



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)
DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

DIRECTOR'S OFFICE
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Post Office Box 884 * Hagåtña, Guam 96932
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Benita A. Manglona
Director
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**GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
REQUEST FOR JOB RE-EVALUATION REVIEW
STRUCTURE AND COMPOSITION**

I. STRUCTURE

- A. A review committee comprised of Department of Administration (DOA), Human Resources (HR) Staff and those from other HR Offices will be formulated to conduct "Request for Reviews". Committee members must have received "Hay" orientation and job evaluation training conducted by Hay Group Inc. The Committee will re-evaluate and make recommendations on all requests based on the job Know-How, Problem-Solving and Accountability factors of positions as provided and utilized during the study.
- B. The Committee will utilize the Hay Group Job Evaluation Manager (JEM) which serves as DOA's job evaluation database.
- C. The review may result in recommendations to change the job evaluation of the employee's position (and possibly positions within the same class series) which may impact the assigned pay grade(s) and will be dispensed as a policy issue if recommended by the Committee and approved by the Director of Administration.
- D. An employee will only have one opportunity to appeal, therefore it is important that they take the time to complete all request for review forms fully and correctly.
- E. The Committee shall refer requests to create new classes of positions deemed necessary as a result of the request for review to the DOA Human Resources Division, or appropriate HR Office for further action.
- F. Requests for reviews that deal with position misclassification / misallocation issues shall be referred to the DOA Human Resources Division, or appropriate HR Office for further action.

Requests for review that deal with transition issues such as salary increments, step allocations, etc., shall be addressed as policy issues and referred to the DOA Human Resources Division, for further action. Only requests for reviews for reconsideration as a result of job duties submitted in late 2008 will be utilized for purposes of this review process (exceptions may be made on a case-by-case basis for positions where no PDQ was submitted and other such exceptions as determined by the Director of Administration).

- G. All requests for review recommendations will be summarized in a written report to the Director of Administration for determination.
- H. The Request for Review results will be summarized in a written report to the Governor.
- I. Results reviewed, concurred and approved will be released upon the completion of all requests by the Director of Administration. The Director of Administration shall have the final determination on all reviews regarding this process.

II. COMPOSITION:

- A. Review Committee - DOA, HR and HR staff from appropriate autonomous agencies.



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**GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
EMPLOYEE REQUEST FOR JOB RE-EVALUATION REVIEW PROCESS INSTRUCTIONS
(GPP/NPP/EDU/ATT)**

Please read these instructions in conjunction with the Employee Request for Job Re-Evaluation Review Form.

Employee Notification Process:

1. Notifications of Personnel Actions were distributed to employees by department Administrative/Personnel staff which indicates how employees and their positions were impacted by the study.
2. The Classification Listing of positions and the pay grades which were allocated or assigned to these positions are posted on our website at www.hr.doa.guam.gov.
3. Employees will only have one opportunity to appeal, therefore it is important that they take the time to complete all request for review forms fully and correctly. Employees who have reviewed the new pay grade allocations can request for a job re-evaluation review if they do not agree with the new pay grade. **(Note: It is important to remember that incumbents of positions whose pay grades were right-sized (downgraded) will maintain their current pay grade and step and will be slotted into the new pay plans with their current pay grade and salary).**
4. If employees who have reviewed the new pay grade allocations for their positions feel that a re-evaluation is necessary on the pay grade allocation outcome, they may submit a Request for Job Re-evaluation Review form to their department administrative/personnel staff. Employees may submit their requests beginning **March 3, 2014** to the department administrative/personnel staff who will in turn submit to the employee's immediate supervisor/manager and then to the Department/Agency Head for their review and concurrence or non-concurrence.
5. Requests for Reviews for job re-evaluation shall be based upon job duties that were submitted in late 2008 and is not meant to reflect changes in job duties that have occurred since that time (exceptions may be made on a case-by-case basis for positions where no PDQ was submitted and other such exceptions as determined by the Director of Administration). If an employee's job duties have changed since the submission of the Position Description Questionnaires (PDQs) in 2008, a reclassification request may be done through the regular reclassification process and submitted through your agency head in accordance with Rule 5.011 (or similar rule as applicable). Please contact the Department of Administration, HR Division for more information.
6. Requests for Review can only be submitted for the employee's position, or for positions that are under direct supervision of the position the submitting employee holds. Requests for review can be submitted for a group of incumbents occupying the same

position. Only information regarding an employee's position shall be submitted and not on information outside of the employee's position. **Requests for Review are not based on an incumbent's performance or salary. Requests for Review must strictly be based on job duties as indicated in #5 above.**

