

# **OFFICE OF THE ATTORNEY GENERAL OF GUAM**



## **EQUAL EMPLOYMENT OPPORTUNITY PLAN UTILIZATION REPORT**

January 2017 – December 2018

590 S. Marine Corps Drive, Suite 901  
Tamuning, Guam 96913-3537

## **CERTIFICATION**

Date and effective duration of this Equal Employment Opportunity Plan Utilization Report:

**January 2017 – December 2018**

## **POLICY STATEMENT**

The Office of the Attorney General of Guam (OAG) does not tolerate any form of discrimination on the basis of race, color, sex, national origin, age, disability, and religion.

The OAG is committed to the principles of EEO and non-discrimination as a necessary element of the merit system regarding the hiring and/or promoting of minorities, females and/or underrepresented groups. This commitment will be supported by positive and practical efforts to ensure fair employment for disadvantaged employees and job seekers so they are able to secure employment and promotional opportunities at all levels. The OAG observes that every person has the right to be treated with fairness, dignity, and equal consideration. The OAG does not tolerate any form of discrimination on the basis of race, color, sex, national origin, age, disability, and religion.

The OAG is committed to complying with EEO guidelines and is committed to being an EEO employer, allowing for the full participation of women and minorities in all aspects of employment. The OAG practices non-discrimination and deals only with those agencies and organizations that do the same.

I, Elizabeth Barrett-Anderson, certify that the Office of the Attorney General of Guam has formulated an Equal Employment Opportunity Plan Utilization Report in accordance with 28 CFR 42.301, subpart E. It has been signed into effect by the proper agency authority and disseminated to all employees, and it is on file with the Chief of Staff, Jacqueline Z. Cruz, Administration Division, as required by relevant laws and regulations, for review or audit by officials of the cognizant state planning agency or the Office for Civil Rights, Office of Justice Programs.



**ELIZABETH BARRETT-ANDERSON**  
ATTORNEY GENERAL  
OFFICE OF THE ATTORNEY GENERAL OF GUAM

## INTRODUCTION

This Equal Employment Opportunity Plan (EEOP) Utilization Report is issued by the OAG. The OAG employs approximately 200 individuals.

Mailing and physical address:

590 South Marine Corps Drive, Suite 901  
Tamuning, Guam 96913-3537

Contact information:

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Facsimile: (671) 477-4703  
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### A. FEDERALLY FUNDED PROJECTS

The OAG is a recipient of federally funded projects listed below in varying capacities (*e.g.*, state administering agency, primary grantee or awarded as a sub-grantee).

1. Grant Number: 2016-VA-GX-0055  
Grant Name: FY2016 Victims of Crime Act (VOCA) Victim Assistance  
Award Amount: \$1,290,271.00  
Start Date: October 1, 2015  
End Date: September 30, 2019  
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime  
Contact: Jalila Sebbata, Grants Management Specialist  
Address: 810 7th Street, NW Washington, DC 20531  
Telephone: 202-616-3483
  
2. Grant Number: 2015-VA-GX-0048  
Grant Name: FY2015 Victims of Crime Act (VOCA) Victim Assistance  
Award Amount: \$1,163,549.00  
Start Date: October 1, 2014  
End Date: September 30, 2018  
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime  
Contact: Jalila Sebbata, Grants Management Specialist  
Address: 810 7th Street, NW Washington, DC 20531  
Telephone: 202-616-3483

3. Grant Number: 2014-VA-GX-0042  
Grant Name: FY2011 Victims of Crime Act (VOCA) Victim Assistance  
Award Amount: \$414,754.00  
Start Date: October 1, 2013  
End Date: September 30, 2017  
Federal Agency: Department of Justice, Office of Justice Programs  
Contact: Jalila Sebbata, Grants Management Specialist  
Address: 810 7th Street, NW Washington, DC 20531  
Telephone: 202-616-3483
  
4. Grant Number: 2015-VF-GX-0015  
Grant Name: FY2015 Victim Assistance Discretionary Grant Training Program for Victim Assistance Grantees  
Award Amount: \$31,166.00  
Start Date: October 1, 2014  
End date: September 30, 2018  
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime  
Contact: Jalila Sebbata, Grants Management Specialist  
Address: 810 7th Street, NW Washington, DC 20531  
Telephone: 202-616-3483
  
