

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Tuesday, March 22, 2013
Conference Room,
Public Defender Service Corporation
12:30 p.m.

A G E N D A

I. Call to Order

II. Roll Call

III. Proof of Due Notice of Meeting:

5 Working Days Notice: Marianas Variety, Friday, March 14, 2013
48 Hours Notice: Marianas Variety, Wednesday, March 20, 2013

IV. Determination of Quorum

V. Approval of Minutes: (Regular Meeting of January 15, 2013)

VI. Old/Unfinished Business:

- A. Financial Status Update (PDSC and APD Allotment Releases)
- B. Domestic Violence Program Update
- C. Alternate Public Defender Update
- D. PDSC's Policy for Conflicts of Interest
- E. Formation of Task Force re: Development of Civil Division at PDSC
- F. Hiring of Chief Fiscal Officer

VII. New Business:

- A. PDSC's Fiscal Year 2014 Budget Request (Resolution No. 05-13)

VIII. Public Discussion

IX. Adjournment and Next Meeting Date

China says it will give nonprofits a greater role

BEIJING (AP) — China pledged Wednesday to allow charities, industry associations and other nonprofit groups to play a greater role in society in an acknowledgment of the growing importance of independent organizations the authoritarian government traditionally has treated with suspicion.

Civil Affairs Minister Li Liguang said that as part of the Cabinet's recently announced restructuring plan, the government will expand the scope of functions it will let other groups fulfill.

"Overall, from now on, the role that our country's social organizations will play in economic and social development will be expanded and strengthened," Li said.

China calls nonprofit, usually independent groups "social organizations." From providing HIV counseling to gay men to sheltering abused women, from campaigning against smoking to filing anti-discrimination lawsuits, nonprofit organizations have played an increasingly important role in helping under-

represented groups.

Li said such groups will no longer need to find government sponsors in order to obtain the official registration that grants them nonprofit status. Such groups will now be able to register themselves directly with the Civil Affairs Ministry, he said, though he did not provide details on how the ministry would assess applications.

Registration allows nonprofits to operate legally, raise funds domestically and become eligible for some tax exemptions.

Japan, US mark anniversary of battle for Iwo Jima island

TOKYO (AP) — Japan and the U.S. are marking the 68th anniversary one of the most iconic battles of World War II on the tiny island of Iwo Jima.

Representatives of the Japanese soldiers who died, government officials and a handful of U.S. veterans gathered Wednesday on the island to remember the battle that began on Feb. 19, 1945, and officially ended when the volcanic crag

was declared secure by the U.S. on March 26, 1945.

The fighting claimed 6,821 American and 21,570 Japanese lives. About 12,000 Japanese and 218 Americans are still classified as missing in action.

The island, 700 miles (1,100 kilometers) south of Tokyo, is now uninhabited except for a small Japanese military outpost. It is now known in Japan as Ioto.

Sumatran tiger mauls Indonesian farmer to death

MEDAN (AP) — A rare Sumatran tiger has mauled a farmer to death on Indonesia's Sumatra island, prompting terrified villagers to call for the animal to be killed, a park official said Wednesday.

The same animal is suspected in attacks on five other people.

The official at Batang Gading

Karman Lubis, 32, was killed this week while working on a rubber plantation near the park in North Sumatra province.

National Park, Yudi Santoso, said 32-year-old Karman Lubis was killed this week while working on a rubber plantation near the park in North Sumatra province. His mangled body was found

Tuesday about 1 kilometer (less than a mile) from the plantation.

Fearful farmers have asked

authorities to shoot the tiger, even though it is protected by law. The local government plans to try to trap and relocate it.

Indonesia is home to some 400 Sumatran tigers, which are on the brink of extinction because of deforestation, poaching and clashes with people. The World Wildlife Fund says their numbers have dwindled to about 400, down from about 1,000 in the 1970s.

NKorea criticizes SKorea president's 'swish of skirt'

SEOUL (AP) — North Korea's first public, senior-level mention of South Korea's first female president ended up being

a sexist crack. The body that controls Pyongyang's military complained Wednesday about the "venomous swish" of her skirt.

But despite that swipe, and a continuing torrent of rhetoric from Pyongyang threatening nuclear war and other mayhem, President Park Geun-hye is sticking by her campaign vow to reach out to North Korea's young leader, Kim Jong Un, and to send the country much-needed humanitarian aid.

Park's North Korea policy is of keen interest not only on the Korean Peninsula but also among officials in Wash-

ington, Beijing and Tokyo. Analysts believe her course will set the initial tone for new North Korea policy in those capitals.

Park's officials have also kept a wary eye on North Korea's recent threats in the wake of U.N. sanctions last week over Pyongyang's third nuclear test. The bellicose rhetoric is seen by outsiders as an attempt to boost loyalty for Kim Jong Un and to win aid from Seoul and Washington.



Kim Jong Un

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Edward B. Cabre Governor of Guam Joseph Artero-Camaron President, DCA Raymond S. Torrella Lt. Governor of Guam

PUBLIC SERVICE ANNOUNCEMENT

The Department of Chamorro Affairs Board of Trustees will hold a Regular Board Meeting on Thursday, March 21, 2013 at 2:00 p.m. Location: Department of Chamorro Affairs Conference Room, 194 Hernan Cortez Avenue 1st Floor Telleja Professional Building Hagåtña, Guam.

Individuals requiring special accommodations may also contact the President's Office at 475-4278/9.

This advertisement was paid by the Department of Chamorro Affairs, Non-Appropriated Funds.

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct a regular meeting on Friday, March 22, 2013 at 12:30 p.m. in the Conference Room of the Public Defender Service Corporation, located at the MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910.

Copies of the agenda will be available prior to the meeting at the Public Defender Service Corporation (address above).

Individuals requiring special accommodations are asked to contact Mrs. Bernadette S.N. Chargualaf at 475-3100.

/s/ CHIEF JUSTICE F. PHILIP CARBULLIDO
Chairman

This public notice is paid for with government funds administered by the Public Defender Service Corporation.



Sen. Aline Yamashita yesterday continued her education "Table Talk" with members of the Guam Education Board and officials of the University of Guam in attendance. *Variety file photo*

Education 'Table Talks' continue

By Louella Loainio
louella@mvguam.com
Variety News Staff

THE education "Table Talk" organized by Sen. Aline Yamashita continued yesterday with members of the Guam Education Board and officials of the University of Guam in attendance.

Guam Education Board chairman Jose Q. Cruz, University of Guam President Robert Underwood, acting UOG Senior Vice President James Sellmann and Governor's Chief Education Advisor Vince Leon Guerrero used the venue as an open forum to discuss various educational issues.

Among the topics discussed was the Guahan Academy Charter School which will need

to provide information about its business license, site location and start date by March 31. Otherwise, federal program funding will be reprogrammed to other Consolidated Grant programs. GEB chairman Cruz promised he would meet with the Charter School Council and Guahan Academy Charter School.

Cruz also said he has met with teachers who have been unable to pass the Praxis test. These teachers have sent a petition to the Guam Commission for Educator Certification for reconsideration.

Also discussed was GDOE's possible use of Tiyan property. Leon Guerrero, the governor's chief education advisor, said he and the governor will meet

with GDOE Superintendent Jon Fernandez and GEB members to discuss what is planned for the property.

As for the university, UOG officials said they are continuing to conduct an internal review of organizing principals to reach UOG's potential as a great institution of higher learning, aligning all its resources to meet its mission, producing leaders and provide for economic growth.

Some of the plans include looking into establishing a Resource Corporation at UOG and the development of research/educational facilities on adjacent properties.

The next "Table Talk" is scheduled for April 2 at Yamashita's office.

Guam lawmakers invited to NZ forum

By Louella Loainio
louella@mvguam.com
Variety News Staff

GUAM lawmakers have an opportunity to collaborate with fellow Oceania leaders when they visit New Zealand to attend a forum hosted by Prime Minister John Key.

The objective of the forum is to promote more understanding and cohesion among emerging political leaders from across the Pacific. The invitation was extended to Guam's senators by the Foreign Affairs, Defense and Trade Committee of the New Zealand Parliament.

The forum, entitled "Pacific Parliamentary and Political Leaders Forum," will be held in Wellington in April. Invited to attend are Sens. Aline A. Yamashita, Tommy Morri-

son, Dennis Rodriguez, and Michael San Nicolas.

Yamashita will be unable to attend the forum as she will be celebrating her son's graduation from college during that time. However, the senator said she has been in communication with a forum attaché and has forwarded critical topics for possible discussion. These include early childhood education, natural resources, developmental disabilities and mental health, and how Guam and New Zealand can each grow their respective economies.

According to the New Zealand Parliamentary website, the forum's focus "is on strengthening regional governance, building stronger democracy across the Pacific,

and addressing issues of concern to the Pacific."

"Acknowledging that Guam plays a significant role and has something critical to contribute is greatly appreciated. While it is common to criticize leadership, as that conversation comes with the position, it should also be conventional to congratulate recognition and inclusion," Yamashita said.

Some of the topics that will be discussed at the forum include the importance of parliament to communities; the global economic outlook and implications for the region; environmental issues; maximizing the value of social and other media; how to improve service delivery to removed communities; and improving the gender balance in parliaments.

Latest OPA audit shows increase in GPT's assets

By Joy White
joy@mvguam.com
Variety News Staff

THE Guam Preservation Trust closed fiscal year 2012 with a significant increase in net assets of \$4.7 million compared to a \$573,000 loss in FY2011, the Office of Public Accountability reported yesterday.

According to OPA, the increase was primarily due to the recovery of bad debts of \$4.3 million from the 2011 Hotel Occupancy Tax (HOT) Bond proceeds, and an increase in building permit fees of \$396,000.

Primarily funded from building permit fees collected by the Department of Public Works, GPT is a nonprofit, public corporation dedicated to preserve and protect Guam's historic sites, culture and perspectives for the benefit and future of the people of Guam.

GPT received an unqualified clean opinion from its independent auditors, Ernst & Young LLP. However, in order to receive the clean opinion, six audit adjustments were made that cumulatively reduced net assets by \$189,000.

Despite the fact that GPT's accounting services are outsourced to a reputable firm, OPA said GPT's management has not built up its internal accounting infrastructure

and relies extensively on the auditors.

For the first time in six fiscal years, however, GPT had no compliance or internal control findings. GPT's one repeat significant deficiency on completeness of revenues from FY2006 to FY2011 was reduced to a management letter comment in FY2012, OPA reported. The management letter also noted another area pertaining to outstanding encumbrances.

GPT's primary source of revenue is the DPW building permit fees, representing 98 percent of total revenues. DPW fees consist of building permit fees, re-inspection fees, and fines for vandalism and theft of historic properties.

According to OPA, GPT's operating revenues increased by 57 percent or \$396,000 from \$699,000 in FY2011 to \$1.1 million in FY2012, due to the increase in building permit fee collections. OPA attributed the significant increase to the increased construction activity on Guam.

GPT also recovered \$4.3 million, originally written off as bad debts, from the 2011 HOT Bonds, with GPT planning to use this for the restoration of the old Guam Legislature, the Umatac Outdoor Library, and three homes in the historic district of Inalåhan.

Barcinas to speak at GCC

By Louella Loainio
louella@mvguam.com
Variety News Staff

SUPERIOR Court of Guam Judge Arthur Barcinas will give the opening keynote today during the first day of the free Guam Community College Adult Education Conference, "Preparing for the Next Step."

Barcinas will speak about the benefits of earning an adult high school diploma or GED, and how taking that first step can lead to much better opportunities.

GCC's Adult Education Conference runs March 20 to 21, from 4 to 7 p.m. in the GCC Multipurpose Auditorium (Building 400).

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/s/ CHIEF JUSTICE F. PHILIP CARBULLIDO
Chairman

This public notice is paid for with government funds administered by the Public Defender Service Corporation.

**PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular Meeting
of
Tuesday, January 15, 2013
12:49 p.m.
PDSC Conference Room

M I N U T E S**

I. CALL TO ORDER:

This meeting was called to order by the Chairman, Chief Justice F. Philip Carbullido at 12:49 p.m.

II. ROLL CALL:

Present: Chief Justice F. Philip Carbullido, Chairman
Presiding Judge Alberto C. Lamorena III, Vice-Chairman
Attorney Cynthia V. Ecube, GBA President
Donna Muna-Quinata, Member
CathyAnn C. Gogue, Member

Others Present: Attorney Eric D. Miller, PDSC Executive Director
Attorney Ana Maria Gayle, APD Supervising Attorney
Bernadette S.N. Chargualaf, PDSC Administrative Director
Julito B. Tingson, Jr., MIS Administrator
Cecelia M. Fernandez, Administrative Assistant

III. PROOF OF DUE NOTICE OF MEETING:

"Notice of Public Meeting" was published in Marianas Variety on Friday, January 04, 2013 and Friday, January 11, 2013.

IV. DETERMINATION OF QUORUM:

With the presence of all board members, a quorum was determined for this meeting.

V. APPROVAL OF MINUTES: Minutes of the regular board meeting held on Tuesday, October 23, 2012 were adopted and approved subject to correction.

VI. OLD BUSINESS:

- A. Financial Status Update (PDSC and APD Allotment Releases):** Administrative Director Bernadette Chargualaf reported that PDSC received allotments through December 2012.

For Alternate Public Defender (APD), the allotment for the first quarter of FY2013 will be released by Friday, January 18, 2013.

- B. Domestic Violence Program Update:** Discussion of this matter was also combined with item "A" under New Business for this meeting's agenda. The discussion centered on the financial status of the program, and the fact that funds will be exhausted by March 31, 2013.

The Memorandum of Understanding for Fiscal Year 2012 is presently at the Department of Administration awaiting required signatures (Executive Director Eric Miller has completed the portion needing his signature).

- C. Alternate Public Defender Update:** APD Supervising Attorney Annie Gayle brought up the "Time Standards" imposed by the courts as to the progress of a case. She asked if additions can be made when dealing with delays in appointing the Alternate Public Defender to a case. When the court appointment is delayed, there is too little time to meet these standards.

Chief Justice Carbullido related that a committee is re-evaluating the Time Standards requirement at this time. Attorney Gayle was tasked to submit a written request to Justice Robert Torres, with a copy to be transmitted to the Chief Justice.

- D. Director's Performance Review (5GCA §43201):** Chief Justice Carbullido thanked Cathy Gogue for her timely completion of this matter. The Performance Review for the period of August 29, 2011 to February 29, 2012 was then adopted and approved. Director Miller interjected that another review will be due on February 28, 2013.

Chief Justice Carbullido then instructed Ms. Gogue to send an electronic file to Mrs. Chargualaf who will transfer it onto the PDSC's letterhead stationery, with provisions for signatures from Cathy, Director Miller and the Chief Justice prior to publishing the required notice to the public.

- E. Resolution Numbers 04-12 and 05-12: Night Differential Policy (pending Board approval):** Prior to voting on the motion introduced to extend Night Differential Pay to affected PDSC attorneys, CathyAnn Gogue stated for the record that she had reservations as to the adoption of these resolutions, since lawyers are exempt (professional) employees. Director Miller stated that the law

must be followed, or the PDSC may face lawsuits from employees for back pay, etc.

As to the vote taken on the motion, the Chief Justice, the Presiding Judge and Attorney Ecube affirmed the resolutions, while members Donna Quinata and Cathy Gogue opposed them.

- F. **PDSC's Policy for Conflicts of Interest:** PDSC Director Eric Miller reported that work is in progress, and that he hopes to have a more formal draft to submit to the board by the next meeting.

This item will remain on the agenda for the next board meeting.

- G. **Formation of Task Force re: Development of Civil Division Within the PDSC:** PDSC Director Eric Miller presented this matter, and indicated that he has spoken to a legislator regarding a funding source for this program. One option is to charge "user fees" (i.e., traffic fines, or sin taxes", combined with other federal grants in order to generate funding for a small office.

Chief Justice Carbullido tasked Director Miller to come up with a plan, taking the members' comments into consideration, and to include it in the Corporation's Fiscal Year 2014 Budget Request. In addition, Director Miller is to assist the board in convincing the legislature of the program's importance, referencing the statutory requirements for civil cases.

Presiding Judge Lamorena cautioned the Corporation to be very careful with the types of civil cases it accepts. Attorney Ecube mentioned that there is an unfair advantage in domestic cases, more specifically to the party who has to hire a private lawyer.

VII. NEW BUSINESS:

- A. **Resolution No. 03-13 (Request to Use PDSC Lapsed Funds for Funding Advance of the Domestic Violence Program:** As indicated above, this topic included the information that funds for the program will run out around March 31, 2013. Although the Memorandum of Understanding is presently at the Department of Administration, there is no telling as to when all the required signatures will be completed and the release of funds authorized. A motion was made and voted upon to adopt Resolution No. 03-13, providing an advance to the Domestic Violence Program from the PDSC Operations fund.
- B. **Hiring of Chief Fiscal Officer at FY2013 Budgeted Amount:** Administrative Director Chargualaf reported on the difficulty of recruiting for this position vacancy. Previous selections have declined the position due to "low pay". A third Job Announcement regarding the opening of the position was made and remains open. She asked for the board's approval to extend the pay grade and

level (FY2013's budgeted amount), which was formerly held by Cecilia A.T. Lizama.