Employee Request for Job Re-Evaluation Review Process:

1. Employees can visit our website at www.hr.doa.guam.gov to view the pay grade allocations for their positions. If they feel that a re-evaluation of their position or positions under their direct supervision is necessary, they can then proceed with number 2.
2. Employees can visit our website at www.hr.doa.guam.gov to download the Employee Request for Job Re-Evaluation Review Form. If the employee does not have access to a computer to download the employee request form, the employee can contact their Department Administrative/Personnel staff responsible for personnel-related matters to receive a copy of the form.
3. Once an employee has downloaded the Employee Request for Job Re-Evaluation Review Form, they can fill it out and submit it to their Department Administrative/Personnel staff whom will date stamped, initial and submit the forms to the immediate supervisor/manager for review and concurrence or non-concurrence.
4. After review by the immediate supervisor/manager, the form must then be submitted to the Department / Agency Head for final review and concurrence or non-concurrence.
5. Once the form has been reviewed by all appropriate supervisors / managers / department and agency heads, the department shall submit the forms to the Department of Administration, Human Resources Division who will date stamped and initial as receiving the forms. Acknowledgements of receipt will be provided. It is understood that any requests for job re-evaluation not concurred by the Department or Agency Head will not be submitted. Department heads are responsible for informing an employee of their non-concurrence in writing. However, should an employee disagree with management's decision, an employee may submit directly to the Department of Administration, Human Resources Division.
6. All requests for review will be accepted **beginning June 2, 2014 through June 27, 2014 by the Department of Administration, Human Resources Division.** Requests submitted after these dates will not be accepted.
7. All requests shall be submitted before or by the close of business on June 27, 2014 directly to the Department of Administration, Human Resources Division, in both hard copy and in electronic pdf format to the following email addresses: angelica.diaz@doa.guam.gov and catherine.borja@doa.guam.gov
8. Requests for Job Re-Evaluation Review will be sorted and reviewed by the Review Committee beginning June 30, 2014 and will work toward providing recommendations by August 1, 2014, or at the earliest possible date. Recommendations will then be submitted to the Director of Administration for final approval.

For any questions regarding the Request for Job Re-Evaluation Review Process or any other questions related to the Government of Guam Competitive Wage Act of 2014, please contact our office at 475-1265/1131 or email us at angelica.diaz@doa.guam.gov and catherine.borja@doa.guam.gov.



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**GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
EMPLOYEE REQUEST
FOR JOB RE-EVALUATION REVIEW FORM**

INSTRUCTIONS:

To initiate a request for job re-evaluation review as a result of the Government of Guam Classification, Compensation, and Benefits Study, the employee must complete the employee's part of the Employee Request for Job Re-Evaluation Review form which consists of a total of three pages (attached). This request may be submitted beginning **March 3, 2014** to the employee's department administrative/personnel staff who will in turn submit to the immediate supervisor/manager for review and concurrence or non-concurrence and then onto the Department Head for his review and determination. An employee will only have one opportunity to appeal, therefore it is important that they take the time to complete all request for review forms fully and correctly. It is understood that any requests for job re-evaluation not concurred by the Department or Agency Head will not be submitted to the Department of Administration. Department heads are responsible for informing an employee of their non-concurrence in writing. However, should an employee disagree with management's decision, an employee may submit directly to the Department of Administration, Human Resources Division.

Requests that are concurred by management (and those where the employee disagrees with management and wishes to continue the process) will then be submitted to the Department of Administration, Human Resources Division in both hard copy and electronic pdf format **between June 2, 2014 and June 27, 2014**. Acknowledgments of receipt of all requests for job re-evaluation review will be issued to respective department/agency heads and or individual employee(s) upon receipt of request by the Human Resources Division. Results reviewed, concurred and approved will be released upon the completion of all requests by the Director of Administration. The Director of Administration shall have the final determination on all reviews regarding this process.