5. Grant Number: TAP-GUAM-2015-4 (DP15AP00032)  
Grant Name: 2015 Sexual Assault and Mobile Forensics Training  
Award Amount: \$51,050.00  
Start Date: March 19, 2015  
End Date: September 30, 2018  
Federal Agency: Department of Interior (DOI) Technical Assistance Program (TAP)  
Contact: Hailey McCoy, Grants Management Specialist  
Address: 1849 C St NW|MS-2429|Washington, DC 20240  
Telephone: 202-513-7746
  
6. Grant Number: 2014-WF-AX-0017  
Grant Name: FY2014 Services, Training, Officers, Prosecutors (STOP) Violence Against Women (VAW), Sub-grant  
Award Amount: \$118,000  
Start Date: May 1, 2015  
End Date: May 31, 2017  
State Agency: Governor's Community Outreach – Federal Programs Office (GCO-FPO)  
Contact: Dwain P. Sanchez, Senior Program Coordinator  
Address: 513 W. Marine Corps Drive, R.J. Bordallo Governor's Complex - Adelup, Guam, 96910  
Telephone: 671-475-9179

7. **Project Number:** 2015-WF-AX-0039  
**Project Name:** FY2015 Services, Training, Officers, Prosecutors (STOP) Violence Against Women (VAW), Sub-grant  
**Award Amount:** \$117,431.68  
**Start Date:** May 1, 2015  
**End Date:** May 31, 2017  
**State Agency:** Governor's Community Outreach – Federal Programs Office (GCO-FPO)  
**Contact:** Dwain P. Sanchez, Senior Program Coordinator  
**Address:** 513 W. Marine Corps Drive, R.J. Bordallo Governor's Complex - Adelup, Guam, 96910  
**Telephone:** 671-475-9179
8. **Grant Number:** 2013-MU-BX-0045  
**Grant Name:** FY2013 Edward Byrne Justice Assistance Grant - Sexual Assault Prosecution Project  
**Award Amount:** \$77,375.00  
**Start Date:** June 23, 2015  
**End Date:** September 30, 2017  
**State Agency:** Bureau of Statistics and Plans  
**Contact:** Lola E. Leon Guerrero, Chief Planner  
**Address:** PO Box 2950 Hagåtña, Guam 96932  
**Telephone:** 671-475-9675
9. **Grant Number:** 0002(103)31E0  
**Grant Name:** 2009 Federal Highway Administration Highway Funds  
**Award Amount:** \$359,447.39  
**Start Date:** December 30, 2008  
**End Date:** September 30, 2023  
**State Agency:** Department of Public Works, Federal Highways Division  
**Contact:** Joaquin R. Blaz, Budget Management Analyst IV  
**Address:** 542 North Marine Corps Drive Tamuning, Guam 96913  
**Telephone:** 671-649-3128
10. **Grant Number:** 2015-AW-BX-0023  
**Grant Name:** 2015 Sentencing, Monitoring, Apprehending, Registering, Tracking (SMART) Support for the Adam Walsh Act Implementation Grant, Guam SMART Sex Offender Program  
**Award Amount:** \$4,700.00  
**Start Date:** January 27, 2016  
**End Date:** September 30, 2017  
**State Agency:** Judiciary of Guam  
**Contact Person:** Raymond A.R. Dungca, Program Coordinator III  
**Address:** Guam Judicial Center, 120 West O'Brien Drive Hagåtña , Guam 96910  
**Telephone:** 671-300-3202

## **B. MANAGEMENT AND OPERATIONS OVERVIEW**

The OAG's ongoing EEO efforts relies on its EEO representatives who are trained in accordance with local and federal law. Furthermore, the OAG remains committed to maintaining the EEO skills of its representatives by ensuring they undergo periodic EEO training as available from the Guam Department of Administration.

Based on statistics analyzed, the OAG is cognizant that various groups remain underrepresented within the OAG. However, the OAG continues to abide by government-established position qualification requirements of employment while carrying the heavy burden of competing with the private sector and federal government.

The OAG acknowledges that experience and education requirements for positions within the organization and its geographic location, may prevent minority and underrepresented groups from qualifying for employment. Although the University of Guam offers degrees in other professional fields such as education, Guam is nearly 4,000 miles from the closest United States law school in Hawaii. Opportunities in and around these law schools lure potential graduates to those jobs. Furthermore, the private sector and the federal government can offer more remuneration as salaries for public employees in Guam are set by statute and are often much lower than comparable positions in those employment sectors.

