157
Liquidations/Adjustments	3,185	4,718	3,172
Customs and Quarantine Activity	82,600	82,565	80,346
Checks Reconciled	404,483	420,572	397,769
Payroll Checks/ EFT Processed and Issued	97,720	98,720	96,081
Federal Expenditures	\$292,695,631	\$ 338,990,693	\$ 326,181,789
Collection Activity	685,421	679,662	620,079
Revenue Collection	697,375,638	\$ 718,101,552	\$ 677,215,500
Bank Collection Activity	15,983	15,680	13,644
Bank Deposits	\$ 49,385,597	\$ 52,221,076	\$ 43,856,262

Data Processing Division

Major Workload Indicator	FY2014 Accomplishments	FY2013 Accomplishments	FY2012 Accomplishments
Computer Operation Services	1,810	1,610	1,310
Project Management Service (by Project)	95	90	85
Networking and Tech Support	3,500	3,300	2,800

Human Resources Division

Major Workload Indicator	FY2014 Accomplishments	FY2013 Accomplishments	FY2012 Accomplishments
Processed Application for Vacancies	11,455	8,808	9,367
Processed GG1's/ Classification Activities	2,549	1,790	1,875
Test Administration and Validation	2,391	2,949	2,366
Processed Personnel Actions and Verifications	16,490	11,385	7,257
Health/Life Insurance Administration	5,995	5,450	5,294
Training and Development	1,919	2,457	1,220

General Service Agency

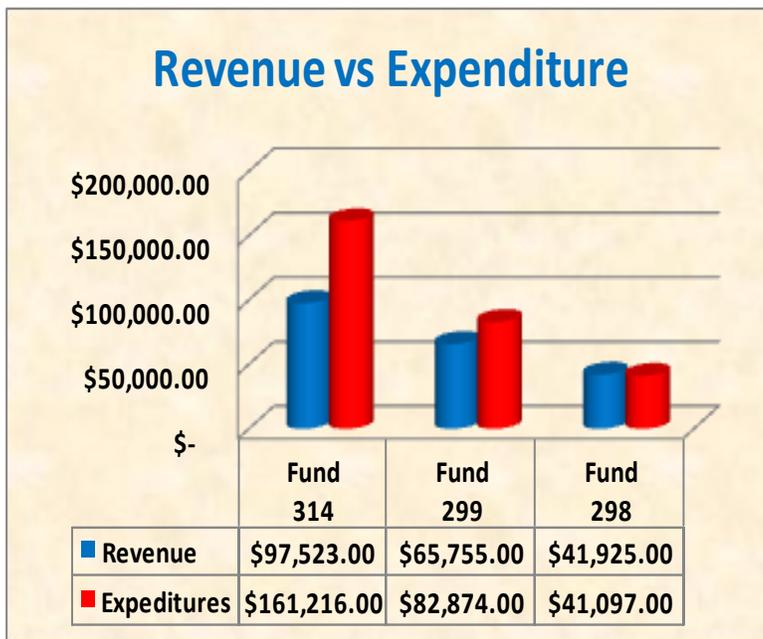
Major Workload Indicator	FY2014 Accomplishments	FY2013 Accomplishments	FY2012 Accomplishments
Tenda Gubetnu Supply Requisition Processed	366	616	347
Purchase Order	6,980	8,032	6,905
Transmitted Encumbrance Documents	6,980	8,032	6,905



EXPENDITURE COMPARISON	FY2014			FY2013		
	General Fund	Indirect Cost Fund	Total	General Fund	Indirect Cost Fund	Total
Director's Office *	4,364,628	72,656	4,437,284	4,119,682	253,853	4,373,535
Personnel Management	1,742,933	0	1,742,933	1,535,935	0	1,535,935
Financial Management	82,874	-	82,874	63,990	-	63,990
Data Processing	1,999,878	-	1,999,878	1,149,051	-	1,149,051
General Services Agency	954,766	-	954,766	760,330	-	760,330
Division of Accounts	2,406,880	1,068,424	3,475,304	2,440,364	913,077	3,353,441
Total	11,551,959	1,141,080	12,693,039	10,069,352	1,166,930	11,236,282

* All contractual services for the Department of Administration were categorized under the Director's Office account.