Chief Justice Carbullido prefers that we allow the recruitment process for the third Job Announcement to reach completion and see who qualifies for the vacancy. If the PDSC is not able to fill it, then the Board can be approached for an above-step recruitment at the next meeting.

- C. Resolution No. 04-03 (Request to Use Lapsed Funds for Attendance at Attendance at Tennessee Trial College):** Board members were informed of this subject at the last meeting by Executive Director Eric Miller. PDSC Attorney Suresh Sampath and APD Attorney Jeffrey Warfield have expressed an interest in attending this training, which will be held in Tennessee from April 2-6, 2013. Because Attorney Richard McGee and his colleagues (presenters at the Trial College held in Guam last May), have offered to pay the airfares for two (2) attorneys, this is an opportunity for our attorneys to obtain training at \$850 per person. While at the college, per diem expenses will not be necessary since lodging, food and other accommodations will be provided.

A motion was introduced and subsequently adopted approving Resolution No. 04-03.

- D. Ten Percent (10%) Cut re: Executive Director's Salary (Public Law 31-279):** Board members were informed that this mandate would affect Director Miller's salary; the 10% cut will be imposed in accordance with the law.
- E. Merit Bonus Awards (informational purposes only):** Administrative Director Chargualaf reported that since respective employees of the executive branch received their bonus awards, this matter will be looked into for PDSC employees in order to ensure an equitable application of the law. Funds for this purpose will be included in the Corporation's budget request for FY2014. Chief Justice Carbullido issued a reminder that the board's obligation is limited to the last four (4) years and not necessarily for any time period prior to that.

VIII. PUBLIC DISCUSSION: None.

IX. ADJOURNMENT AND NEXT MEETING DATE: There being no further business up for discussion, this meeting was adjourned at 1:44 p.m. The next board meeting is scheduled for Friday, March 1, 2013.

Respectfully submitted,


BERNADETTE S.N. CHARGUALAF
Secretary



**PUBLIC DEFENDER
SERVICE CORPORATION**

**Fiscal Year 2014
Budget Request**

March 22, 2013

DIRECTOR
Eric D. Miller



ADMINISTRATIVE DIRECTOR
Bernadette S.N. Chargualaf

PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pupleku)

GOVERNMENT OF GUAM
MVP Sinajana Commercial Building, Unit B
779 Route 4, Sinajana, Guam 96910-5174
Tel: (671) 475-3100 □ Fax: (671) 477-5844

STAFF ATTORNEYS
Richard S. Dirks
Jane L. Kennedy
Terrance A. Long
Loretha T. Gutierrez-Long
Pablo M. Aglubat
Raymond B. Ilagan
Jacelyn M. Roden
Peter J. Sablan
Maria G. Fitzpatrick
Rebecca M. Warfield
Ali N. Nusbaum
Suresh Sampath
Brian E. Kegerreis
Mikaela J. Silkey

April 01, 2013

Senator Vicente (ben) C. Pangelinan
Chairman,
Committee on Appropriations, Public Debt,
Legal Affairs, Retirement, Public Parks,
Recreation, Historic Preservation, and Land
I Mina' Trentai Dos Na Liheslaturan Guahan
324 W. Soledad Ave., Suite 101
Hagåtña, Guam 96910

Hafa Adai Senator Pangelinan:

Submitted herewith for your review is the Public Defender Service Corporation's (PDSC) Fiscal Year 2014 Budget Request presented in the same Performance Based Budgeting format as that of Fiscal Year 2013, and as required by Public Law 24-287.

The following is a summary of our request:

PROGRAM CATEGORY:	REQUEST:
Director's Office	\$ 830,859.00
Attorneys	1,747,423.00
Investigative Services	316,021.00
Legal Secretarial Services	720,152.00
Records Management & Property Control	64,798.00
Process Services	99,865.00
Legal Clerical Services	205,185.00
Fiscal Services	151,612.00
Personnel Services	67,918.00
Management Information Systems Services	314,354.00
Alternate Public Defender (funded by Judicial Client Services/Indigent Defense Fund)	-0-
Domestic Violence Program Specialist (funded by STOP Violence Against Women Federal Grant Administered by the Office of the Governor)	-0-
TOTAL FISCAL YEAR 2014 BUDGET REQUEST:	\$4,518,187.00

For Fiscal Year 2014, the PDSC seeks funding in order to fill the positions of one (1) Attorney I, one (1) Legal Secretary I, and one Accounting Technician I which were authorized in Fiscal Year 2013. We call your attention to the Agency Narrative and the Decision Packages for these respective divisions where justifications for these positions are presented. Although funding was technically approved in Fiscal Year 2013's appropriation, the PDSC was forced to forego filling these positions in order to deal with the shortfalls in operations.

Furthermore, in an attempt to comply with the agency's mandate relative to providing assistance to qualified individuals in various civil cases, thereby ensuring the lifting of a continuous moratorium, we hope to establish a Civil Division of the Public Defender Service Corporation in Fiscal Year 2014. This program will be structured in a manner similar to the office of the Alternate Public Defender. It will be funded through legislative appropriation directly to the PDSC, and specifically for this division. Although logistically separated from the PDSC's facilities, it will remain a part of the Corporation, with administrative duties assumed by the current PDSC administrative staff in order to contain costs. To this end, we ask for monies to provide for one (1) Attorney III position, as well as one (1) Legal Secretary II position. Office space rental, office equipment and other necessities associated with the operations of this program are also imperative for its success.

Any other increases in the Personnel Services category are due to mandated items, such as pay adjustments and/or salary increments, higher rates in the government's share of retirement contributions, medical, dental and/or life insurance premiums, etc.

With the increased staffing levels, corresponding increases in other object categories such as Small Equipment (items with a cost less than \$5,000), Contractual Services (malpractice insurance for additional attorneys, Miscellaneous (Guam Bar Association dues and/or training), Supplies and Materials, etc., become necessary in order to provide the proper tools and work environment for these employees.

Overall, the organization continues to exercise frugality and sound, fiscal responsibility in carrying out its mission of providing quality legal representation to its indigent clients. The office of the Alternate Public Defender (APD), a subsidiary of the PDSC, remains in operation, and continues to mitigate the financial burden of indigent defense on our island. In its ninth year of operation, the administrative needs of the APD are met by the PDSC (for personnel services, fiscal operations, management information systems), in order to keep spending levels in these areas to a minimum. In this manner, we are able to contain the ever-rising costs of indigent defense at levels far below those of the past.

The PDSC is also a sub-grantee of the STOP Violence Against Women federal program administered by the Office of the Governor. Thus, federal funds ensure the presence of a Domestic/Family Violence Program Specialist who assists attorneys in the delivery of legal services to victims of family violence.

Working with the Public Defender Service Corporation does not only involve the technical knowledge and understanding of the law. It requires a committed and compassionate attitude to serving the less fortunate residents of Guam, day in and day out. It also calls for learning to live within our limited means. At the end of the day, the gratification and satisfaction we get is in the fact that we have made a difference in an individual's life.

This Fiscal Year 2014 Budget Request was approved by the PDSC Board of Trustees at its duly-noticed meeting on March 22, 2013.

Should you have any questions or desire further information, please feel free to contact Mrs. Bernadette S.N. Chargualaf, Administrative Director, or me at the telephone number listed above.

Sincerely,

Attorney ERIC D. MILLER,
Executive Director



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM
MVP Sinajana Commercial Building, Unit B
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BOARD OF TRUSTEES

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Hon. Alberto C. Lamorena III
Vice-Chairman

Atty. Cynthia V. Ecube
Member

Mrs. Donna Muna- Quinola
Member

Ms. CathyAnn C. Gogue
Member

ADMINISTRATION

Atty. Eric D. Miller
Executive Director

Bernadette S.N. Chargualaf
Administrative Director

**BEFORE THE BOARD OF TRUSTEES
OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE APPROVAL OF THE
PDESC FISCAL YEAR 2014 BUDGET REQUEST**

RESOLUTION NO. PDSC 05-13

WHEREAS,

Chapter 11 of Title 12 Guam Code Annotated established the Public Defender Service Corporation (PDSC) in order to provide effective legal aid and assistance to individuals on Guam who are unable to afford counsel; and

WHEREAS,

in order to fulfill the mandates of Chapter 11, Title 12 Guam Code Annotated, the PDSC requires legislative appropriations through the budgetary process established for each fiscal year; and

WHEREAS,

the PDSC has, through its Executive Director and Administrative Director, presented the Corporation's Fiscal Year 2014 Budget Request of **\$4,518,187** to the Board of Trustees on March 22, 2013; and

WHEREAS,

the Board of Trustees finds this budget request appropriate and adequate to carry out the Corporation's mission in Fiscal Year 2014; now therefore be it

RESOLVED,

the Board of Trustees of the Public Defender Service Corporation, at its meeting of March 22, 2012 hereby approves the PDSC Fiscal Year 2014 Budget Request of **\$4,518,187** with all its provisions contained therein being attached hereto and made a part of this resolution.

DULY AND REGULARLY ADOPTED THIS 22nd day of March, 2013.

Chief Justice F. PHILIP CARBULLIDO
Chairman

ATTEST:

BERNADETTE S.N. CHARGUALAF
Secretary

PUBLIC DEFENDER SERVICE CORPORATION

Government of Guam

MVP Sinajana Commercial Building, Unit B

779 Route 4

Sinajana, Guam 96910

Fiscal Year 2014 Budget

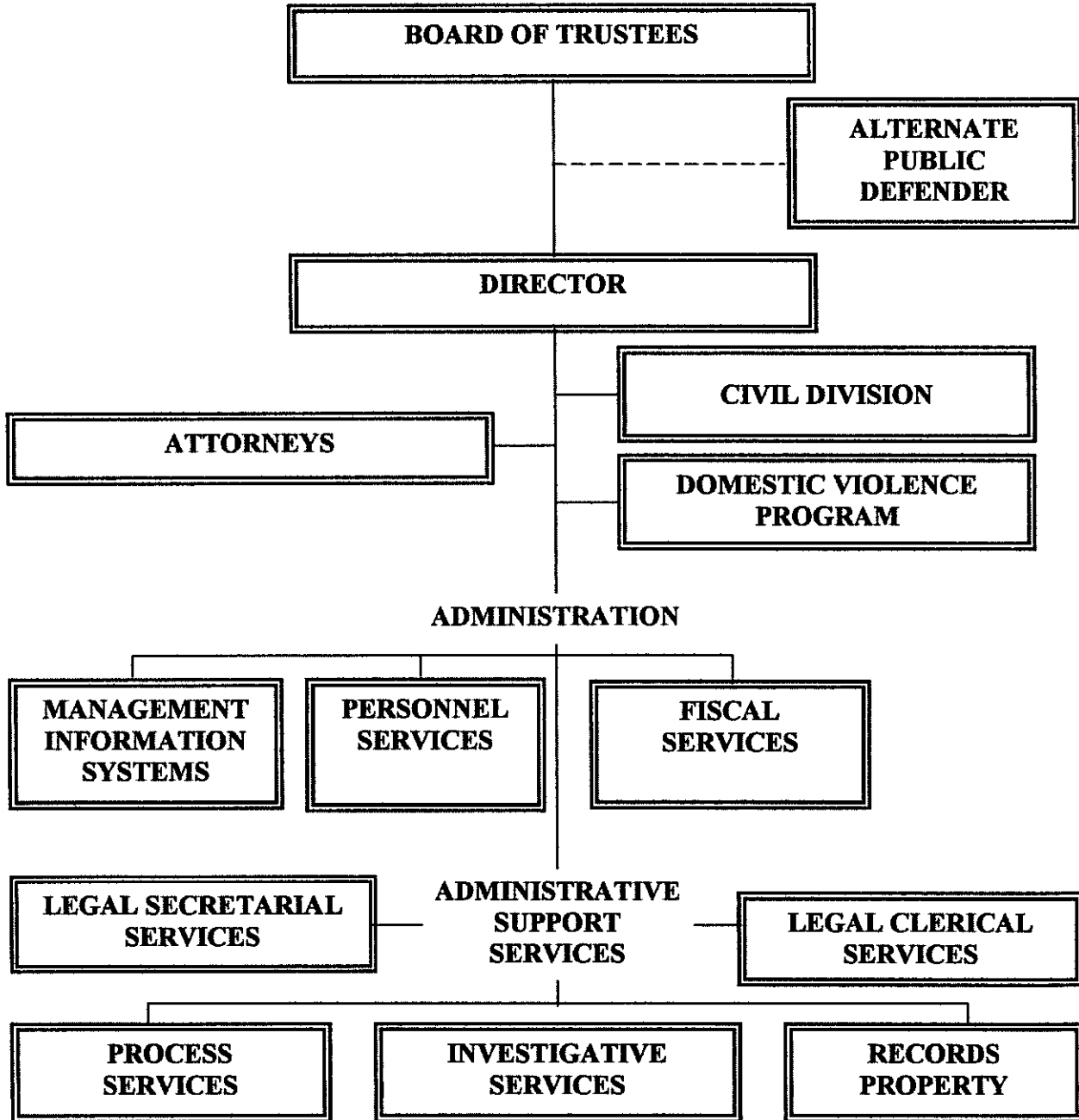
**Agency Program Performance-Based
Budget Certification**

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein to be sufficient to execute the mission, goals and objectives of this department for Fiscal Year 2014. I further certify the accuracy of the information contained in this document.

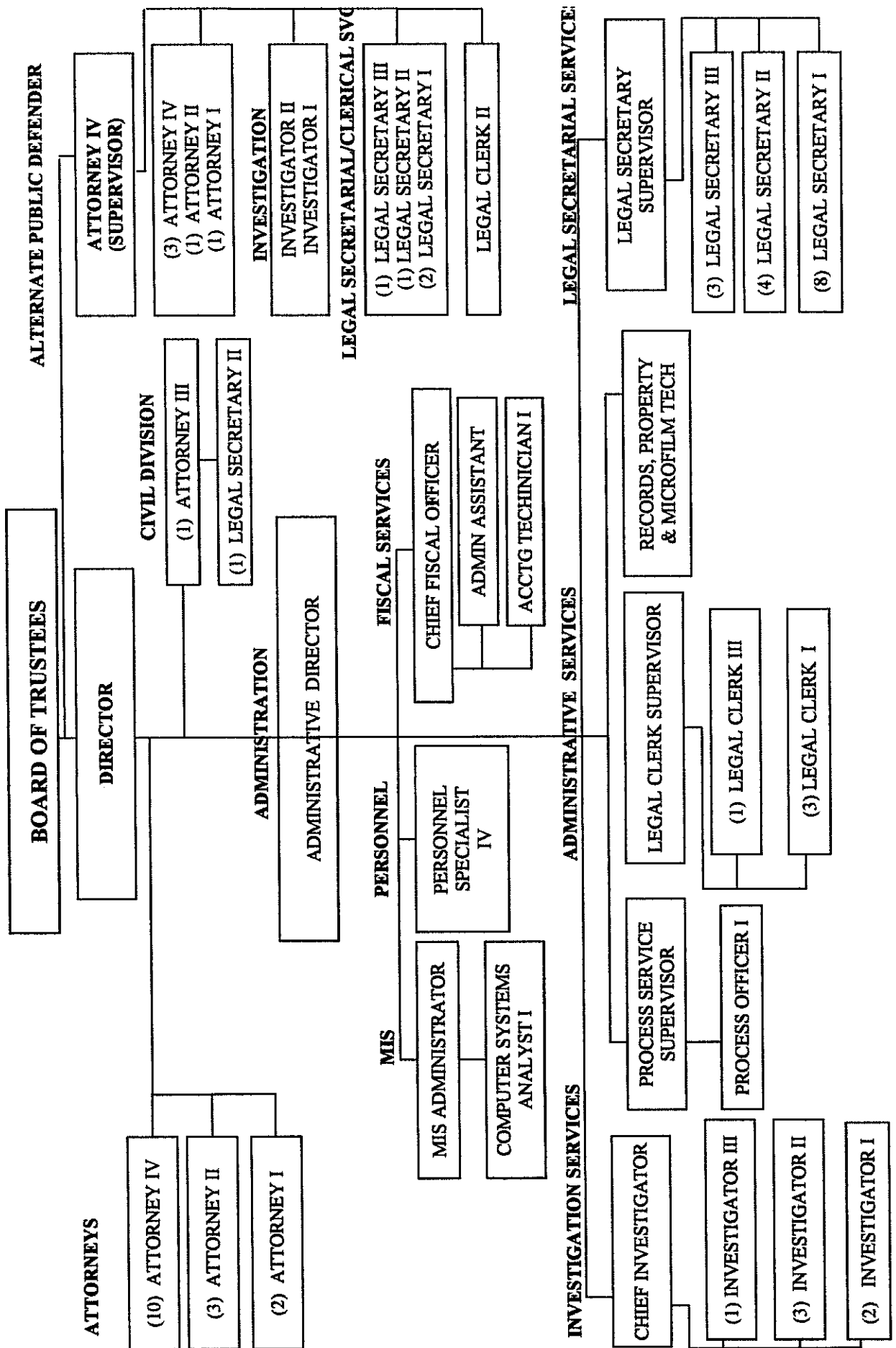
Attorney ERIC D. MILLER,
Executive Director