The Guam Department of Labor's website <http://bls.guam.gov/occupational-employment-statistics/>, published a report entitled, "Employment and Wage Estimates by Occupation and Sector" (May 2015). The report states the Mean Annual Wage for Government of Guam employed attorneys is \$79,583, in comparison to the Mean Annual Wage for private sector lawyers is \$107,436, and the Mean Annual Wage for federal government lawyers is \$120,003. The lure of earning higher wages in private sector or the federal government significantly impacts OAG's ability to adequately recruit and retain a diversified pool of attorneys to achieve EEO compliance.

Since the OAG cannot lower the educational requirements for professional positions (*e.g.*, attorneys, analysts, coordinators, accountants, etc.), alternatives are to increase minority interest in the legal/professional field and/or increase the hiring of underutilized ethnic groups in categories which do not require such specialized education.

A comparison between the OAG and the Community Workforce (page 7) demonstrates OAG's continuing and successful efforts to hire minorities when possible, as indicated by the strong representation in the administrative support category.

Residents who go off-island to pursue law degrees usually return and obtain employment in the private sector. The attorney pay scales for Government of Guam attorneys are lower in salaries and benefits than private sector attorneys, thus, this is a significant impediment in OAG's ability to recruit and retain qualified attorneys.

**C. WORKFORCE, COMMUNITY LABOR STATISTICS AND UTILIZATION ANALYSIS CHARTS**

The charts below represent the information derived from the employees of the OAG (Chart 1), the make-up of the community labor workforce derived from the 2000 Guam Census (Chart 2), and the analysis of the OAG's workforce compared to the community labor workforce (Chart 3).

**1. OFFICE OF THE ATTORNEY GENERAL WORK FORCE ANALYSIS CHART**

| Agency Workforce Numbers and Percentage | Job Category | MALE       |     |       |       |       |                  |                    |                              |                 |                            |                              |                            |                            |                              | FEMALE                                  |      |     |       |       |       |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
|---|--------------|------------|-----|-------|-------|-------|------------------|--------------------|------------------------------|-----------------|----------------------------|------------------------------|----------------------------|----------------------------|------------------------------|---|------|-----|-------|-------|-------|------------------|------------------------------|-----------------|-----------------|----------------------------|------------------------------|----------------------------|----------------------------|------------------------------|---|--|--|--|--|--|--|
|   |              | Total Male |     |       |       |       |                  |                    | White and Other Ethnic Group |                 |                            |                              |                            |                            |                              | Total Female                            |      |     |       |       |       |                  | White and Other Ethnic Group |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
|   |              | #          | %   | White | Black | Asian | Pacific Islander | Other Ethnic Group | White and Black              | White and Asian | Pacific Islander and White | Black and Other Ethnic Group | Pacific Islander and Black | Pacific Islander and Asian | Asian and Other Ethnic Group | Pacific Islander and Other Ethnic Group | #    | %   | White | Black | Asian | Pacific Islander | Other Ethnic Group           | White and Black | White and Asian | Pacific Islander and White | Black and Other Ethnic Group | Pacific Islander and Black | Pacific Islander and Asian | Asian and Other Ethnic Group | Pacific Islander and Other Ethnic Group |  |  |  |  |  |  |
| Officials/Administrators                | # 2          | 0%         |     |       |       |       |                  |                    |                              |                 |                            |                              |                            |                            |                              | 2                                       | 100% |     |       |       |       |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Professionals                           | # 84         | 36%        | 11  |       |       | 6     | 11               | 2                  |                              |                 |                            |                              |                            |                            |                              | 48                                      | 57%  | 10  | 1     | 4     | 23    | 2                |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Technicians                             | # 21         | 7%         | 13% |       |       | 7     | 13%              | 2%                 |                              |                 |                            |                              |                            |                            |                              | 14                                      | 67%  | 12% | 1%    | 5%    | 27%   | 2%               |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Protective Services: Sworn              | # 13         | 10%        | 1   |       |       |       | 5                |                    |                              |                 |                            |                              |                            |                            |                              | 3                                       | 23%  |     |       |       | 2     |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Protective Services: Non-sworn          | # 7          | 4%         |     |       |       |       | 4                |                    |                              |                 |                            |                              |                            |                            |                              | 3                                       | 43%  |     |       |       | 2     |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Administrative Support                  | # 41         | 17%        |     |       |       | 4     | 10%              |                    |                              |                 |                            |                              |                            |                            |                              | 34                                      | 83%  | 1   | 1     | 1     | 22    |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Skilled Craft                           | # 0          | 0%         |     |       |       |       |                  |                    |                              |                 |                            |                              |                            |                            |                              | 0                                       | 0%   |     |       |       |       |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Service/Maintenance                     | # 1          | 1%         |     |       |       | 1     | 100%             |                    |                              |                 |                            |                              |                            |                            |                              | 0                                       | 0%   |     |       |       |       |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |
| Unemployed                              | # 0          | 0%         |     |       |       |       |                  |                    |                              |                 |                            |                              |                            |                            |                              | 0                                       | 0%   |     |       |       |       |                  |                              |                 |                 |                            |                              |                            |                            |                              |   |  |  |  |  |  |  |