Results and recommendations will be released when all requests for job re-evaluations have been reviewed and a decision has been rendered by the Director of Administration.

Reclassification requests or desk audits will not be entertained during this review period. If an employee's job duties have changed since the submission of the Position Description Questionnaires (PDQs) in 2008, a reclassification request may be done through the regular reclassification process and submitted through your agency head in accordance with Rule 5.011 (or similar Rule as applicable) after this review period. Please contact the Department of Administration, Human Resources Division for more information.

NOTE: This process is only for a review of the job content of your position as submitted in 2008 for the Government of Guam Position Classification, Compensation, and Benefits Study and not for the purpose of considering additions / deletions of job content which have occurred since then, exceptions may be made on a case-by-case basis for positions where no PDQ was submitted and other such exceptions as determined by the Director of Administration). This process does not cover those requests which may be based on pay-related inquiries. This process is solely for the purpose of ensuring that pay grades assigned to positions have been evaluated properly and to allow employees a chance to request for a re-evaluation of the PDQ's which were submitted to our office in late 2008.

**EMPLOYEE REQUEST
FOR JOB RE-EVALUATION REVIEW FORM**

EMPLOYEE & POSITION INFORMATION (Please provide all information requested in the fields)

Last Name* :

Date Submitted* :

First Name* :

Department* :

Division* :

Relationship to Employee (if representing a group of employees within the same position)* :

Position Title (No In-House Titles) * :

Class Code (for DOA)

Phone Number (s) * :

Email Address * :

Names and position titles of all other employees represented:

EMPLOYEE JUSTIFICATION

Please state below the purpose of your request and any job-related information which is justification for your request for review. Reasons stated below must be based purely on job content and not salary or performance based. (For additional space, you may provide attachments). Supporting documents may be attached.

Requesting Employee:

FOR ADMIN/PERSONNEL STAFF USE:

X _____
Signature

Date Stamped Rec'd
from Employee:

Dept.
Admin/Personnel staff initials: _____

For any further assistance regarding these forms or any inquiries regarding the Request for Review Process, feel free to email us at angelica.diaz@doa.guam.gov and catherine.borja@doa.guam.gov or call us at 475-1265 or 475-1131.

AGENCY REVIEW: Form for Immediate Supervisor / Manager

Last Name * :

Date Reviewed* :

First Name* :

() Agree () Disagree* :

Department* :

Division* :

Position Title (No In-House Titles) * :

Class Code (for DOA):

Phone Number (s)* :

Email Address* :

If you agree and would like to provide supporting information please indicate below. If you disagree with the employee's statement, please indicate the reasons below. Reasons for agreement and disagreement must be based purely on job content and not salary or performance based. (For additional space, you may provide attachments)

Immediate Supervisor Signature: FOR ADMIN/PERSONNEL STAFF USE:

X _____
Signature

Date Stamped Rec'd
from Supervisor:

Dept.
Admin/Personnel staff initials: _____

For any further assistance regarding these forms or any inquiries regarding the Request for Review Process, feel free to email us at angelica.diaz@doa.guam.gov and catherine.borja@doa.guam.gov or call us at 475-1265 or 475-1131.

Agency Head or Designee

Last Name * :

Date Reviewed* :

First Name* :

() Agree () Disagree* :

Department* :

Division* :

Position Title (No In-House Titles) * :

Class Code (for DOA):

Phone Number(s) * :

Email Address* :

If you agree and would like to provide supporting information please indicate below. If you disagree with the employee's statement, please indicate the reasons below. Reasons for agreement and disagreement must be based purely on job content and not salary or performance based. (For additional space, you may provide attachments)

Department/Agency Head:

FOR ADMIN/PERSONNEL STAFF USE:

X _____
Signature

Date Stamped Rec'd
from Dept/Agency Head:

Dept.
Admin/Personnel staff initials: _____

For any further assistance regarding these forms or any inquiries regarding the Request for Review Process, feel free to email us at angelica.diaz@doa.guam.gov and catherine.borja@doa.guam.gov or call us at 475-1265 or 475-1131.