Dated: March 20, 2013

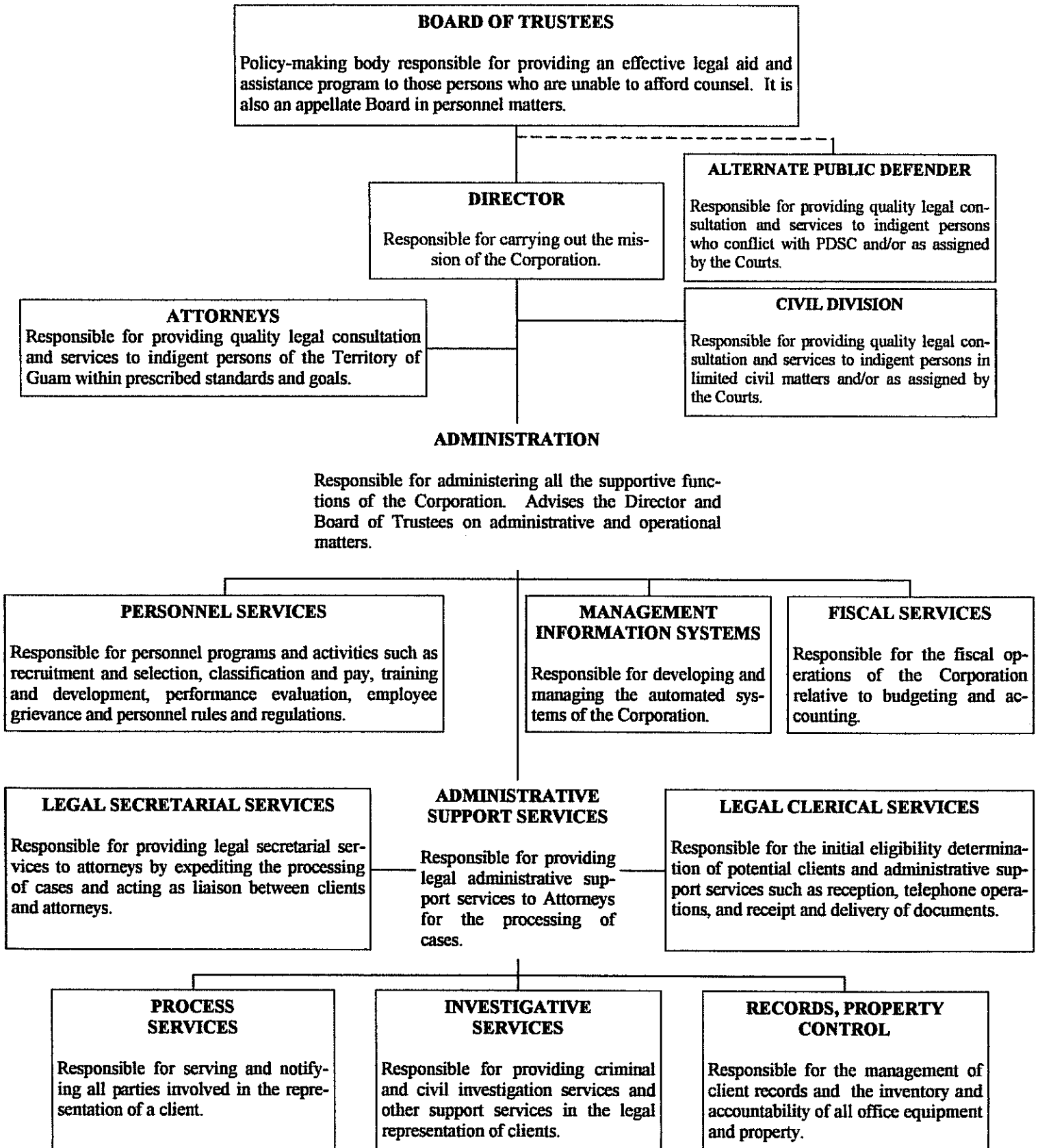
**PUBLIC DEFENDER SERVICE CORPORATION
ORGANIZATIONAL CHART — FY 2014**



**PUBLIC DEFENDER SERVICE CORPORATION
STAFFING CHART
FY 2014**



**PUBLIC DEFENDER SERVICE CORPORATION
FUNCTIONAL STATEMENT—FY 2014**



FISCAL YEAR 2014 BUDGET
Agency Narrative

FUNCTION: **Public Safety**
 Judiciary/Legal Defense

AGENCY: **PUBLIC DEFENDER SERVICE CORPORATION (PDSC)**

MISSION STATEMENT:

The Public Defender Service Corporation, in accordance with Chapter 11 of Title 12 Guam Code Annotated, shall provide effective legal assistance primarily to those individuals charged with crimes, or who face certain legal difficulties and are unable to afford private counsel, thereby ensuring equal protection of their constitutional rights within prescribed ethics, laws, rules and regulations.

GOALS AND OBJECTIVES:

The PDSC's primary goal and objective for Fiscal Year 2014 is to continue to meet its mandates while simultaneously seeking increased staffing and funding levels in order to improve the overall efficiency of the agency, and to provide quality legal representation to the clients we serve.

The need for legal services and assistance by indigent defendants becomes more pronounced with the economic conditions our island continues to face. Already struggling to make ends meet, many of our residents find themselves in desperate situations as the cost of living continues to soar rapidly. Many of them lose their only means of income as our business community is forced to either cut back on expenses by reducing their work force, or shut down completely. Unfortunately, in desperation, many turn to illegal measures for survival and to provide for the basic needs of their families. When caught, there is no doubt accused perpetrators will require legal representation, and without adequate financial resources to retain legal counsel, the courts will appoint the PDSC as their attorneys.

In addition, individuals who suffer from mental illness, drug addictions, or alcohol abuse tend to get themselves into legal difficulties which result in criminal charges. The vast majority are unable to remain gainfully employed and are of the indigent population for which the PDSC receives court appointments.

Furthermore, in an attempt to meet the mandate of providing assistance in civil matters to qualified individuals in need of assistance in various civil cases, a **Civil Division** of the Public Defender Service Corporation will be established in Fiscal Year 2014. This program will be structured in a manner similar to the office of the Alternate Public Defender, but funded through legislative appropriation directly to the PDSC specifically for this division. It will be separated from the physical facilities of the PDSC, but will remain a part of the Corporation, with administrative duties assumed by the current PDSC administrative staff in order to contain costs.

However, before we can realize this goal, the overload of cases for each attorney must be resolved; compliance with the recommended levels from the American Bar Association and the Guam Rules of Professional Conduct must be realized.

Despite the recent increase in staffing levels (FY2012), particularly that of attorneys, we continue to exceed the recommended caseloads, which puts the Corporation in a precarious situation with respect to malpractice suits by our clients due to sub-standard legal representation. In order to ensure that our clients receive the constitutionally-mandated effective assistance of counsel, it is imperative that the caseloads of the PDSC attorneys never exceed the national limits endorsed by the American Bar Association (ABA), the National Legal Aid and Defender Association and the Department of Justice.

We anticipate further increases in caseloads with the announcements from the Office of the Attorney General regarding the vigorous prosecution of criminal cases. In addition, increases in PDSC's caseload are further substantiated by the numerous arrests published daily in the Pacific Daily News "police blotter".

While the Corporation continues to provide services despite a shortage of personnel and financial resources, we are compelled to request additional funding in order to add one (1) Attorney I, and one (1) Legal Secretary I to our current staff. The caseload now carried by our lawyers exceeds the recommended levels by the American Bar Association. The caseloads of PDSC attorneys correspond with those of their assigned legal secretaries. Presently, we have fifteen (15) attorneys assisted by fourteen (14) legal secretaries. One senior level secretary is forced to "double up" and carry the workload of two (2) attorneys. On days when the secretarial division experiences a shortage in manpower (i.e., an employee calls in sick, requires personal leave, etc.), this coverage can extend to three (3) attorneys. Our goal is to have one legal secretary per attorney so that the workload is more manageable.

Any other increases in the Personnel Services category are due to mandated items, such as salary increments, adjustments in the government's share of retirement contributions, medical/dental/life insurance premiums, etc.

An increase in malpractice insurance coverage was purchased in Fiscal Year 2012 upon instructions from the PDSC Board of Trustees. A review of the PDSC malpractice insurance policy in effect revealed inadequate coverage in several areas; increased coverage in these areas must be maintained in order to provide for adequate insurance in the event of malpractice suits. Malpractice insurance premiums also rise whenever additional attorneys/investigators/notary publics are included in the policy.

Section 6303 of Chapter 6, Title 5 Guam Code Annotated authorizes government agencies *"to purchase property insurance to cover the loss, for any reason and by any cause, incurred by the government . . . of any property owned by the government. Any monies recovered pursuant to this subsection shall be used for the repair or replacement of the facilities insured . . ."*

A recent inventory of all PDSC office equipment and furniture was conducted, and revealed that these items are worth approximately \$300,000 (before depreciation). Should any natural disaster, or other unforeseen event occur, resulting in damages to these items, the cost to replace them would be astronomical, posing a serious financial burden on the PDSC, and ultimately the government of Guam. Taking a proactive approach to this potential dilemma, the Corporation believes it most beneficial to obtain insurance coverage for government property ("contents insurance"), currently located in the PDSC's office. Although funds were requested for this purpose in Fiscal Year 2013, the PDSC was not able to realize this goal due to severe cuts to the Corporation's budget for that period.

Training remains one of the most important aspects of creating and maintaining a great PDSC. Therefore, we are requesting funds for attendance at four (4) off-island training events for staff attorneys and the Executive Director.

In our efforts to provide adequate training opportunities to our employees, the Public Defender Service Corporation, in conjunction with the Tennessee Association of Criminal Defense Lawyers (TACDL), the Judiciary of Guam, the District Court of Guam and the Guam Bar Association sponsored a trial advocacy conference on May 10-12, 2012. Seasoned attorneys, all senior faculty members who teach at the TACDL trial college came to Guam to share trial advocacy training tips they have developed over the last decade at the college. All PDSC and APD attorneys were required to attend. Bringing the trainers to Guam enabled more staff attorneys' participation, and is far more cost-effective than sending one attorney per year to a Trial College in the mainland. If given the opportunity, the PDSC will diligently seek to provide more training sessions for our personnel.

PDSC's Fiscal Year 2014 Budget Request is a 25% increase over that of Fiscal Year 2013's authorized levels. Please note that FY2013's authorized level was a roll-over of FY2012's appropriation (Chapter VII, Part II of Public Law 31-233), plus a **de-appropriation of \$195,000** (Section (e), Chapter XI of Public Law 21-233), which placed FY2013's authorized level below that of FY2012.

The PDSC remains committed and dedicated to the effective and efficient delivery of public service at minimal costs. Operational costs for the agency remain at basic, service-mandated levels; where and when necessary, cuts will be made without jeopardizing the health, safety and welfare of our employees and clients.

IMPACT STATEMENT:

Without adequate staffing and funding levels, the PDSC will not be able to carry out its mandates with the utmost effectiveness. Salary adjustments/increments, and other mandated increases in personnel benefits cannot continue without proper funding in Fiscal Year 2014.

AGENCY BUDGET PLAN:

As it has proven time and again, the Corporation will retain its practice of frugal spending and sound fiscal responsibility within legal parameters throughout Fiscal Year 2014.

Function: Public Safety
 Department/Agency: Public Defender Service Corporation
 Program: Summary

BD-1

		A	B	C
AS400 Account Code	Appropriation Classification	General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	2,422,682	2,444,401	2,638,495
112	Overtime	0	0	0
113	Benefits	731,660	787,590	872,181
114	Insurance Benefits (Medical / Dental / Life)	137,306	153,641	193,540
TOTAL PERSONNEL SERVICES		\$3,291,648	\$3,385,632	\$3,704,216
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	20,500
230	CONTRACTUAL SERVICES:	97,151	40,054	144,656
233	OFFICE SPACE RENTAL:	271,200	112,557	321,600
240	SUPPLIES & MATERIALS:	21,703	11,911	30,000
250	EQUIPMENT:	16,504	9,587	62,300
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	19,006	8,311	51,015
TOTAL OPERATIONS		\$425,564	\$182,420	\$630,071
UTILITIES				
361	Power	28,800	19,922	48,000
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	8,784	13,248	25,900
TOTAL UTILITIES		\$37,584	\$33,170	\$73,900
450	CAPITAL OUTLAY	\$15,975	\$0	\$110,000
TOTAL APPROPRIATIONS		\$3,770,771	\$3,601,222	\$4,518,187
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		1	1	1
CLASSIFIED		49	52	54
TOTAL FTEs		50	53	55

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FOOTNOTES:

For Fiscal Year 2014, an increase of \$916,965 is requested over the authorized level for Fiscal Year 2013 (25%). Please note that FY2013's authorized level was a roll-over of FY12's appropriation (Chapter VII, Part II of Public Law 31-233), plus a **de-appropriation** of \$195,000 (Section (e), Chapter XI of Public Law 31-233), which placed FY2013's authorized level below that of FY2012.

The additional funds are sought for the following:

1. **PERSONNEL SERVICES:**

\$194,094

SALARIES:

- Attorneys' pay adjustments, employees' salary increments and night differential payments
- 1 Attorney I/1 (position approved, but not funded in FY 2013)
- 1 Legal Secretary I (position approved, but not funded in FY2013)
- 1 Accounting Technician I (position approved, but not funded in FY2013)
- 1 Attorney III/1 (for Civil Division)
- 1 Legal Secretary II (for Civil Division)
- Night Differential payments for affected employees

*** The appropriated amount for Personnel Services matched the amount requested in our FY2013 Budget Request. However, Operations was practically reduced to zero after the \$195,000 de-appropriation. To deal with this shortfall, these positions remained vacant.

\$84,591

RETIREMENT BENEFITS:

- Mandated increases in the government's share of retirement contributions (from 30.09% to 31.02%)
- Retirement shares for additional employees, including the proposed Civil Division

\$39,899

INSURANCE (Medical, Dental and Life) BENEFITS:

- Based on previous fiscal experience, an increase in the government's share for these benefits is anticipated
- Contributions for additional employees (i.e., Attorney I, Legal Secretary I, and Accounting Technician I), including the proposed Civil Division

\$318,584

SUB-TOTAL FOR PERSONNEL COSTS IN FY2014

2. **OPERATIONS:**

a. **\$20,500**

TRAVEL (Off-island Travel/Local Mileage): These monies will finance off-island travel

b. \$104,602 CONTRACTUAL SERVICES (Also depicted on Form 96A, page __)

Item Description:	Estimated Cost:
Malpractice Insurance (PDSC & Civil Division Attorneys)	\$15,000
Copier Equipment Rental (2 at PDSC; 1 for Civil Division)	\$15,000
Westlaw Services (17 users)	\$31,116
Lease of Telephone System (PDSC Main)	\$15,600
Lease of Official Vehicles (Toyota Rav 4 and Toyota Corolla)	\$12,780
Insurance for Leased Vehicles	\$3,900
Services for Surveillance Cameras	\$960
Contents Insurance	\$8,000
Annual Renewal of Internet Domain-hosting Website	\$500
Annual Renewal of Abacus VIP Support	\$14,400
Annual Renewal Security Software (Norton Endpoint Virus/Sonic Wall)	\$2,500
Annual Renewal for Recorder Software (SoniClear)	\$400
Firewall Security (Sonic Wall) for Civil Division	\$1,200
Annual Renewal for Archive Software	\$4,000
Microsoft Office Licenses for Additional Users (5)	\$2,000
Notary Bonding (2)	\$500
Equipment Maintenance-Canon Archiving	\$3,500
Equipment Maintenance: Gets Business (Receipt Stamps)	\$500
Equipment Maintenance: Pitney Bowes (Postage Meter)	\$600
Equipment Maintenance (\$250 x 6)	1,500
Purchase of Accounting Software	\$1,300
Quickbooks Payroll Subscription	\$500
Adobe Acrobat X Suite (HR Software)	\$1,300
Off-site Data Backup Solution Service (Online)	\$3,000
Abacus (case management) Software for Civil Division	\$2,400
Additional Licenses for Abacus (new staff and Civil Division)	\$1,200
Telephone Licenses (\$200 x 5)	\$1,000
TOTAL REQUESTED:	\$144,656
FY2013 Appropriation for Object Category:	\$40,054
Additional Funding Requested for FY2014:	\$104,602

c. \$209,043 OFFICE SPACE RENTAL: Although rental rates for the current PDSC facilities will be retained for FY2014, additional funds will be needed for the rental of the Civil Division's office. (The FY2013 level for this category was at \$112,557; actual yearly rent is \$271,200.)

d. \$18,089 SUPPLIES AND MATERIALS: Please refer to Form 96A for details.

e. **\$52,713** **SMALL EQUIPMENT (<\$5,000):**

Item Description:	Estimated Cost:
Office Furniture for Proposed Attorneys	\$3,400
Office Furniture for Proposed Legal Secretaries	\$3,200
Computer Workstations for Proposed Staff (including Accounting Technician)	\$10,000
Computer Workstations to Replace Obsolete Units (16)	\$32,000
Telephone Instruments for Proposed Staff	\$2,000
Copier/Printer/Fax Machine for Civil Division	\$1,600
Commercial Shredder (for Records Division)	\$500
Desktop Scanner (documents from closed cases)	\$1,500
Office Furniture (to replace damaged ones)	\$2,400
Portable Video/digital Camera (Investigations)	\$1,200
Server UPS-Backup Battery	\$4,500
TOTAL REQUESTED:	\$62,300
FY2013 Appropriation for Object Category:	\$9,587
Additional Funding Requested for FY2014:	\$52,713

f. **\$42,704** **MISCELLANEOUS:**

Item Description:	Estimated Cost:
Guam Bar Dues (\$300 x 17; \$150 x 2; \$375 x 2) New Attorney	\$6,150
Professional Dues (NACDL=200; NLADA=715)	\$915
Training (on-island) for Attorneys	\$15,000
Training (on-island) for Staff	\$10,000
Advertising Costs (board meetings & job announcements)	\$8,500
Advertising Costs (Bids & RFP)	\$4,000
Board Stipends	\$1800
Payroll Fees (direct deposit)	\$1300
Legal Subscriptions	\$2100
Process Server Court Fees (\$50 x 9, including 1 for Civil Division)	\$450
Other Fees (police clearance, copies of court transcripts, etc.)	\$300
Rental of Safe Deposit Boxes for PDSC	\$250
Rental of Safe Deposit Boxes for Civil Division)	\$250
TOTAL REQUESTED:	\$51,015
FY2013 Appropriation for Object Category:	\$8,311
Additional Funding Requested for FY2014:	\$42,704

g. **\$28,078** **POWER:** Additional monies are sought in order to meet recent increases in power rates. Although our landlord has not given us notice that charges will increase, it is highly anticipated that they will in order to meet the rise in rates.

h. **\$12,652** **TELEPHONE:** The increase in this object category is to fund the Civil Division, provide for long-distance calls, as well as retaining the current PDSC phone system.