### 3. UNDERUTILIZATION ANALYSIS CHART

| JOB Category                     | Utilization Analysis |            |       |       |       |                  |              |       |       |       |                  |              |       |       |       |                  |              |       |
|----------------------------------|----------------------|------------|-------|-------|-------|------------------|--------------|-------|-------|-------|------------------|--------------|-------|-------|-------|------------------|--------------|-------|
|                                  | Total                | MALE       |       |       |       |                  |              |       |       |       | FEMALE           |              |       |       |       |                  |              |       |
|                                  |                      | Total Male | White | Black | Asian | Pacific Islander | Other Ethnic | White | Black | Asian | Pacific Islander | Other Ethnic | White | Black | Asian | Pacific Islander | Other Ethnic | Total |
| Officials/Administrators %       | -60%                 | -10%       | -1%   | -24%  | -20%  | -1%              | 0%           | 0%    | 0%    | -1%   | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | -2%          | 60%   |
| Professionals %                  | -2%                  | 3%         | 0%    | -9%   | -1%   | 0%               | 0%           | 3%    | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 5%           | 2%    |
| Technicians %                    | -35%                 | -14%       | -1%   | -27%  | 8%    | -2%              | 0%           | -1%   | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 0%           | 35%   |
| Protective Services: Sworn %     | -16%                 | 2%         | -1%   | -17%  | -22%  | -1%              | 0%           | 14%   | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 0%           | 16%   |
| Protective Services: Non-sworn % | -3%                  | -20%       | 0%    | 0%    | 37%   | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 0%           | 3%    |
| Administrative Support %         | -15%                 | -1%        | 0%    | -11%  | -7%   | 0%               | 0%           | 2%    | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 0%           | 15%   |
| Skilled Craft %                  | -96%                 | -5%        | 0%    | -47%  | -40%  | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | -4%          | -4%   |
| Service/Maintenance %            | 40%                  | -2%        | 0%    | -24%  | -30%  | 0%               | -1%          | -1%   | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | -1%          | -40%  |
| Unemployed %                     | -55%                 | -1%        | 0%    | -18%  | -33%  | 0%               | 0%           | -1%   | 0%    | 0%    | 0%               | 0%           | 0%    | 0%    | 0%    | 0%               | -1%          | -45%  |

4. SIGNIFICANT UNDERUTILIZATION ANALYSIS CHART

| Job Categories                 | Male  |                    |                           |                                  |       |   | Female            |       |       |                    |                           |                                  |       |   |                   |       |
|--------------------------------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
|                                | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Officials/Administrators       |       |                    |                           |                                  | ✓     | ✓   |                   |       |       |                    |                           |                                  | ✓     | ✓   |                   |       |
| Professionals                  |       |                    |                           |                                  | ✓     | ✓   |                   |       |       |                    |                           |                                  | ✓     |   |                   |       |
| Technicians                    | ✓     |                    |                           |                                  | ✓     |   |                   |       |       |                    |                           |                                  | ✓     |   |                   |       |
| Protective Services: Sworn     |       |                    |                           |                                  | ✓     | ✓   |                   |       |       |                    |                           |                                  | ✓     |   |                   |       |
| Protective Services: Non Sworn | ✓     |                    |                           |                                  | ✓     |   |                   |       |       |                    |                           |                                  |       | ✓   |                   |       |
| Administrative Support         |       |                    |                           |                                  | ✓     | ✓   |                   |       |       |                    |                           |                                  | ✓     |   |                   |       |
| Service/Maintenance            |       |                    |                           |                                  | ✓     | ✓   |                   |       |       |                    |                           |                                  | ✓     | ✓   |                   |       |