The Department of Administration oversees 121 active funds and out of the 121 funds, the department administers three Special Revenue Funds: State Agency for Surplus Property Fund (314), Financial Management Revolving Fund (299), and Human Resource Services Revolving Fund (298). The State Agency for Surplus Property Fund was created for the disposal of salvage and surplus personal property from GovGuam agencies and departments. The Financial Management Revolving Fund was created by Executive Order No. 2002-12 for cost associated with the handling and accounting for monies and deposits to be charged for treasury services to the Financial Management Division. The Human Resource Services Revolving Fund was created by Executive Order No. 2002-01 for administrative costs and supplies and equipment costs associated within the areas of classification and pay, recruitment, records, employee benefits, test development, employee management relations, training and development, as well as the Drug-Free Work program of Human Resources Division. Below shows the comparison data between revenues and expenditure for Fiscal Year 2013. A complete financial information can be found on our website at <http://www.doa.guam.gov/>



Note: Although the Funds' expenditures are higher than the revenue in Fiscal Year 2011, The FY2011's expenditures were supported by prior year's cumulative revenues.

New Leadership:

In the beginning of 2015, the Department of Administration welcomed its new Director, Mr. Anthony C. Blaz, while the former director, Miss Benita Manglona, was appointed to be the CFO of the Guam Memorial Hospital. Mr. Blaz is no stranger to DOA's operation as he was the DOA Deputy Director in March 2012. In September 2014, Mr. Blaz was appointed to lead the Bureau of Budget Management and Research as the Director.

Mr. Blaz's experience in the Government of Guam spans over 20 years. He was a 5-term Senator in the 21st through the 25th Guam Legislature holding the position of Vice Speaker in the 24th legislature and as Chairman of the Committee on Finance & Taxation. Prior to becoming a Senator, he has also held various management positions within the government of Guam including assignments as the Chief Officer from 1987-1990 for the Public Utilities Agency of Guam, the predecessor for the Guam Waterworks Authority. He was involved and held Executive Board level positions as Chairman for the Guam Election Commission and as board of Director for the Government of Guam Retirement Fund.

On 2007, Mr. Blaz was appointed by the Governor of Guam to the position of Acting Administrator for the Guam Economic Development and Commerce Authority where he oversees the agency's various programs and activities focused on developing new and emerging industry's in order to diversify and foster growth in Guam's economic base.

Mr. Blaz earned his Bachelors of Administration degree in accountancy with a minor in management in 1980 from the University of Notre Dame, South Bend, Indiana and holds a Masters in Public Administration from the University of Guam.

**Excellence Award:**

Department of Administration is pleased to receive three awards in the 2014 Governor's Employee Recognition Award, MAG PRO.

Kenneth C. Borja won the Employee of the Year under the General Administration and Management Systems category. Pedro San Nicolas also won the Employee of the Year under the Purchasing, Surplus Property, Supply and Related category. Mr. Borja works as a Management Analyst IV under the Division of Accounts. Mr. San Nicolas is a Buyer II at the General Services Agency.

The Division of Accounts won the National Recognition Citation category for completing and submitting Guam's first mandated Comprehensive Annual Financial Report (CAFR).

We hope to see more nominations and recognitions from the Department of Administration's hard working employees and staff.

CWA 2014:

The Human Resources Division of the Department of Administration was tasked to develop an implementable plan to adjust compensation, classification and benefits for most positions within the Executive Branch as well as for some elected and appointed officials pursuant to Chapter XI, Section 2 of Public Law 32-068. The Human Resources Division worked diligently to develop the plan called the Government of Guam Competitive Wage Act of 2014 (herein referred to CWA) in a time period of approximately three and half months. On January 15, 2014 the CWA was signed by Governor Calvo and transmitted to the Guam Legislature. The CWA consisted of five pay plans, namely the General Pay Plan, Nurse Pay Plan, Education Pay Plan, Attorney Pay Plan and Executive Pay Plan, and the CWA 2014 Classification List which consisted of 1268 positions.

On January 26, 2014, employees of non-autonomous departments and agencies and other officials were transitioned into their respective pay plans. Government-wide, approximately 7000 employees were transitioned and of that number approximately 2100 were transitioned by our Department. In addition to the development of the Plan, the Human Resource Division developed the CWA Policies and Procedures which provided guidance to all departments and agencies to include some autonomous departments, on how to implement and transition existing employees into the CWA and how to administer it after transition.

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