- i. **\$110,000** **CAPITAL OUTLAY:** This object category did not receive any funding in Fiscal Year 2013. We are requesting monies for the purchase of a Server for the JWS System (to enable the PDSC to access the courts' system for necessary client/case information) and to purchase a server, cabinets and switches for the Civil Division.

\$598,381 **SUB-TOTAL FOR OPERATIONAL, UTILITIES AND CAPITAL OUTLAY COSTS IN FISCAL YEAR 2014.**

\$916,965 **TOTAL INCREASE FOR FY2014**
ABOVE FY2013'S AUTHORIZED LEVEL

**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Director's and Administrative Director's Office

Program Title: Director's and Administrative Director's Office (Administrative Management Services)

Activity Description: This program manages and administers the operations of the Public Defender Service Corporation (PDSC), which involves the Attorneys, Investigations, Legal Secretarial, Legal Clerical, Records Management and Property Control, Fiscal Office, Process Services, Personnel Services and Management Information Systems divisions, in order to fulfill the mandates set forth in 12 GCA, Chapter 11 (Public Defender Service Corporation Act), and focuses on the effective and efficient delivery of legal representation for the indigent residents of Guam.

Major Objective(s):

The major objective of this program is to provide effective and efficient legal assistance primarily to those persons charged with crimes, or who face certain legal difficulties and are unable to afford private counsel, thereby ensuring equal protection of their lawful rights in accordance with prescribed laws, ethics, rules and regulations.

Short-term Goals:

1. To manage the Corporation's daily operations, ensuring the effective and efficient delivery of public service relative to legal representation of the indigent.
2. To provide a managerial system for directing the programs and activities of the PDSC in accordance with established laws, rules, policies and procedures.
3. To restore (through the legislative appropriation process), adequate funding and staffing levels in order to fulfill the agency's mission of providing quality legal assistance to residents of Guam who cannot otherwise afford legal representation. For Fiscal Year 2014, this includes the addition of one (1) Attorney I, and one (1) Legal Secretary I position, as well as the associated office equipment/furniture/supplies.
4. To create a Civil Division in order to meet the need for assistance in various, but limited civil cases. This will enable the Corporation to gradually lift the moratorium on civil cases which has been in effect for more than a decade. This program will be structured in a manner similar to the office of the Alternate Public Defender, but funded through legislative appropriation directly to the PDSC specifically for this division. Logistically, it will be separated from the PDSC's present facilities, but will remain a part of the Corporation, with administrative duties assumed by the current PDSC administrative staff in order to contain costs.

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
<p>Workload indicators for this program are incumbent upon and directly related to those established for all divisions within the PDSC. Please refer to Workload Indicators reflected on the various enclosures for each program.</p>			

Government of Guam
Fiscal Year 2014
Budget Digest

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Director's and Administrative Director's Office

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	197,526	198,820	200,429
112	Overtime/Night Differential	0	0	
113	Benefits	58,081	62,860	64,488
114	Insurance Benefits (Medical / Dental / Life)	2,791	2,854	2,701
TOTAL PERSONNEL SERVICES		\$258,398	\$263,734	\$267,538
OPERATIONS				
220	TRAVEL- Off Island/Local Mileage Reimburs.	0	0	4,500
230	CONTRACTUAL SERVICES:	84,318	35,654	104,556
233	OFFICE SPACE RENTAL:	271,200	112,557	321,600
240	SUPPLIES & MATERIALS:	2,679	1,577	7,900
250	EQUIPMENT:	1,020	0	1,600
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	19,086	8,311	48,165
TOTAL OPERATIONS		\$378,223	\$168,099	\$479,421
UTILITIES				
361	Power	28,900	19,922	48,000
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	8,784	13,248	25,900
TOTAL UTILITIES		\$37,584	\$33,170	\$73,900
450	CAPITAL OUTLAY	50	50	\$10,000
TOTAL APPROPRIATIONS		\$674,385	\$455,863	\$838,859
1/ Specify Fund Source				
FULL TIME EQUIVALENCES (FTEs)				
UNCLASSIFIED		1	1	1
CLASSIFIED		1	1	1
TOTAL FTEs		2	2	2

NOTE: Services used by all or most of PDSC's employees are lumped under the Director's office, and not pro-rated by division. These include expenses such as: office rental premiums, copier equipment leases, licenses for various computer software/programs, etc.

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Attorneys

Program Title: Attorneys (Professional Legal Services/Representation)

Activity Description: PDSC attorneys (Assistant Public Defenders) provide effective legal consultation and services to indigent persons on the island of Guam within prescribed ethics, standards and goals. In order to carry out the mission of the PDSC in providing these services, and to comply with the guidelines set forth in the Guam Rules of Professional Conduct, as well as goals relative to the recommended caseload per attorney, per year, adequate staffing levels and support services are imperative.

Major Objective(s):

- a. **In Criminal Matters:** As set forth in 8 GCA, Sections 45.30 and 45.40, if the Court finds that a person is financially unable to employ counsel, the PDSC will be appointed for the defendant unless the PDSC declines the appointment due to a conflict of interest or other appropriate reason. The same rule applies to appointments for juveniles or other individuals in juvenile matters. Upon being appointed counsel in a criminal matter, an Assistant Public Defender will ensure that the defendant's rights to due process and other constitutional, statutory and/or procedural guarantees are afforded.
- b. **In Civil and Domestic Matters:** The Court also has the power to appoint the PDSC in certain civil and domestic matters such as assigning counsel as Guardian Ad Litem in child or adult abuse cases, child custody situations and guardianships, as counsel who may be appointed for persons charged with criminal contempt in civil and domestic matters. (This court discretion also applies to the United States District Court of Guam.) The PDSC is obligated to appear in such matters without regard to its client eligibility criteria. Therefore, the PDSC is obligated to appear by order of the appointing court, with the objective of obeying the orders of the court as long as they do not place the PDSC in unethical situations, and then to seek withdrawal from representation by motion to the respective court.
- c. **Other Legal Matters:** Except for those civil matters noted above, those that the PDSC can handle are essentially at the discretion of the Board of Trustees under 12 GCA Section 105, as long as the Board follows the restrictions stated above with regard to the person being unable to afford an attorney in private practice and that legal assistance is not available otherwise.

Short-term Goals:

1. To defend indigent persons charged in criminal cases before the courts of Guam. (The determination as to whether a defendant is indigent and whether the case is to be referred to the PDSC shall be at the discretion of the judge before whom such defendant is appearing.)
2. To render legal aid and assistance to those persons in Guam who, under rules established by the Corporation, are in need of legal assistance and representation and who are unable to afford an attorney in private practice. (The Corporation shall not compete with attorneys engaged in the private practice of law in Guam, and shall give legal assistance in civil matters as appointed by the courts of Guam and only to those who would otherwise not receive such assistance.)
3. To add one (1) Attorney I to the current staffing level in this division, as well as related office equipment/furniture used to carry out the employee's duties and responsibilities.

Workload Output

Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Number of New Cases Received and Assigned	2,108	2,268	2,350
Number of Active Cases in Fiscal Year 2013	(not measured)	4,130	4,000
Number of Lawyer-Client Contacts	27,337	33,468	36,145
Number of Cases Closed (Resolved)	1,831	1,500	1,650

**Government of Guam
Fiscal Year 2014
Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Attorneys

AS490 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	1,182,825	1,133,406	1,258,125
112	Overtime	0	0	
113	Benefits	330,658	368,448	409,875
114	Insurance Benefits (Medical / Dental / Life)	42,552	42,873	59,873
TOTAL PERSONNEL SERVICES		\$1,476,927	\$1,534,727	\$1,719,873
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	16,800
230	CONTRACTUAL SERVICES:	2617	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	964	662	1,500
250	EQUIPMENT:	3,357	1,800	4,208
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	5,850
TOTAL OPERATIONS		\$6,938	\$1,662	\$27,550
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$1,483,865	\$1,536,389	\$1,747,423
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		14	15	17
TOTAL FTEs		14	15	17

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Investigative Services

Program Title: Investigative Services

Activity Description: This program involves the rendering of technical assistance to attorneys in the preparation of client cases by conducting research and investigative activities (e.g., interviews with witnesses, examination and evaluation of crime scenes, etc.). Investigative services provide the attorneys with critical information which serves as the basis for the appropriate course of action in the representation of clients.

Major Objective(s): The major objective of this division is to provide criminal and civil investigation services and other support services in the legal representation of clients.

Short-term Goals: The foremost goal of this group is to provide substantive information to attorneys in the management of a case. In criminal cases, the investigator's work provides insight for the attorney on the strength of the government's/prosecutor's case, the validity of the charges, and any defenses the client may have to the charges. Additionally, to ensure current information in a client's case file, all investigative activities are inputted into the agency's case management system.

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Interviews Conducted	3,211	5,412	4,000
Court Appearances	137	228	300
Subpoenas Served	210	432	250
Waivers/Affidavits Obtained From Victims	100	132	150
Referrals Made	2,730	2,832	2950
Abacus (Case Management) Entries Made	3,030	3,972	4,000

**Government of Guam
Fiscal Year 2014
Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Investigative Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	245,487	219,110	222,683
112	Overtime	0	0	
113	Benefits	73,343	71,085	74,285
114	Insurance Benefits (Medical / Dental / Life)	11,839	9,762	14,653
TOTAL PERSONNEL SERVICES		\$330,669	\$299,957	\$311,621
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	370	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	572	334	890
250	EQUIPMENT:	1,813	0	3,600
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$2,755	\$334	\$4,400
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$333,424	\$300,291	\$316,021
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		7	7	7
TOTAL FTEs		7	7	7

2A

**DECISION PACKAGE
FY 2013**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Legal Secretarial Services

Program Title: Legal Secretarial Services

Activity Description: This division provides legal secretarial services to attorneys, expedites the processing of cases and is the liaison between clients and attorneys. It is responsible for providing legal secretarial services to attorneys in case management and processing, coordinating and handling communications between the attorneys, the general clientele, interested parties, and other divisions within the agency.

Major Objective(s):

1. To provide one-on-one, direct clerical and secretarial support to the attorneys;
2. To provide effective communications between the attorneys, the general clientele, interested parties, and other divisions within the agency;
3. To provide efficient services to the general clientele;
4. To provide an effective means of case facilitation, particularly with optimal usage of the Abacus system of case management.

Short-term Goals:

1. To provide direct clerical and secretarial support to the attorneys on a one-to-one basis, and in an efficient and professional manner;
2. To provide constant, effective communications with the attorneys, clients, other agencies, office personnel and the general public.

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Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Number of Files Completed/Closed (Includes inactive cases from prior years)	1,831	1,140	1,500
Number of Case Files Received	2,153	2,280	2,250
Number of Documents Received	15,785	16,512	14,300
Number of Personal Contacts (Walk-ins)	1,404	1,308	1,500
Number of Telephonic Contacts	4,389	7,550	7,600
Number of Appointments Scheduled	5,033	4,700	4,900
Number of Documents Typed	4,051	3,792	4,500
Number of Documents Sent Out for Services	5,318	5,400	5,600
Number of Investigative Requests Prepared	587	500	650
Number of Entries on Abacus System	4,358	4,752	5,100

Notes:

**** In Fiscal Year 2012, the Executive Director implemented a new policy requiring attorneys to input information they received at court hearings onto Abacus. Previously, this was a task assigned to the legal secretaries.**

**Government of Guam
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Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Legal Secretarial Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	412,237	427,268	486,939
112	Overtime	0	0	
113	Benefits	126,913	139,523	163,848
114	Insurance Benefits (Medical / Dental / Life)	46,075	48,129	62,065
TOTAL PERSONNEL SERVICES		\$585,215	\$614,920	\$712,852
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	0	500	500
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	757	1120	2,000
250	EQUIPMENT:	360	1000	4,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$1,117	\$3,420	\$7,300
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$586,332	\$618,340	\$720,152
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTE)				
UNCLASSIFIED		0	0	0
CLASSIFIED		14	15	16
TOTAL FTE:		14	15	16

**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Records Management and Property Control Services

Program Title: Records Management and Property Control Services

Activity Description: This section provides for the management of client records as mandated by Article 6, 5 GCA and the PDSC Board of Trustees Resolution No. PDSC 05-04 governing records management. In addition, it is responsible for the inventory and accountability of PDSC office equipment and property. Furthermore, it is obliged to establish and maintain an efficient records management and document storage program, and to account for all official equipment and property.

Major Objective(s):

The major objective of this division is to provide for an efficient and effective records filing, management, storage and disposal system, so that client information is consistently updated and adequately stored for accessible retrieval when the need arises. Also, periodic inventories of all office equipment and fixed assets are performed and listed in order to keep track of what the Corporation owns for accountability and auditing purposes.

Inactive client files must also be reviewed, "cleaned" (duplicates disposed) and logged in prior to scanning and inputting the file on the Corporation's archiving system. Because this process involves a single employee, the workload has backed up tremendously. To deal with this, employees from other sections are requested to assist whenever possible. Led by our Executive Director, we are in the process of re-evaluating this matter, so that a more efficient method of "cleaning out" and storing files electronically will be realized. Thus, this division's workload, as well as the need for storage space for closed files will be diminished to a certain degree.

Short-term Goals:

1. To establish and maintain a records management and archiving system that provides for the filing, retrieving and disposing of client records;
2. To establish and maintain a property control system for PDSC office equipment and property through periodic inventories of the same; and
3. To dispose of damaged property in a manner that complies with established laws, rules and regulations regarding the disposal of government property.
4. To acquire shredding equipment for the disposal of closed case files.

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Files stored	1,817	2,592	2,000*
Files Retrieved	221	612	550
Files Archived to Laserfiche System	1,927	2,000	2,500
Files Disposed (by number of pages)	24,322	26,016	28,000
Client Information Updated	1,112	900	1,100
Property/Equipment Assessed and Disposed	-0-	-0-	15

NOTES: With the implementation of a new process involving the closing of client files in Fiscal Year 2013, whereby the legal secretaries will be responsible for the preparation and electronic storage of files, the receipt of and physical storage of files by this division will be reduced. Disposal will remain the responsibility of the section.

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BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Records Management and Property Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	40,871	42,185	42,304
112	Overtime	0	0	
113	Benefits	12,694	13,305	13,736
114	Insurance Benefits (Medical / Dental / Life)	4,156	4,158	4,158
TOTAL PERSONNEL SERVICES		\$57,122	\$59,648	\$60,198
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburse.	0	0	0
230	CONTRACTUAL SERVICES:	6,800	3,400	3,500
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	360	252	600
250	EQUIPMENT:	0	0	500
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$7,160	\$3,652	\$4,600
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$64,282	\$63,300	\$64,798
1/ Specify Fund Source				
FULL TIME EQUIVALENCES (FTE)				
UNCLASSIFIED		0	0	0
CLASSIFIED		1	1	1
TOTAL FTE		1	1	1

Note 1 - Contractual: Funds are requested to pay for the maintenance of the archiving system (\$3,500).

Note 2 - Small Equipment: The request for funds is to purchase one commercial shredder (\$500).

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Process Services

Program Title: Process Services

Activity Description: This section is responsible for the fulfillment of statutory and procedural requirements of the legal process through service and notification of all parties involved in the representation of a PDSC client. All actions that transpire in a given case are recorded and inputted into Abacus (case management software). Without this program, delays in the processing of PDSC client cases will occur and the competent representation of clients will be critically and negatively affected.