#### 4. UNDERUTILIZATION ANALYSIS

In reviewing the Underutilization Analysis Charts of the OAG, observations are as follows:

Given the small numbers represented in the job categories Officials/Administrators (2), Protective Services: Sworn (13), Protective Services: Non-Sworn (7), and Service/Maintenance (1), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

##### **Officials/Administrators:**

This category cites deficiencies for:

Males: -60% overall  
White (-10%)  
Asian (-24%)  
Pacific Islander (-20%)

Females:

Asian (-17%)  
Pacific Islander (-18%)

This category includes the Attorney General, Chief of Staff and the Special Assistant. In comparison to the (OAG) and the Community Workforce, this category indicates an underutilization of males, as their representation in the Community Workforce at this job level is 60%, while the OAG is at -60%. The Asian and Pacific Islander subgroups have the highest underutilization.

In the female category, the Pacific Islander and White ethnicity is well represented at 99%. Again, the Asian and Pacific Islander subgroups have the highest underutilization.

Underutilization of the Asian population is interesting given Guam's proximity to Asia. One can only surmise that immigration laws, family values and/or traditions may contribute to this underrepresentation. In addition, those whose parents migrated from Asia, but were born in Guam or in the United States, may consider themselves as other ethnicities rather than identifying with their parents' ethnic origins. This underrepresentation is a theme across all job categories.

##### **Professionals:**

This category cites deficiencies for:

Males: -2% overall  
Asian (-9%)  
Pacific Islander (-1%)  
Pacific Islander and Asian (-1%)

### **Professionals: Cont'd**

#### **Females:**

Asian (-17%)

The Asian population is underutilized. Since this is a theme across most job categories, further analysis and research is needed to identify potential reasons for the underutilization.

#### **Technicians:**

This category cites deficiencies for:

Males: -35% overall

White (-14%)

Asian (-27%)

#### **Females:**

Asian (-18%)

The underutilization may be attributable to the number of jobs available for this job category. The OAG has twenty-one (21) employees in this category. The nature of the OAG's mission may make it difficult to expand this job category to address the underutilization areas.

### **Protective Services (Sworn):**

This category cites deficiencies for:

Males: -16% overall

Asian (-17%)

Pacific Islander (-22%)

#### **Females:**

Asian (-1%)

The OAG has thirteen (13) Sworn Protective Services employees. For males, the Asian and Pacific Islander ethnic group is moderately underutilized. For the female category, the Asian subgroup is the only ethnic group that is minimally underutilized.

### **Protective Services (Non-sworn):**

This category cites deficiencies for:

Males: -3% overall

White (-20%)

White and Asian (-20%)

### **Protective Services (Non-sworn): Cont'd**

Females:

Pacific Islander (-11%)

The OAG has seven (7) Non-sworn Protective Services employees. The OAG's non-sworn Protective Services positions are those of the Child Support Enforcement Officer and Process Officer positions. Underutilization may be attributable to the available number of positions within this job category.

### **Administrative Support:**

This category cites deficiencies for:

Males: -15% overall

Asian (-11%)

Pacific Islander (-7%)

Females:

Asian (-27%)

An overall underutilization exists in the OAG's Labor Force for the Asian population where males are moderately underutilized in this job category. The OAG receives more employment applications from the female gender for administrative support jobs. The limited pool of male applicants is the main reason for underutilization.

### **Skilled Craft:**

The Office does not have any Skilled Craft positions.

### **Service Maintenance:**

This category cites deficiencies for:

Males:

Asian (-24%)

Pacific Islander (-30%)

Females: -40% overall

Asian (-21%)

Pacific Islander (-15%)

The OAG has only one (1) Service/Maintenance position in its labor force. It will be difficult to overcome the deficiencies as the OAG is not a service maintenance type organization and the hiring of additional personnel is not presently needed. The OAG notes

the underutilization and will refer to the information if it needs to hire additional personnel in this job category.

### **Uncollected Data**

There were seventeen (17) female employees that did not respond to the voluntary employment ethnicity survey. The breakdown is as follows: one (1) administrator; twelve (12) professionals; one (1) technician; one (1) protective services sworn; and two (2) administrative support.

There were fourteen (14) male employees that did not respond to the ethnic survey. The breakdown is as follows: eight (8) professionals; four (4) protective services: sworn; and two (2) protective services: non-sworn. This uncollected data could have impacted the underutilization areas if a response was provided.

## **5. GOALS AND OBJECTIVES**

### **Goal 1 – Build capacity for a workforce reflective of the community labor workforce, monitor areas of disproportionate staffing and broaden the pool of applicants.**

- a. Assess the education and skill levels needed for each job position to increase the recruitment pool of qualified applicants by the end of the calendar year.
- b. Establish a policy to conduct exit interviews with all employees who voluntarily leave and who had three years of service or less. Based on the information collected, the OAG Human Resources Section will review how its employment policies may affect the recruitment and retention of employees and how it can be addressed by the end of the calendar year.

### **Goal 2 - Develop an outreach program to solicit interest for potential job applicants.**

- a. Evaluate deficiencies in the underutilized job group categories by reexamining outreach and training efforts by the end of the calendar year.
- b. Provide job announcements to all Government of Guam agencies, the Guam Department of Labor, posting announcements on OAG's website and posting announcements through local military website to increase interest in applying for the various job classifications by the end of the calendar year.
- c. Organize coordination among governmental agencies and the private sector to ensure that services and information are provided in the most effective and efficient manner by the end of the calendar year.

**Goal 3 – Strengthen employment retention and personnel activities and relationships through commitment, communication, coordination, and cooperation.**

- a. Initiate the process for membership into the Society of Human Resource Management (SHRM) Guam Chapter by the end of the calendar year.

Overall, the major deficiencies for both genders are mainly in the Asian population followed by Pacific Islanders. Guam's geographic location in the Pacific and its close proximity to Asia should have addressed these deficiencies. In contrast, our distance from the continental United States makes it difficult to mirror the workforce of the 2000 census data.

In keeping with OAG's commitment to better serve Guam's diverse ethnic population and maintaining its skilled workforce, the OAG Human Resources Division will examine its recruitment and retention practices to identify viable ways to attract underutilized groups to apply for career opportunities within OAG.

The OAG is committed to Equal Employment Opportunities (EEO). The Government of Guam recruitment process is based on the merit system, which echoes EEO principles. The hiring and or promotion of minorities, females, and or underrepresented groups within the OAG will be monitored to ensure no candidate is denied because of their gender, ethnic origin, religion, skin color or race.

The OAG will continue coordination efforts with Government of Guam agencies such as the Department of Labor and the Department of Administration as they have a well-established pool of potential applicants to set up static displays during labor employment expositions *i.e.*, Job Fairs and other labor-related events.

Additionally, the OAG can send out recruitment teams to minority organizations that encompass Asian/Pacific Islanders and other diverse communities on island, consulates, rotary clubs, organizations, etc. to conduct presentations to highlight career opportunities within OAG. To attract male or female recruits, the OAG recruitment team can be sent out to career days and job fairs at large local public and private high schools that have a significant number of male or female populations to make presentations that will highlight career opportunities for positions that are underutilized. The University of Guam and Guam Community College also serve as significant points of contact to host job fairs and or career days on campus to highlight entry-level positions within the OAG.

These outreach efforts serve to educate the people of Guam of the services and assistance that the OAG provides the public, thereby educating potential applicants regarding the work of the OAG, and encouraging future employees. In addition, the utilization of the Internet (*e.g.*, advertisement and job openings posted on the OAG's website) increase the ability to communicate and link people to jobs.