Major Objective(s):

1. To serve all legal notifications to clients as requested;
2. To personally serve various legal documents to all parties concerned in a case within prescribed time requirements;
3. To post legal documents in public buildings within the prescribed time requirements; and
4. To deliver, receive and record all documents sent to or received from other entities such as the office of the Attorney General, attorneys in private practice, government of Guam departments, and the courts of Guam.
5. To comply with existing policies and procedural requirements in the operation and use of PDSC official vehicles.

Short-term Goals:

- a. To ensure that all parties concerned are served in a timely manner consistent with procedural mandates; and
- b. To ensure that all notifications are posted in public establishments in a proper and time manner as mandated; and
- c. To ensure timely and proper delivery, receipt, recording and distribution of all documents sent to or received from other entities in a timely manner.

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Number of Completed Services on Private/Government Attorneys	115	75	110
Number of Completed Services on Clients/Defendants	98	120	100
Number of Attempted Services on Private/Government Attorneys, and Clients/Defendants	75	48	75
Number of Documents Delivered, Received From, Recorded and Distributed To Appropriate PDSC Employees	3,460	3,300	3,500

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**Government of Guam
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Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Process Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	65,835	66,827	69,059
112	Overtime	0	0	
113	Benefits	19,967	21,573	22,918
114	Insurance Benefits (Medical / Dental / Life)	7,196	7,196	7,198
TOTAL PERSONNEL SERVICES		\$93,018	\$95,596	\$99,175
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	329	690
250	EQUIPMENT:	2905	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$3,905	\$329	\$690
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$96,923	\$95,927	\$99,865
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		2	2	2
TOTAL FTEs		2	2	2

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Legal Clerical/Front Office Services

Program Title: Legal Clerical Services

Activity Description: This division provides the initial eligibility determination of potential clients as mandated by law for legal representation and performs administrative support services such as reception, telephone operations, and receipt and delivery of documents. Its function is critical in order to provide efficient service to the public, and effective administrative services to the overall mission of the PDSC.

Major Objective(s):

1. To receive the public and respond to inquiries or refer them to the appropriate personnel or establishment;
2. To conduct interviews in order to determine the nature of a case, an individual's eligibility for PDSC services, and any potential conflicts of interest;
3. To prepare new case files and input client information unto Abacus (case management software);
4. To receive and respond to inquiries or forward incoming telephone calls to appropriate personnel;
5. To receive and acknowledge all incoming documents delivered to or served upon the PDSC;
6. To record and maintain a written record of all incoming documents delivered to or served upon the PDSC;
7. To distribute incoming documents to appropriate personnel;
8. To compile monthly statistical reports of new cases received, conflicts/withdrawals, and Freely Associated States clients for transmittal to the Administrative Director, the Administrator of the Courts and/or the Bureau of Planning; and
9. To download, maintain written records of, and properly distribute e-discoveries transmitted by the office of the Attorney General of Guam.

Short-term Goals:

- a. To implement efficient and effective public reception procedures;
- b. To establish a client case file system with respect to the legal clerical division's functions;
- c. To ensure that those seeking PDSC assistance meet the mandated eligibility requirements;
- d. To establish an efficient telephone communication system;
- e. To establish and maintain an effective document receipt and delivery system; and
- f. To provide accurate monthly statistical reports of new cases received, conflicts/withdrawals, and Freely Associated States clients.

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Number of Documents Received And Distributed	10,350	9,684	10,000
Number of Persons Assisted	9,091	8,604	9,000
Number of New Cases Received/Opened	2,108	2,268	3,000
Number of Persons Interviewed	1,025	1,032	1,250
Number of Telephone Calls Received	32,756	27,576	36,000
Number of e-discoveries received, linked to Abacus, downloaded and distributed	1,107	1,212	1,200
Number of Statistical Reports Prepared	53	53	53

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BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Legal Clerical Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	123,395	138,533	140,660
112	Overtime	0	0	0
113	Benefits	37,843	45,178	47,158
114	Insurance Benefits (Medical / Dental / Life)	10,901	18,554	15,667
TOTAL PERSONNEL SERVICES		\$172,139	\$202,265	\$203,485
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	551	500	500
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	1984	500	1,200
250	EQUIPMENT:	370	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$2,905	\$1,000	\$1,700
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$175,044	\$203,265	\$205,185
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		5	5	5
TOTAL FTEs		5	5	5

Note 1 - Contractual: The request for funds is to pay for maintenance service on the Acroprint Time Stamp machine used for receiving incoming documents into PDSC.

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Fiscal Office

Program Title: Fiscal Services

Activity Description: This division operates under the provisions identified in Section 11113, Chapter 11, 12 GCA governing fiscal matters. It is responsible for providing fiscal management services in accordance with prescribed laws and regulations. Not only does this section service the PDSC, but also the office of the Alternate Public Defender, a subsidiary of the PDSC, and the PDSC's sub-grant under the STOP Violence Against Women federal grant administered by the Governor's Office. Its functions include providing efficient and effective payroll and vendor processing of checks, the procurement of supplies, materials, and equipment, and the maintenance of the accounting system and financial records. In addition, this section assists management in the compilation of data required for the preparation of the Corporation's annual budgets which are submitted to the Board of Trustees for approval, and the Guam Legislature for appropriations from the General Fund.

Major Objective(s):

The major objective of this section is to provide accurate financial statements to management and procurement services according to the needs of the Corporation, ensuring fiscal responsibility and accountability within prescribed laws, rules, policies and procedures. Furthermore, through its fiscal practices, this group ensures positive results during annual audits mandated by local statutes.

In Fiscal Year 2012, the addition of one (1) Accounting Technician I position was authorized. However, we have not been able to fill it due to a shortage of funds. The need to hire this individual becomes most important with the establishment of a Civil Division, since it means additional responsibilities will be added onto an already overworked and understaffed division. The staffing level of the Fiscal Division has remained the same for over a decade, despite the fact that it handles financial and procurement operations for the Corporation's main office, the Alternate Public Defender as well as the Domestic Violence Program.

Short-term Goals:

1. To prepare accurate monthly, quarterly, and yearly financial statements and submit them to management for informational purposes;
2. To compile financial data necessary for the preparation and submittal of the department's yearly budget;
3. To ensure the timely release of appropriations from the Department of Administration through "Requests for Allotment Release", and to deposit said sums into the PDSC operations account;
4. To process payroll and vendor checks in a timely and efficient manner;
5. To process Purchase Requisitions and/or Purchase Orders on a timely basis so as to ensure the efficient procurement and delivery of goods required by the PDSC;
6. To purchase supplies and materials, and make necessary arrangements for the delivery of office equipment and furniture as needed;
7. To issue supplies and materials to various divisions on a timely basis so that their objectives and goals are met; and
8. To assist the Records Management and Property Control division in the yearly preparation and inventory of PDSC's fixed assets, and the maintenance of annual PDSC Fixed Assets listings.

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Number of Direct Deposits Processed (Employees' Payroll Checks)	1,033	1,453	1,534
Number of Payroll/Vendor Checks Processed	1,933	1,797	1,867
Number of Purchase Requisitions/Orders Processed	239	177	210
Number of Financial Statements Prepared	56	56	56
Number of Bank Reconciliations Conducted	48	48	48
Number of Electronic Funds Transfers Made	78	78	78

**Government of Guam
Fiscal Year 2014
Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Fiscal Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrance	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	119,566	85,085	92,352
112	Overtime	0	0	0
113	Benefits	28,393	27,331	38,977
114	Insurance Benefits (Medical / Dental / Life)	2,934	9,578	13,983
TOTAL PERSONNEL SERVICES		\$158,893	\$122,994	\$137,312
OPERATIONS				
220	TRAVEL- Off Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	571	0	3,900
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	11,639	4,564	18,000
250	EQUIPMENT:	1,216	1,800	400
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENTS/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$13,446	\$6,364	\$14,300
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$164,339	\$129,758	\$151,612
1/ Specify Fund Source				
FULL TIME EQUIVALENCES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		2	3	3
TOTAL FTEs		2	3	3

Note 1 - Contractual: Funds are requested to pay for equipment rental of the postage machine (\$600), maintenance service/repair of office equipment (\$1,000). In addition, funds are requested to purchase an accounting software and payroll subscription (\$1,800).

Note 2 - Small Equipment: The request is to replace the obsolete computer workstation used for processing payroll.

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Personnel Services

Program Title: Personnel Services

Activity Description: This division operates under the provisions of Title IV, Chapter 4, Guam Code Annotated. It provides professional and efficient personnel services to the Corporation in the program areas of recruitment, classification and compensation, employee records, employee benefits and training services.

Major Objective(s): The major objective of this section is to provide a personnel system for management and employees ensuring compliance with Merit System principles, rules, regulations and laws affecting employment with the government of Guam.

Short-term Goals:

1. To administer and implement personnel management programs and activities;
2. To process all personnel actions affecting employees within the year;
3. To identify training needs and coordinate training activities;
4. To process payroll time and attendance sheets for payment;
5. To educate management and employees with regard to their rights and privileges in personnel matters;
6. To process health, dental and life insurance benefits;
7. To process recruitment and/or promotion activities;
8. To maintain employee personnel and medical records; and
9. To implement the Drug Free Workplace Program

Workload Output			
Workload Indicator:	FY 2012 Level of Accomplishment	FY 2013 Anticipated Level	FY 2014 Projected Level
Payroll Process (Time & Attendance)	1 508	1,560	1,614
Personnel Actions Processed	146	80	80
Employment Verifications Processed/Issued	54	52	52
Leave Sharing Applications Processed	6	12	12
Group Insurance Enrollment Application/Status/Updates	58	120	124
Job Announcements Prepared and/or Processed	12	8	8
Job Applications Reviewed/Processed	134	89	89
Employees' Personnel and Medical Jackets Reviewed and Updated	262	260	266

**Government of Guam
Fiscal Year 2014
Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Personnel Services

AB400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2013 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	42,250	46,147	44,137
112	Overtime	0	0	0
113	Benefits	12,986	15,850	14,816
114	Insurance Benefits (Medical / Dental / Life)	2,779	2,788	7,845
TOTAL PERSONNEL SERVICES		\$68,815	\$65,977	\$66,808
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburse.	0	0	0
230	CONTRACTUAL SERVICES:	0	0	1,300
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	890	291	610
250	EQUIPMENT:	470	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$1,350	\$291	\$1,910
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
460	CAPITAL OUTLAY	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$69,345	\$66,268	\$67,818
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		1	1	1
TOTAL FTEs		1	1	1

NOTE: \$1300 under Contractual Services is to be used for the purchase of Adobe Acrobat X Suite (HR software).

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**DECISION PACKAGE
FY 2014**

Department/Agency: PUBLIC DEFENDER SERVICE CORPORATION
Division/Section: Management Information Systems Services

Program Title: Management Information Systems Services

Activity Description: This section is responsible for the automation and management information systems needs of the Corporation. It provides technical support in the implementation and maintenance of computer hardware and software systems and equipment.

Major Objective(s): The major objective of this division is to ensure that computer hardware and software, networking systems and equipment meet the needs of the Corporation.

Short-term Goals: The main goal of this program is to ensure that all computer equipment and peripherals are fully and continually operational (with minimal downtime), so that all other divisions within the agency may complete their duties and responsibilities in a timely manner.

At a minimum, the following safeguards must be realized in order to prevent any extended down-time with the Corporation's management information system (which will result in a "domino effect", in that all operations are extremely dependent upon an efficient system):

1. Negotiation and acquisition of a contract for "OFF-SITE DATA BACK-UP SOLUTION" (online backup of all PDSC data)
2. Renewal Service Contracts for:
 - Firewall Security Service (Sonic Wall)
 - Abacus Software Support Contract (required)
 - Norton Endpoint Security/Anti-Virus (50 user licenses)
 - Laserfiche Archiving Solution (Annual Software Support through IBSS Canon)
 - Domain Name and Hosting Site-Network Solution
3. Acquisition of the following small equipment and supplies:
 - Upgrade of Hard Drive and Memory
 - Replacement of obsolete Battery UPS
 - Identification Card Scanner (for obtaining copies of clients' Driver's Licenses)
 - Color Laser Printer
4. Acquisition of the following office equipment:
 - Workstations to replace obsolete (more than 10 years old) equipment
 - NEW Iomega StorCenter px12-350r 8TB (to increase capacity of Data Storage Server, since current Server is no longer under warranty, and there are no available parts should it need repairs)

PUBLIC DEFENDER SERVICE CORPORATION
 MANAGEMENT INFORMATION TECHNOLOGY SECTION
 FY 2013

IT Support Measurement Worksheet

Standard Activities	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual
Perform Daily Data Backup	23	20	19	22	20							
Percent Completed on daily basis	100%	100%	100%	100%	100%							
Provide technical support for end-user emerging crisis situations, which may involve complex technical hardware or software problems. Help Desk Support calls	18	16	24	14	20							
%Percent Time Spend per Month	26%	23%	25%	18%	18%							
Documentation of computer hardware and software licenses; ensuring the smooth running of all systems, including anti-virus software, print services and email provision.	6	7	2	1	5							
Percent of Time Per Month	10%	10%	8%	8%	10%							
Planning, developing and implementing the budget, obtaining competitive prices from suppliers where appropriate, to ensure cost effectiveness.	4	2	6	3	5							
Percent of Time Per Month	15%	10%	7%	15%	10%							
Monitoring and training new support staff and retraining current staff	3	2	4	10	25							
Percent of Time Per Month	5%	10%	11%	14%	25%							
Installing new systems; evaluating users needs and system functionality and ensuring that facilities meets these needs; Keeping up to date with the latest technologies.	2	1	4	6	7							
Percent of Time Per Month	16%	13%	10%	6%	16%							
Perform other duties outside of IT Department functions; assisting other staff with their job related duties involved in the support with Information Technology.	4	10	20	21	20							
Percent of Time Per Month	11%	18%	28%	24%	18%							
Repair, Troubleshoot, Diagnose existing hardware and software applications.	10	11	12	16	13							
Percent of Time Per Month	18%	18%	14%	18%	15%							
Average # Per Week	13	14	17	19	23							
Total Monthly %	100%	100%	100%	100%	100%							

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PUBLIC DEFENDER SERVICE CORPORATION
MANAGEMENT INFORMATION TECHNOLOGY SECTION
FY 2012

IT Support Measurement Worksheet

Standard Activities	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual
Perform Daily Data Backup	22	20	20	22	20	22	23	20	22	21	20	21
Percent Completed on daily basis	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Provide technical support for end-user; managing crisis situations, which may involve complex technical hardware or software problems. Help Desk Support calls	15	16	24	14	13	14	20	14	16	20	18	16
Percent Time Spend per Month	28%	23%	25%	16%	17%	25%	20%	20%	20%	25%	20%	25%
Documentation of computer hardware and software licenses; ensuring the smooth running of all systems, including anti-virus software, print services and email provision.	6	7	2	1	4	6	5	6	6	10	7	8
Percent of Time Per Month	10%	10%	6%	10%	23%	10%	10%	10%	15%	10%	15%	10%
Planning, developing and implementing the budget, obtaining competitive prices from suppliers where appropriate, to ensure cost effectiveness.	4	2	0	3	10	5	4	3	2	0	6	7
Percent of Time Per Month	15%	10%	7%	15%	10%	15%	15%	10%	10%	10%	15%	10%
Monitoring and training new support staff and retraining current staff	3	2	4	10	10	6	6	12	0	14	6	11
Percent of Time Per Month	5%	10%	11%	14%	15%	10%	15%	20%	25%	15%	15%	15%
installing new systems; evaluating users needs and system functionality and ensuring that facilities meets these needs; Keeping up to date with the latest technologies.	2	1	4	6	2	4	8	5	6	5	4	9
Percent of Time Per Month	18%	13%	10%	6%	2%	5%	10%	10%	10%	10%	10%	10%
Perform other duties outside of IT Department functions; assisting other staff with their job related duties involved in the support with Information Technology.	4	10	20	21	11	16	10	11	12	10	8	10
Percent of Time Per Month	11%	15%	25%	24%	13%	10%	10%	10%	10%	15%	10%	10%
Repair, Troubleshoot, Diagnosis existing hardware and software applications.	10	11	12	16	10	13	14	10	14	9	10	12
Percent of Time Per Month	15%	19%	14%	15%	20%	25%	20%	20%	10%	15%	15%	20%
Total Monthly %	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Government of Guam
Fiscal Year 2014
Budget Digest

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Management Information Systems Services

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2012 Expenditures & Encumbrances	General Fund FY 2013 Authorized Level	General Fund FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	72,689	87,020	89,807
112	Overtime	0	0	0
113	Benefits	31,370	32,037	30,150
114	Insurance Benefits (Medical / Dental / Life)	6,083	7,355	6,197
TOTAL PERSONNEL SERVICES		\$110,142	\$126,412	\$126,154
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	1924	0	30,400
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	1,848	2,282	4,800
250	EQUIPMENT:	4,993	4,987	48,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	5,000
TOTAL OPERATIONS		\$8,765	\$7,269	\$88,200
UTILITIES				
361	Power	0	0	0
362	Water/ Sewer	0	0	0
363	Telephones/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
450	CAPITAL OUTLAY	\$15,975	\$0	\$100,000
TOTAL APPROPRIATIONS		\$134,882	\$133,681	\$314,354
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		2	2	2
TOTAL FTEs		2	2	2

Note 1: CONTRACTUAL SERVICES: Annual renewals for Internet Domain-hosting website, Abacus VIP support, Security Software (SonicWall), Archive Software, SonicClear, Firewall Security for Civil Division, and additional licenses necessitated by additional personnel.

Note 2 - Equipment: Funds are requested to purchase ID scanner (\$600), and to replace 16 obsolete workstations (\$32,000) and battery back-ups (\$1,600).

Note 3 - Capital Outlay: Funds are earmarked for the purchase of a server in order to enable PDSC to access the JWS used by the cour

Government of Guam
Fiscal Year 2014
Budget Digest

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Domestic Violence Program

AS400 Account Code	Appropriation Classification	A	B	C
		Other Funds FY 2012 Expenditures & Encumbrances	Other Funds FY 2013 Authorized Level	Other Funds FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay			
112	Overtime			
113	Benefits			
114	Insurance Benefits (Medical / Dental / Life)			
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburse.			
230	CONTRACTUAL SERVICES:			
233	OFFICE SPACE RENTAL:			
240	SUPPLIES & MATERIALS:			
250	EQUIPMENT:			
270	WORKERS COMPENSATION			
271	DRUG TESTING			
280	SUB-RECIPIENT/SUBGRANT:			
290	MISCELLANEOUS:			
TOTAL OPERATIONS		\$0	\$0	\$0
UTILITIES				
361	Power			
362	Water/ Sewer			
363	Telephone/ Toll			
TOTAL UTILITIES				
450	CAPITAL OUTLAY			
TOTAL APPROPRIATIONS		\$0	\$0	\$0
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		1	1	1
CLASSIFIED				
TOTAL FTEs		1	1	1

Note 1- The Stop Violence Against Women Program is funded by the U.S. Department of Justice, Office of Justice Programs, Violence Against Women Grants Office which is administered by the Office of the Governor, Governor's Community Outreach -Federal Programs Office.

**Government of Guam
Fiscal Year 2014
Budget Digest**

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Alternate Public Defender

AS400 Account Code	Appropriation Classification	A	B	C
		Other Funds FY 2012 Expenditures & Encumbrances	Other Funds FY 2013 Authorized Level	Other Funds FY2014 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay			
112	Overtime			
113	Benefits			
114	Insurance Benefits (Medical / Dental / Life)			
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburse.			
230	CONTRACTUAL SERVICES:			
233	OFFICE SPACE RENTAL:			
240	SUPPLIES & MATERIALS:			
250	EQUIPMENT:			
270	WORKERS COMPENSATION			
271	DRUG TESTING			
280	SUB-RECIPIENT/SUBGRANT:			
290	MISCELLANEOUS:			
TOTAL OPERATIONS		\$0	\$0	\$0
341	Power			
342	Water/ Sewer			
343	Telephone/ Toll			
TOTAL UTILITIES				
450	CAPITAL OUTLAY			
TOTAL APPROPRIATIONS		\$0	\$0	\$0
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED				
CLASSIFIED		9	10	13
TOTAL FTEs		9	10	13

Note 1- The Alternate Public Defender is funded by the Judicial Client Services Fund under the stewardship of the Judicial Council of Guam.

AB

Schedule A - Off-Island Travel

Department/Agency: Public Defender Service Corporation
 Program: Director's Office

Purpose / Justification for Travel				
Staff attorneys will be attending conferences/seminars/workshops sponsored by the National Association of Criminal Defense Lawyers, and/or the Trial Practice Institute to sharpen their criminal trial litigation skills.				
Travel Date: _____			No. of Travelers: 1 1/2	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Executive Director				\$ -

Purpose / Justification for Travel				
Staff attorneys will be attending conferences/seminars/workshops sponsored by the National Association of Criminal Defense Lawyers, and/or the Trial Practice Institute to sharpen their criminal trial litigation skills.				
Travel Date: _____			No. of Travelers: 1 1/2	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
				\$ -

Purpose / Justification for Travel				
Staff attorneys will be attending conferences/seminars/workshops sponsored by the National Association of Criminal Defense Lawyers, and/or the Trial Practice Institute to sharpen their criminal trial litigation skills.				
Travel Date: _____			No. of Travelers: 1 1/2	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
				\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
Malpractice Insurance (PDSC & Civil Attorney)			\$ 15,000.00	x	
Copier Equipment Rental	2		\$ 15,000.00	x	
Westlaw Services (17 users)	17	\$ 2,393.00	\$ 31,116.00	x	
Lease of Telephone System (PDSC Main Office)		\$ 1,300.00	\$ 15,600.00	x	
Lease of Official Vehicle: Toyota Rav 4		\$ 605.00	\$ 7,260.00	x	
Lease of Official Vehicle: Toyota Corolla		\$ 460.00	\$ 5,520.00	x	
Insurance for Official Vehicles			\$ 3,900.00	x	
Services for Surveillance Cameras		\$ 80.00	\$ 960.00	x	
Contents Insurance			\$ 8,000.00		x
Annual Renewal Internet Domain-hosting Website			\$ 500.00	x	
Annual Renewal Abacus VIP Support			\$ 14,400.00	x	
Annual Renewal Security Software (Norton Endpoint Virus/Sonic Wall)			\$ 2,500.00	x	
Annual Renewal-Recorder Software (SoniClear)			\$ 400.00	x	
Annual Renewal-Archive Software			\$ 4,000.00	x	
Microsoft Office Licenses: Additional 4 users		\$ 400.00	\$ 1,600.00		x
Notary Bonding (2)			\$ 500.00	x	
Equipment Maintenance-Canon Archiving			\$ 3,500.00	x	
Equipment Maintenance-Gets Business (Receipt Stamp)	2	\$ 250.00	\$ 500.00	x	
Equipment Maintenance-Pitney Bowes (Postage)			\$ 600.00	x	
Purchase of Accounting Software			\$ 1,300.00	x	
Quickbooks Payroll Subscription			\$ 500.00	x	
Adobe Acrobat X Suite (HR Software)			\$ 1,300.00		x
Off-site Data Backup Solution Service (Online)			\$ 3,000.00		x
Abacus Software for Civil Division	1	\$ 2,400.00	\$ 2,400.00		x
Additional Abacus Licenses for Proposed Staff/Civil Div			\$ 1,200.00		x
Telephone Licenses for Additional Staff	4	\$ 200.00	\$ 800.00		
Total Contractual			\$ 141,356.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
Office supplies (batteries, binders, binder clips, calling cards, checks, computer cdr/disks, 1 ply/2 ply computer paper, daily appointment calendars, dryline correction tapes, envelopes, expandable folders, fasteners, file folders, file labels, index cards, notary books, notary seals, paper clips, paper clips, pens/pencils, pen refills, postage replenishment, scotch tape, scotch tape dispenser, stapler, staples, storage boxes, thumb drive, typewriter ribbons, two/three hole perforator, typewriter correction tapes, xerox paper, yellow/white legal pads), etc.			\$ 30,000.00	x	
Computer supplies (computer parts, ink/toner cartridges)					
Sundries (dish soap, hand soap, paper towels, toilet paper, water)					
Total Supplies & Materials			\$ 30,000.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
Office furniture for Proposed Attorney	2	1700	\$ 3,400.00		x
Office furniture for Proposed Legal Secretaries	2	1600	\$ 3,200.00		x
Computer workstations for Proposed Staff (5 w/Acct)	5	2000	\$ 10,000.00		x
Replace obsolete workstations		32000	\$ 32,000.00		x
Telephone Instruments for Proposed Staff	5	400	\$ 2,000.00		x
Office furniture (to replace damaged ones)	4	600	\$ 2,400.00		x
Commercial Shredder	1	500	\$ 500.00		x
Portable video/digital camera (Investigations)	1	1200	\$ 1,200.00		x
Copier/Fax/Printer for Civil Division	1	1600	\$ 1,600.00		
Desktop Scanner (closed cases)	1	1500	\$ 1,500.00		
Server UPS-Backup Battery (Civil Division)	1	4500	\$ 4,500.00		x
Total Equipment			\$ 62,300.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
Guam Bar Dues (Full Year)	17	\$ 300.00	\$ 5,100.00	x (15 attys)	x (2 add'l)
Guam Bar Dues (Partial Year-2 attorneys)	2	\$ 150.00	\$ 300.00		x
Guam Bar Temporary Admission Fees (2 attys)	2	\$ 375.00	\$ 750.00		x
NACDL (\$200) & NLADA (\$715) dues		\$ 915.00	\$ 915.00	x	
Training (on-island): Attorneys & Staff			\$ 20,000.00	x	
Advertising Costs: Bd Mtgs/Job Announcements			\$ 8,500.00	x	
Advertising Costs: RFPs & SBI			\$ 4,000.00	x	
Board Stipends			\$ 1,800.00	x	
Anticipated Fees for Payroll (Direct Deposits)			\$ 1,300.00	x	
Legal Subscriptions			\$ 2,100.00	x	
Process Server Appointment Fees	9	\$ 50.00	\$ 450.00	x	
Other Fees (Police Clearance, Transcript Copies)			\$ 300.00		x
Rental of Safety Deposit Box (MIS backup data)			\$ 250.00		x
Total Miscellaneous			\$ 45,765.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
Server for JWS System			\$ 10,000.00		x
Server/Cabinets/Switches for Civil Division			\$ 10,000.00		x
Total Capital Outlay			\$ 20,000.00		

SA

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: SUMMARY
FUND: GENERAL FUND

No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Overtime	(G) Special	(H) Increment		(J) (E * F * 0.1) Subtotal	(K) Retirement (2 * 31.87%)	(L) Public (DD) (31.82 * DD)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life U/	Paid by Department			(R) Total Benefits (K+L+M+O)	(S) (J+R) TOTAL		
								Days	Rate							(P) Medical (Provision)	(Q) Dental (Provision)					
1		DIRECTOR'S OFFICE			\$19,920	0	0			\$3,984	\$43,173	\$495	\$1,748	\$386	2,448	\$7,171	\$224	\$7,395	\$7,395	\$287,538		
2		ATTORNEYS			\$22,833	0	5000			\$5,202	\$28,035	\$360	\$1,237	\$248	2,448	\$3,467	\$79	\$3,546	\$3,546	\$119,873		
3		INVESTIGATIVE SERVICES			\$22,833	0	0			\$5,202	\$28,035	\$360	\$1,237	\$248	2,448	\$3,467	\$79	\$3,546	\$3,546	\$119,873		
4		LEGAL SECRETARIAL SERVICES			\$13,844	0	0			\$2,824	\$16,668	\$215	\$765	\$155	2,448	\$3,791	\$224	\$3,915	\$3,915	\$126,852		
5		RECORDS, PROPERTY CONTROL			\$7,874	0	0			\$1,623	\$9,491	\$123	\$425	\$85	2,448	\$2,898	\$175	\$3,073	\$3,073	\$98,173		
6		PROCES			\$13,711	0	0			\$2,881	\$16,592	\$215	\$765	\$155	2,448	\$3,791	\$224	\$3,915	\$3,915	\$126,852		
7		LEGAL CLERICAL SERVICES			\$12,296	0	0			\$2,582	\$14,878	\$190	\$648	\$129	2,448	\$3,355	\$205	\$3,560	\$3,560	\$111,513		
8		LEGAL			\$24,998	0	0			\$4,999	\$29,997	\$380	\$1,382	\$288	2,448	\$5,317	\$375	\$5,692	\$5,692	\$176,154		
9		PERSONNEL			\$8,792	0	0			\$1,758	\$10,550	\$132	\$462	\$92	2,448	\$2,448	\$158	\$2,606	\$2,606	\$81,704		
10		MANAGEMENT INFO SYS SERVC			\$1,977,642	0	\$5,000			\$395,528	\$2,373,170	\$294	\$832	\$166	2,448	\$1,066	\$75	\$1,141	\$1,141	\$3,518,689		
											Grand Total:		\$17,332	\$8,189	\$8,189	\$8,189	\$8,189	\$8,189	\$8,189	\$8,189	\$8,189	\$8,189

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2014 (Proposed) Gov-Chem contribution rate of 31.87% for the Government of Guam Retirement is subject to change.
 2/ FY 2014 (Proposed) Gov-Chem contribution rate of 119.42 (64-weekly) for DDH is subject to change.
 3/ FY 2014 (Proposed) Gov-Chem contribution rate of 1153 (per annum) for Life Insurance is subject to change.

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FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: DIRECTOR'S OFFICE
FUND: GENERAL FUND

No.	Position Title	Name of Incumbent	Grade Step	Salary	Overhead	Specialty	Benefits	Retirement (1.5% of 2014)	Social Security (1.2% of 2014)	Medicare (1.45% of 2014)	Life (1.45% of 2014)	Budget by Department			
												(J) Subtotal	(K) Total	(L) Total	
1	DIRECTOR	ERIC D. MILLER	DP-15	76,329	0	0	1,609	113,804	9,245	0	0	123,049	123,049	123,049	123,049
2	ADMINISTRATIVE INSTRUCTOR	BERNARDETTE L.M. CHANGARALL	R-15	11,630	0	0	1,689	13,319	0	0	0	13,319	13,319	13,319	13,319
Grand Total												126,368	126,368	126,368	126,368

1/ Night Differential / Incumbent / Worker's Compensation / etc.
2/ FY 2014 (Proposed) GovtCost contribution rate of 31.82% for the Government of Guam Retirement is subject to change.
3/ FY 2014 (Proposed) GovtCost contribution rate of 31.82 (4-weekly) for DDI is subject to change.
4/ FY 2014 (Proposed) GovtCost contribution rate of 31.53 (per annum) for Life Insurance is subject to change.

No.	Position Title	Name of Incumbent	Grade Step	Salary	Overhead	Specialty	Benefits	Retirement (1.5% of 2014)	Social Security (1.2% of 2014)	Medicare (1.45% of 2014)	Life (1.45% of 2014)	Budget by Department		
												(J) Subtotal	(K) Total	(L) Total
1	DIRECTOR	ERIC D. MILLER	DP-15	76,329	0	0	1,609	113,804	9,245	0	0	123,049	123,049	123,049
2	ADMINISTRATIVE INSTRUCTOR	BERNARDETTE L.M. CHANGARALL	R-15	11,630	0	0	1,689	13,319	0	0	0	13,319	13,319	13,319
Grand Total												126,368	126,368	126,368

1/ 10% of reg. rate, applicable from 1st year of service.
2/ Applies to full retirement payments.
3/ Applies to full retiree employees.
4/ 1% of reg. rate of pay from 15th Friday to 15th multiple Friday.
5/ 1% of reg. rate of pay on duty week exceeding 8 hours.
6/ Applicable only to GFD mandatory service payment. 10% of reg. rate of pay.

Government of Guam
 Fiscal Year 2014
 Agency Staffing Pattern
 (PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: INVESTIGATIVE SERVICES
 FUND: GENERAL FUND

No.	Position Number	Position Title	Grade	Salary	Check-in	Check-out	Specialty	Narrowband	Narrowband Rate	Narrowband Amt.	(K) Subtotal	(L) (11.5% * K)	(M) Social Security (3.2% * J)	(N) Medicare (1.45% * J)	Life	(O) Total Benefits (E, G, H, I, J, K, L, M, N, O)	(P) Total Benefits (E, G, H, I, J, K, L, M, N, O)	(Q) Total Benefits (E, G, H, I, J, K, L, M, N, O)	(R) Total Benefits (E, G, H, I, J, K, L, M, N, O)
1	PD-000	CHIEF INVESTIGATOR	GS	86,148	0	0	0	0	0	0	86,148	9,907	2,756	1,248	0	99,859	0	0	0
2	PD-001	INVESTIGATOR III	GS	41,354	0	0	0	0	0	0	41,354	4,755	1,360	606	0	48,075	0	0	0
3	PD-010	INVESTIGATOR II	GS	35,148	0	0	0	0	0	0	35,148	4,041	1,137	509	0	39,835	0	0	0
4	PD-020	INVESTIGATOR I	GS	28,719	0	0	0	0	0	0	28,719	3,303	934	413	0	32,369	0	0	0
5	PD-030	INVESTIGATOR II	GS	24,118	0	0	0	0	0	0	24,118	2,773	783	344	0	27,918	0	0	0
6	PD-040	INVESTIGATOR I	GS	20,719	0	0	0	0	0	0	20,719	2,382	678	301	0	23,780	0	0	0
7	PD-050	INVESTIGATOR II	GS	17,319	0	0	0	0	0	0	17,319	1,991	566	251	0	19,127	0	0	0
8	PD-060	INVESTIGATOR I	GS	14,919	0	0	0	0	0	0	14,919	1,716	487	214	0	16,326	0	0	0
9	PD-070	INVESTIGATOR II	GS	12,519	0	0	0	0	0	0	12,519	1,441	409	181	0	14,149	0	0	0
10	PD-080	INVESTIGATOR I	GS	10,119	0	0	0	0	0	0	10,119	1,166	331	146	0	11,562	0	0	0
11	PD-090	INVESTIGATOR II	GS	8,719	0	0	0	0	0	0	8,719	1,000	284	125	0	9,928	0	0	0
12	PD-100	INVESTIGATOR I	GS	7,319	0	0	0	0	0	0	7,319	834	236	105	0	8,464	0	0	0
13	PD-110	INVESTIGATOR II	GS	5,919	0	0	0	0	0	0	5,919	678	189	85	0	6,681	0	0	0
14	PD-120	INVESTIGATOR I	GS	4,519	0	0	0	0	0	0	4,519	512	142	63	0	5,134	0	0	0
15	PD-130	INVESTIGATOR II	GS	3,119	0	0	0	0	0	0	3,119	356	98	43	0	3,568	0	0	0
16	PD-140	INVESTIGATOR I	GS	1,719	0	0	0	0	0	0	1,719	197	55	24	0	1,996	0	0	0
17	PD-150	INVESTIGATOR II	GS	328,652	0	0	0	0	0	0	328,652	37,795	10,800	4,773	0	380,920	0	0	0
Grand Total											328,652	37,795	10,800	4,773	0	380,920	0	0	0

1/ Night Differential / Hazardous / Worker's Compensation / etc.
 2/ FY 2014 (Proposed) GovtComm contribution rate of 31.82% for the Government of Guam Retirement is subject to change.
 3/ FY 2014 (Proposed) GovtComm contribution rate of 319.82 (6x-weekly) for DSI is subject to change.
 4/ FY 2014 (Proposed) GovtComm contribution rate of 3153 (per annum) for Life Insurance is subject to change.