## 6. ACTION PLAN

- a. The OAG will work on expanding employment activities with human resource organizations, both governmental and non-governmental, to accomplish the above objectives. The Personnel Specialist IV serves as the contact person.
- b. The OAG will continue or expand employment activities and opportunities through announcements, staff and departmental meetings, gatherings, and encourage participation in areas identified as deficient within the OAG. The designated EEO person will address EEO issues with the Attorney General, Chief of Staff and Division Deputies in their periodic management meetings.
- c. The OAG will ensure that the Office of Civil Rights online training module is made available to employees who are unable to avail of the in-person training.
- d. The OAG will ensure the department's representative(s) attend or provide information to minority organization events that are appropriate and related, usually sponsored by the Guam Department of Labor, University of Guam and Guam Community College. This exposure should serve as an opportunity to educate the public on the services that the OAG provides in order to grow interest in employment within our field of government service.
- e. The OAG will continue its efforts to communicate with military agencies and off-island (e.g., neighboring islands and the U.S. Mainland) organizations in recruiting individuals cited in the areas identified as deficient. Communication can be accomplished through correspondence, telephone, fax, meetings, email and website.
- f. With the use of today's technology, the OAG can advertise over the Internet and announce vacant positions. Although there may be costs associated with the approach, this avenue does provide access to many places and diverse ethnic groups, and increases the possibility of people applying for positions with the OAG. Internet accessibility allows for an efficient and effective response as compared to 3-4 days expedited postal service. Past attempts of forwarding announcements through various off-island universities and colleges via mail correspondence can now be done paperless and online.



## 7. DISSEMINATION

The Office of the Attorney General (OAG) acknowledges that each employee and applicant must be made aware and fully understand their EEO rights and duties in order to promote and safeguard these rights. In order to accomplish this, we have implemented the following plan of action with regards to dissemination of our EEO Plan Utilization Report and our public awareness efforts:

### 7a Internal Dissemination

- The Equal Employment Plan Utilization Report will be distributed to all divisions and employees within the Office of the Attorney General to ensure full awareness agency-wide.
- A copy of the Office of the Attorney General's Equal Employment Opportunity Plan Utilization Report will be posted within each Division.
- The Equal Employment Opportunity Plan Utilization Report will be available at the Administration Division and its Human Resources Section Office in hard copy for persons requesting for one.
- All Office of the Attorney General Deputies and Supervisors will ensure the Equal Employment Opportunity Plan Utilization Report is available to their staff through an e-mail notice and a hard copy memorandum, to let them know that a copy of the EEOP Utilization Report is available upon request.
- The Office of the Attorney General's Human Resources Section will schedule mandatory training to inform personnel of their rights and duties. Employees will be required to sign in on an attendance sheet and receive a packet of the materials. Employees will receive a Certificate of Attendance after completion of the training and copies will be placed in each employee's personnel jacket to demonstrate attendance.
- The Office of the Attorney General's EEO Officers and Counselors will be available to all new and promoted applicants and employees, as well as to the general public for complaints, questions, and responses relating to all EEOP matters.
- The Office of the Attorney General's EEO Officers will participate in each employment interview to ensure applicant's rights are protected.
- An Equal Employment Opportunity Plan brochure outlining the rights of individuals will be displayed on all bulletin boards and/or disseminated to all employees during mandatory employee training.
- The Equal Employment Opportunity Plan Utilization Report will be available (intranet) to OAG employees on its website at <http://www.guamag.org/>.
- Periodic review of the Equal Employment Opportunity Plan Utilization Report dissemination efforts will be conducted by the Human Resources Section and the assigned EEO Officer to ensure objectives are accomplished and measure progress.

7b External Dissemination

- The Office of the Attorney General's Equal Employment Opportunity Plan Utilization Report will be posted on its website at <http://www.guamag.org/>.
- Copies of the Office of the Attorney General's Equal Employment Opportunity Plan Utilization Report will be available at the Attorney General's Office and its Human Resources Section.
- The Office of the Attorney General's EEO Officers and Counselors will be available to all new and promoted applicants and employees, as well as to the general public for complaints, questions, and responses relating to all EEOP matters.
- The Office of the Attorney General's EEO Officers will participate in each employment interview to ensure applicant's rights are protected.
- Contractors will be notified of the availability of the Equal Employment Opportunity Plan Utilization Report at the Attorney General's Office and its Human Resources Section.
- A Bi-Annual update of the Office of the Attorney General's Equal Employment Opportunity Plan (EEOP) Utilization Report will be forwarded to the U.S. Office of Civil Rights for approval.

**For more information, please contact:**

**Tony C. Aguon, Personnel Specialist IV**

**EEO Officer**

**Voice: 671-475-3324 extension 5105**

**Fax: 671-477-4703**

**Email: [tcaguon@guamag.org](mailto:tcaguon@guamag.org)**

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

  
**Tony C. Aguon, Personnel Specialist IV**  
**EEO Officer**