No.	Position Number	Position Title	Name of Appointment	Status	Pay	Rate of Pay	Specialty	Specialty Rate	Specialty Amt.	(K) Subtotal	(L) (11.5% * K)	(M) Social Security (3.2% * J)	(N) Medicare (1.45% * J)	Life	(O) Total Benefits (E, G, H, I, J, K, L, M, N, O)	(P) Total Benefits (E, G, H, I, J, K, L, M, N, O)	(Q) Total Benefits (E, G, H, I, J, K, L, M, N, O)	(R) Total Benefits (E, G, H, I, J, K, L, M, N, O)	
																			(A) Position Number
1	PD-000	CHIEF INVESTIGATOR	VACANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	PD-010	INVESTIGATOR III	RELANDO S. TABANALDO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	PD-020	INVESTIGATOR II	JONELLETO, MARQUEE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	PD-030	INVESTIGATOR I	ROBERT, CALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	PD-040	INVESTIGATOR II	AREA A. CRUZ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	PD-050	INVESTIGATOR I	VACANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	PD-060	INVESTIGATOR II	VACANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	PD-070	INVESTIGATOR I	VACANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total											0	0	0	0	0	0	0	0	0

1/ 50% of reg. rate, applicable from Sep. - Oct. employees work 13 hours consecutive after 1200 hr call back of 1200 hr
 2/ Applies to law enforcement personnel
 3/ Applies to solid waste employees
 4/ 1/4 of reg. rate of pay from 1200 to 1300 hours on 12 midnight flexing
 5/ 1/4 of reg. rate of pay on duty week exceeding 9 hours
 6/ Applies only to CFD subsidiary services personnel. 10% of reg. rate of pay

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Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: LEGAL SECRETARIAL SERVICES
FUND: GENERAL FUND

Table with columns: (A) Position Number, (B) Position Title, (C) Name of incumbent, (D) Grade, (E) Salary, (F) Description, (G) Vacancies, (H) Department, (I) New Pay, (J) Current Pay, (K) Employment, (L) Numbers (DOJ), (M) Social Security, (N) Medicare, (O) LTD, (P) Modified, (Q) Dental, (R) Total Benefits, (S) Total

* Night Differential / Bonus / Winter Compensation / etc.
1/ FY 2014 (Proposed) GovtCom contribution rate of 31.87% for the Government of Guam Retirement is subject to change.
2/ FY 2014 (Proposed) GovtCom contribution rate of \$19.92 (14-weekly) for DOJ is subject to change.
3/ FY 2014 (Proposed) GovtCom contribution rate of \$153 (per annum) for Life Insurance is subject to change.

Table with columns: (A) Position Number, (B) Position Title, (C) Name of incumbent, (D) Salary, (E) Night Differential, (F) Bonus, (G) Total Pay, (H) New Pay, (I) Current Pay, (J) Employment, (K) Department

1/ 15% of reg. rate, applicable from Apr. - Oct. except for certain employees after 100 hours of work in 2014.
2/ Applies to law enforcement personnel.
3/ Applies to non-uniformed personnel.
4/ 1/4 of reg. rate of pay from 12am Friday to 12 midnight Sunday.
5/ 1/4 of reg. rate of pay on duty work exceeding 8 hours.
6/ Applicable only to CSD mandatory services personnel. 15% of reg. rate of pay.

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: RECORDS, PROPERTY CONTROL
 FUND: GENERAL FUND

(A) No.	(B) Position Title	(C) Name of Nonresident	(D) Grade Step	(E) Salary	(F) Overtime	(G) Special	(H) Incentive	(I) Allowance	(J) (K-F)(G4) Subtotal	(K) Retirement (L + 31.87% V)	(L) Health (DSD) (31.87% * K)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life (3% * J)	(P) Impact by Department:		(R) Total Benefits (K-M+O)	(S) (J+S) TOTAL	
															Medical (Provision)	Death (Provision)			
1	PA-01A RECORDS/PROPERTY TRACK	JERRY A. GORRIE	27.5	\$42,204	00	00	00	00	\$42,204	13,112	29,092	00	00	00	00	2,792	12,300	\$51,594	\$93,798
				\$42,204					\$42,204	13,112	29,092	00	00	00	00	2,792	12,300	\$51,594	\$93,798
				\$42,204					\$42,204	13,112	29,092	00	00	00	00	2,792	12,300	\$51,594	\$93,798

* Night Differential / Basic Rate / Worker's Compensation / etc.
 1/ FY 2014 (Proposed) GovComm contribution rate of 31.87% for the Government of Guam Retirement is subject to change.
 2/ FY 2014 (Proposed) GovComm contribution rate of 31.87% (M-weekly) for DDH is subject to change.
 3/ FY 2014 (Proposed) GovComm contribution rate of 31.87% (year amount) for Life Insurance is subject to change.

(A) No.	(B) Position Title	(C) Name of Nonresident	(D) Hourly Pay	(E) Night Differential Pay (up to 80%)	(F) Standby Pay	(G) Special	(H) Incentive	(I) Allowance	(J) (D-E-F-G-H)(I) Subtotal	(K) (D-E-F-G-H)(I) Subtotal	
1	PA-01A RECORDS/PROPERTY TRACK	JERRY A. GORRIE	00	00	00	00	00	00	00	00	00

1/ 20% of reg. rate, applicable from 6pm - midnight and 4pm for substitution of the pay.
 2/ Applies to bar substitution payments.
 3/ Applies to shift trade employees.
 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday.
 5/ 1 1/4 of reg. rate of pay on duty week exceeding 8 hours.
 6/ Applicable only to CFD substitute service personnel. 10% of reg. rate of pay.

Government of Guam
Fiscal Year 2014
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: LEGAL CLERICAL SERVICES
FUND: GENERAL FUND

No.	Position Title	Grade	Salary	Class.	(A)		Specialty	(B)		Unemployment Rate	Total Available (1+2+3+4)	Total Available (% Term Q)	Impact by Department		Total Available (1+2+3+4)		
					(E)	(F)		(G)	(H)				(I)	(J)		(K)	(L)
1	LEGAL CLERK REFERENCIE	L28	12,796	20	0	0	0	0	0	0	12,796	0	0	0	0	12,796	
2	LEGAL CLERK III	L27	11,915	20	0	0	0	0	0	0	11,915	0	0	0	11,915		
3	LEGAL CLERK I	L25	10,248	20	0	0	0	0	0	0	10,248	0	0	0	10,248		
4	LEGAL CLERK I	L25	10,248	20	0	0	0	0	0	0	10,248	0	0	0	10,248		
5	LEGAL CLERK I	L25	10,248	20	0	0	0	0	0	0	10,248	0	0	0	10,248		
Grand Totals												52,556	0	0	0	0	52,556

1/ Night Differential / Hazmat / Worker's Compensation / etc.
2/ FY 2014 (Proposed) GovCom contribution rate of 31.87% for the Government of Guam Retirement is subject to change.
3/ FY 2014 (Proposed) GovCom contribution rate of 31.87% (14-weekly) for DOR is subject to change.
4/ FY 2014 (Proposed) GovCom contribution rate of 31.87% (per annum) for Life Insurance is subject to change.

No.	Position Title	Grade	Salary	Class.	Specialty	(A)		Unemployment Rate	Total Available (1+2+3+4)	Total Available (% Term Q)	Impact by Department		Total Available (1+2+3+4)				
						(E)	(F)				(G)	(H)		(I)	(J)	(K)	(L)
1	LEGAL CLERK REFERENCIE	L28	12,796	20	0	0	0	0	0	0	0	0	0				
2	LEGAL CLERK III	L27	11,915	20	0	0	0	0	0	0	0	0	0				
3	LEGAL CLERK I	L25	10,248	20	0	0	0	0	0	0	0	0	0				
4	LEGAL CLERK I	L25	10,248	20	0	0	0	0	0	0	0	0	0				
5	LEGAL CLERK I	L25	10,248	20	0	0	0	0	0	0	0	0	0				
Grand Totals												52,556	0	0	0	0	52,556

1/ 20% of reg. rate, applicable from Sept. 1st, 2014, except for 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024.
2/ Applies to bar substitution personnel.
3/ Applies to odd term employees.
4/ 1/4 of reg. rate of pay from 12m. Working to 12 midnight finishing.
5/ 1/4 of reg. rate of pay on daily work exceeding 8 hours.
6/ Applicable only to ODS subsidiary services personnel, 20% of reg. rate of pay.

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: FISCAL
 FUND: GENERAL FUND

No.	Position Title	Grade/Step	Salary	Vacancies	Specialty	Benefits		(L) Health (15.5% of Base)	(M) Social Security (6.2% of Base)	(N) Medicare (1.04% of Base)	(O) Life (3%)	Special Pay Components		(R) Total Benefits (K-M-R)	(S) TOTAL
						Medical (Provided)	Dental (Provided)								
1	CHIEF FISCAL OFFICER	GS-15	\$21,128	0	0	0	\$21,128	\$3,275	\$1,306	\$345	3%	0	0	\$26,014	\$26,014
2	ADMINISTRATIVE ASST.	GS-11	\$16,733	0	0	0	\$16,733	\$2,510	\$1,000	\$150	3%	0	0	\$20,493	\$20,493
3	ACCOUNTING TECHNICIAN	GS-7	\$9,129	0	0	0	\$9,129	\$1,370	\$500	\$75	3%	0	0	\$11,179	\$11,179
Grand Total:													\$46,636	\$46,636	

- 1/ Night Differential / Incidental / Worker's Compensation / etc.
- 2/ FY 2014 (Proposed) GovCons contribution rate of 31.87% for the Government of Cossau Retirement is subject to change.
- 3/ FY 2014 (Proposed) GovCons contribution rate of \$19.83 (4-weekly) for DIM is subject to change.
- 4/ FY 2014 (Proposed) GovCons contribution rate of \$153 (per annum) for Life Insurance is subject to change.

No.	Position Title	Grade/Step	Salary	Vacancies	Specialty	Night Differential Pay (15%)	Holiday Pay	Standby Pay	Shift Differential Pay (15%)	Standby Pay	Shift Differential Pay (15%)	Standby Pay	Shift Differential Pay (15%)	Standby Pay	Shift Differential Pay (15%)

- 1/ 50% of reg. rate, applicable from Apr. thru Sept. or vice versa / Short-term/contractual (not full-time)
- 2/ Applies to non-substantive personnel
- 3/ Applies to full-time employees
- 4/ 1/4 of reg. rate of pay from 11am Friday to 11am Saturday
- 5/ 1/4 of reg. rate of pay on duty week exceeding 8 hours
- 6/ Applies only to CRTD voluntary surplus personnel, 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PERSONNEL
FUND: GENERAL FUND

No.	Position Title	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	Total by Department		(P)	(Q)	(R)	(S)		
																	Basic Salary	Medical (FICA)					Life Insurance	Retirement (FICA)
1	PERSONNEL SPECIALIST IV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2	PERSONNEL SPECIALIST IV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Grand Total:		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2014 (Proposed) GovtGuam contribution rate of 31.87% for the Government of Guam Retirement is subject to change.
 2/ FY 2014 (Proposed) GovtGuam contribution rate of \$19.82 (bi-weekly) for DOR is subject to change.
 3/ FY 2014 (Proposed) GovtGuam contribution rate of \$153 (per annum) for Life Insurance is subject to change.

No.	Position Title	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(Y)	(Z)
1	PERSONNEL SPECIALIST IV	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Grand Total:		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

1/ 10% of reg. rate, applicable from Apr. - Oct. employee must make 100% contribution to system for each month of service.
 2/ Applies to non-uniformed personnel.
 3/ Applies to all uniformed personnel.
 4/ 1% of reg. rate of pay from 12am Friday to 12 midnight Sunday.
 5/ 1% of reg. rate of pay on duty week commencing 8 hours.
 6/ Applicable only to OTR voluntary service personnel. 10% of reg. rate of pay.

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: MANAGEMENT INFORMATION SYSTEMS SERVICES
FUND: GENERAL FUND

No.	Position Title	Position Number	Class/Step	Salary	Gross Pay	Social Security (7.65%)	Medical (7.5%)	Dental (3.0%)	Total Benefits (K Mth Q)	Total Pay (K Mth Q)	(J + K)	Input by Department			
												(A)	(B)	(C)	
1	MANAGEMENT INFORMATION SYSTEMS ANALYST I	20100	GS-11	\$7,269	\$9,240	\$704	\$545	\$225	\$1,479	\$10,719	1	1	1	1	
2	COMPUTER SYSTEMS ANALYST I	20100	GS-11	\$7,269	\$9,240	\$704	\$545	\$225	\$1,479	\$10,719	1	1	1	1	
	Grand Total											2	2	2	2

* Night Differential / Hazard Allow / Work in Lieu / Compensation / etc.
 1/ FY 2014 (Proposed) GovtGuam contribution rate of 31.82% for the Government of Guam Retirement is subject to change.
 2/ FY 2014 (Proposed) GovtGuam contribution rate of 31.82% (bi-weekly) for DSH is subject to change.
 3/ FY 2014 (Proposed) GovtGuam contribution rate of 31.53 (per annum) for Life Insurance is subject to change.

No.	Position Title	Position Number	Class/Step	Salary	Gross Pay	Social Security (7.65%)	Medical (7.5%)	Dental (3.0%)	Total Benefits (K Mth Q)	Total Pay (K Mth Q)	(J + K)	Input by Department			
												(A)	(B)	(C)	
1	MANAGEMENT INFORMATION SYSTEMS ANALYST I	20100	GS-11	\$7,269	\$9,240	\$704	\$545	\$225	\$1,479	\$10,719	1	1	1	1	
2	COMPUTER SYSTEMS ANALYST I	20100	GS-11	\$7,269	\$9,240	\$704	\$545	\$225	\$1,479	\$10,719	1	1	1	1	
	Grand Total											2	2	2	2

1/ 8% of reg. pay, applicable from 1st year of service for employees of the Govt.
 2/ Applies to law enforcement personnel
 3/ Applies to all vacat employees
 4/ 1% of reg. rate of pay from 12th holiday to 13th midnight holiday
 5/ 1% of reg. rate of pay on daily work exceeding 9 hours
 6/ Applicable only to OED voluntary services personnel. 15% of reg. rate of pay

Government of Canada
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: DIRECTOR'S OFFICE
FUND: GENERAL FUND

No.	Position Title	Grade / Step	Name of Incumbent	Class / Step	Salary	Overhead	Specialty	Specialty Rate	Specialty %	Subtotal (E+FG+H)	Retirement (I+J+K+L+M+N)	Medical (O)	Total Benefits (K+M+O)	(P-R) TOTAL
1	DIRECTOR	EV-15	DR. M. J. MULLER	EV-15	\$128,000	0	0	0	0	128,000	24,000	0	152,000	152,000
2	ADMINISTRATIVE DIRECTOR	EV-15	MEGANETTE A.M. CHARBONNEAU	EV-15	76,000	0	0	0	0	76,000	0	0	76,000	76,000
3	EV-15	N/A	KATHLEEN E. MAHER	N/A	0	0	0	0	0	0	0	0	0	0
			Grand Total:		130,000	0	0	0	0	130,000	24,000	0	154,000	154,000

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2013 Govt/Cons Contribution For Life Insurance is \$153 per annum

No.	Position Title	Name of Incumbent	Grade / Step	Salary	Overhead	Specialty	Specialty Rate	Specialty %	Subtotal (E+FG+H)	Retirement (I+J+K+L+M+N)	Medical (O)	Total Benefits (K+M+O)	(P-R) TOTAL
1	DIRECTOR	DR. M. J. MULLER	EV-15	\$128,000	0	0	0	0	128,000	24,000	0	152,000	152,000
2	ADMINISTRATIVE DIRECTOR	MEGANETTE A.M. CHARBONNEAU	EV-15	76,000	0	0	0	0	76,000	0	0	76,000	76,000
3	EV-15	KATHLEEN E. MAHER	N/A	0	0	0	0	0	0	0	0	0	0
		Grand Total:		130,000	0	0	0	0	130,000	24,000	0	154,000	154,000

- 1/ 11% of reg. rate, applicable from Apr-06; employee must work 6 hrs (not applicable after April 06 for employees at the pay
- 2/ Applies to base remuneration payments
- 3/ Applies to total remuneration
- 4/ 1/4 of reg. rate of pay from 12am Friday to 12am Saturday
- 5/ 1/4 of reg. rate of pay on duty week exceeding 9 hours
- 6/ Applicable only to EV15 mandatory service personnel, 10% of reg. rate of pay

Government of Guam
 Fiscal Year 2013
 Agency Staffing Pattern
 (CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: INVESTIGATIVE SERVICES
 FUND: GENERAL FUND

No.	Position Title	Grade / Step	Value of Award/Increment	Impact by Department															
				(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)		Total Benefits (E + F + G)	(J + K) TOTAL				
				(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)							
1	PD-609	CHIEF INVESTIGATOR	VACANT	20	116,177	5,625	20	0	0	0	0	0	0	0	0	0	0	0	0
2	PD-611	INVESTIGATOR III	RICARDO R. TARMANAO	20	86,548	4,240	0	0	0	0	0	0	0	0	0	0	0	0	0
3	PD-614	INVESTIGATOR I	JANIELITO S. MARQUEZ	20	52,291.5	2,615	0	0	0	0	0	0	0	0	0	0	0	0	0
4	PD-625	INVESTIGATOR II	RODRIGUEZ, CAROL	20	11,719	586	0	0	0	0	0	0	0	0	0	0	0	0	0
5	PD-636	INVESTIGATOR II	MIA A. CHUIZ	20	12,544	627	0	0	0	0	0	0	0	0	0	0	0	0	0
6	PD-626	INVESTIGATOR II	VACANT	20	13,744	687	0	0	0	0	0	0	0	0	0	0	0	0	0
7	PD-627	INVESTIGATOR II	VACANT	20	13,744	687	0	0	0	0	0	0	0	0	0	0	0	0	0
			Grand Total	20	227,269	11,339	20	0	0	0	0	0	0	0	0	0	0	0	0

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2013 GovtComm contribution for Life Insurance is \$153 per annum

No.	Position Title	Name of incumbent	Impact by Department						Night Differential		(D-E-F-G-H-I-J) Subtotal										
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)								
1	PD-609	CHIEF INVESTIGATOR																			
2	PD-611	INVESTIGATOR III	RICARDO R. TARMANAO																		
3	PD-614	INVESTIGATOR I	JANIELITO S. MARQUEZ																		
4	PD-625	INVESTIGATOR II	RODRIGUEZ, CAROL																		
5	PD-636	INVESTIGATOR II	MIA A. CHUIZ																		
6	PD-626	INVESTIGATOR II	VACANT																		
7	PD-627	INVESTIGATOR II	VACANT																		
			Grand Total	20	227,269	11,339	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1/ 10% of reg. rate, applicable from 9pm-6am, employee must work 7 hours consecutive 24 hrs for full benefit of Holiday
 2/ Applies to law enforcement employees
 3/ Applies to all other employees
 4/ 1% of reg. rate of pay from 15m Friday to 12 midnight Sunday
 5/ 1% of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to OEO mandatory service personnel, 15% of reg. rate of pay

Government of Clean
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: LEGAL SECRETARIAL SERVICES
FUND: GENERAL FUND

No.	Position Title	Hours of Appointment	Grade / Step	Salary	Overhead	Benefits	Total Compensation	Fringe	Total	Impact by Department		Total Benefits (E-Row Q)	(J+R) TOTAL	
										(E-PPG-1) Reduced	(E-PPG-2) Subtotal			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
1	LEGAL SECRETARY I	MANUELA L. DIAZ	L9	24,500	0	0	24,500	0	24,500	0	0	0	24,500	0
2	LEGAL SECRETARY I	BACHELOR B. BERNARD	B4	23,300	0	0	23,300	0	23,300	0	0	0	23,300	0
3	LEGAL SECRETARY II	SHARONNE T. BAYNE	M3	26,571	0	0	26,571	0	26,571	0	0	0	26,571	0
4	LEGAL SECRETARY III	BLANCHETT P. CHUTE	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
5	LEGAL SECRETARY III	CHESTER A. AQUINO	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
6	LEGAL SECRETARY III	JENNIFER P. CAMACHO	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
7	LEGAL SECRETARY III	HELENA A. QUENGA-BRON	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
8	LEGAL SECRETARY III	CLAUDIA JEAN C. LEON GUE	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
9	LEGAL SECRETARY III	STEPHEN M. TRINGOLINO	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
10	LEGAL SECRETARY III	SHARON A. MARTINEZ	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
11	LEGAL SECRETARY III	CHRISTINE M. BERTZ	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
12	LEGAL SECRETARY III	POLYDORA M. GUTIERREZ	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
13	LEGAL SECRETARY III	INFERNA M. AGUIRRE	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
14	LEGAL SECRETARY III	MAURICE T. GORRINE	219	34,434	0	0	34,434	0	34,434	0	0	0	34,434	0
15	LEGAL SECRETARY I	VACANT	B1	0	0	0	0	0	0	0	0	0	0	0
Grand Total										0	0	0	0	0

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2013 GovClean contribution for Life Insurance is \$153 per annum

No.	Position Title	Hours of Appointment	Grade / Step	Salary	Overhead	Benefits	Total Compensation	Fringe	Total	Impact by Department		Total Benefits (D+E+G+H+I)
										(J) Pay	(K) Subtotal	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
1	LEGAL SECRETARY I	MANUELA L. DIAZ	L9	24,500	0	0	24,500	0	24,500	0	0	0
2	LEGAL SECRETARY I	BACHELOR B. BERNARD	B4	23,300	0	0	23,300	0	23,300	0	0	0
3	LEGAL SECRETARY II	SHARONNE T. BAYNE	M3	26,571	0	0	26,571	0	26,571	0	0	0
4	LEGAL SECRETARY III	BLANCHETT P. CHUTE	219	34,434	0	0	34,434	0	34,434	0	0	0
5	LEGAL SECRETARY III	CHESTER A. AQUINO	219	34,434	0	0	34,434	0	34,434	0	0	0
6	LEGAL SECRETARY III	JENNIFER P. CAMACHO	219	34,434	0	0	34,434	0	34,434	0	0	0
7	LEGAL SECRETARY III	HELENA A. QUENGA-BRON	219	34,434	0	0	34,434	0	34,434	0	0	0
8	LEGAL SECRETARY III	CLAUDIA JEAN C. LEON GUE	219	34,434	0	0	34,434	0	34,434	0	0	0
9	LEGAL SECRETARY III	STEPHEN M. TRINGOLINO	219	34,434	0	0	34,434	0	34,434	0	0	0
10	LEGAL SECRETARY III	SHARON A. MARTINEZ	219	34,434	0	0	34,434	0	34,434	0	0	0
11	LEGAL SECRETARY III	CHRISTINE M. BERTZ	219	34,434	0	0	34,434	0	34,434	0	0	0
12	LEGAL SECRETARY III	POLYDORA M. GUTIERREZ	219	34,434	0	0	34,434	0	34,434	0	0	0
13	LEGAL SECRETARY III	INFERNA M. AGUIRRE	219	34,434	0	0	34,434	0	34,434	0	0	0
14	LEGAL SECRETARY III	MAURICE T. GORRINE	219	34,434	0	0	34,434	0	34,434	0	0	0
Grand Total										0	0	0

1/ 15% of reg. rate, applicable from Apr-06, until 10/01/09 for establishment of the pay.
 2/ Applies to law enforcement personnel
 3/ Applies to all state employees
 4/ 1% of reg. rate of pay from 12/01/03 to 12/31/03
 5/ 1% of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to CDB subsidiary services personnel. 15% of reg. rate of pay

Government of Cleburn
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as of 02/26/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: RECORDS, PROPERTY CONTROL
FUND: GENERAL FUND

No.	Position Title	Class / Job	Grade / Rate	Step	Increm.	Jan.	(A)	(B)	(C)	(D)	(E)	(F)	(G)	Base		(I)	Benefits							(J)	By Department			(K)											
														Min.	Max.		Health (H)	Dental (D)	Life (L)	Medicare (M)	Social Security (S)	Retro (R)	Medical (P)		Dental (P)	Total Benefits (K)	Total Benefits (K) 01/01/13		Total Benefits (K) 01/01/13										
1	RECORDS/PROPERTY TECH	PROPERTY CONTROL	23.6	24.394	00	11/07/2012	00	00	00	00	00	00	00	00	00	117,225	121,264	00	00	00	00	00	00	00	00	00	00	00	00	124	124	00	00	00	00	00	00		
																12,729	13,184	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	

* Night Differential / Education / Worker's Compensation / etc.
1/ FY 2013 GovClear cost budget for Life Insurance is \$153 per annum

No.	Position Title	Class / Job	Grade / Rate	Step	Increm.	Jan.	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	Base		(K)	Benefits																				
																	Min.	Max.		Health (H)	Dental (D)	Life (L)	Medicare (M)	Social Security (S)	Retro (R)	Medical (P)	Dental (P)	Total Benefits (K)	Total Benefits (K) 01/01/13	Total Benefits (K) 01/01/13										
1	RECORDS/PROPERTY TECH	PROPERTY CONTROL	23.6	24.394	00	11/07/2012	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	

1/ 10% of reg. rate, applicable from approx. 6:45 am until 6:00 am for employees of this job.

2/ Applies to low subcontract per month

3/ Applies to 1st subcontract per month

4/ 1 1/2 of reg. rate of pay from 1:00 pm Friday to 12 midnight Sunday

5/ 1 1/2 of reg. rate of pay on duty work exceeding 8 hours

6/ Applicable only to OTR mandatory overtime personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2013
Agency Staffing Patterns
(CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PROCESS
FUND: GENERAL FUND

No.	Position Title	Name of Incumbent	Grade Step	Salary	Overhead	Specialty	Incumbent		Retirement (G + MRP)	Medical (DOR) (113.31 * MRP)	Social Security (5.2% * J)	Members (1-59% * J)	Life	Spent by Department		(J + R) TOTAL
							Start	End						Medical (Provident)	Retired (Provident)	
1	PROCESS OFFICER SUPER	REYNALDO G. BEARARD	4713	24,068	0	0	11/08/11	0	31,993	0	0	0	113	0	0	31,993
2	PROCESS OFFICER I	JOAQUIN M. DELGADO SANTON	3710	21,943	0	0	03/17/11	525	1,174	0	0	0	253	0	0	1,327
		Grand Total:		46,011				833	33,166				136			33,166

* Night Differential / Overtime / Workers' Compensation / etc.
† FY 2013 Gov/Cons contribution for Life Insurance is \$153 per annum

No.	Position Title	Name of Incumbent	Grade Step	Salary	Overhead	Specialty	Incumbent		Retirement (G + MRP)	Medical (DOR) (113.31 * MRP)	Social Security (5.2% * J)	Members (1-59% * J)	Life	Spent by Department		(J + R) TOTAL
							Start	End						Medical (Provident)	Retired (Provident)	
1	PROCESS OFFICER SUPER	REYNALDO G. BEARARD	4713	24,068	0	0	11/08/11	0	31,993	0	0	0	113	0	0	31,993
2	PROCESS OFFICER I	JOAQUIN M. DELGADO SANTON	3710	21,943	0	0	03/17/11	525	1,174	0	0	0	253	0	0	1,327
		Grand Total:		46,011				833	33,166				136			33,166

1/ 110% of reg. rate, applicable from 8pm-6am, employee must work 4 hours consecutive shift days for maintenance of that post
2/ Applies to law enforcement personnel
3/ Applies to public works employees
4/ 1 1/2 of reg. rate of pay from 12am-7am Friday to 12 midnight Sunday
5/ 1 1/2 of reg. rate of pay on duty work involving 8 hours
6/ Applicable only to CRD subsidiary services personnel, 10% of reg. rate of pay

Government of Chicago
 Fiscal Year 2013
 Agency Staffing Patterns
 (CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: LEGAL CLERICAL SERVICES
 FUND: GENERAL FUND

No.	Position Number	Position Title	Grade / Step	Name of Department	Salary	Classification	Specialty	Department		(L)	(M)	(N)	(O)	Input by Department		(R)	(S)						
								(E)	(F)					Medical (Provision)	Deaf (Provision)								
1	PD-417	LEGAL CLERK SUPERVISOR	L18	MICHAEL E. GORKE	25,700	00	00	00	00	00	00	00	00	00	00	00	00						
2	PD-418	LEGAL CLERK III	L15	MARGARET A. RIVERA	18,039	00	00	00	00	00	00	00	00	00	00	00	00						
3	PD-419	LEGAL CLERK I	L12	VANESSA M. CASTRO	15,446	00	00	00	00	00	00	00	00	00	00	00	00						
4	PD-420	LEGAL CLERK I	L12	VACANT	15,446	00	00	00	00	00	00	00	00	00	00	00	00						
5	PD-448	LEGAL CLERK I	L12	VACANT	15,446	00	00	00	00	00	00	00	00	00	00	00	00						
Grand Totals														00	00	00	00	00	00	00	00	00	00

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2013 GovComm contribution for 1.0% Insurance is \$133 per annum

No.	Position Number	Position Title	Name of Department	Salary	Classification	Specialty	Specialty Pay	Night Differential	Hazardous Pay	Worker's Compensation	Insurance	Total Pay	Total Pay (Differential)
1	PD-417	LEGAL CLERK SUPERVISOR	MICHAEL E. GORKE	25,700	00	00	00	00	00	00	00	00	00
2	PD-418	LEGAL CLERK III	MARGARET A. RIVERA	18,039	00	00	00	00	00	00	00	00	00
3	PD-419	LEGAL CLERK I	VANESSA M. CASTRO	15,446	00	00	00	00	00	00	00	00	00
4	PD-420	LEGAL CLERK I	VACANT	15,446	00	00	00	00	00	00	00	00	00
5	PD-448	LEGAL CLERK I	VACANT	15,446	00	00	00	00	00	00	00	00	00

- 1/ 100% of reg. rate, applicable from 10pm-5am, employee must work 1 hour minimum before 10pm for establishment of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to public works employees
- 4/ 1% of reg. rate of pay from 11am Friday to 12 midnight Saturday
- 5/ 1% of reg. rate of pay on duty work exceeding 8 hours
- 6/ Applicable only to CDD subsidiary service personnel, 10% of reg. rate of pay

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Government of Guam
Fiscal Year 2013
Agency Staffing Pattern
(CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: FISCAL
FUND: GENERAL FUND

No.	Position Title	Grade/Step	Salary	Character	Specialty	Incentive		Retirement (1 + ALPPA)	Health (ER) (FSAID-2017)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life	Impact by Department		Total Benefits (E Data Q)	(J+B) TOTAL									
						Basic	Merit						(F)	(G)											
1	CHIEF FISCAL OFFICER	PL-18	104,596	00	0	0	0	11,422	600	0	0	153	0	0	168	125,018									
2	ADMINISTRATIVE ASST.	PL-13	34,055	0	0	0	0	1,191	0	0	0	153	0	0	168	35,246									
3	ADMINISTRATIVE ASST.	PL-13	34,055	0	0	0	0	1,191	0	0	0	153	0	0	168	35,246									
4	ADMINISTRATIVE ASST.	PL-13	34,055	0	0	0	0	1,191	0	0	0	153	0	0	168	35,246									
5	ADMINISTRATIVE ASST.	PL-13	34,055	0	0	0	0	1,191	0	0	0	153	0	0	168	35,246									
6	ADMINISTRATIVE ASST.	PL-13	34,055	0	0	0	0	1,191	0	0	0	153	0	0	168	35,246									
Grand Totals													613	0	0	613	1,254	0	0	0	0	0	0	613	1,254

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2013 Cont'Gross contribution for Life Insurance is \$153 per annum

No.	Position Title	Number of Incumbents	Salary Pay	Night Differential Pay	Specialty Pay	Incentive Pay	Health (ER) Pay	Social Security Pay	Medicare Pay	Life Pay	Total Pay	Total Pay (D+E+G+H+I+J+K)											
													(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
1	CHIEF FISCAL OFFICER	1	104,596	0	0	0	600	0	0	0	168	125,018											
2	ADMINISTRATIVE ASST.	3	102,165	0	0	0	0	0	0	0	504	102,165											
3	ADMINISTRATIVE ASST.	3	102,165	0	0	0	0	0	0	0	504	102,165											
4	ADMINISTRATIVE ASST.	3	102,165	0	0	0	0	0	0	0	504	102,165											
Grand Totals												7	330,091	0	0	0	0	0	0	0	0	0	330,091

- 1/ 110% of reg. rate, applicable from 6pm-6am; employ to meet work-related tasks for maintenance of Guam
- 2/ Applies to law enforcement personnel
- 3/ Applies to all other employees
- 4/ 1 1/2 of reg. rate of pay from 12am-6am (is 12 midnight Sunday)
- 5/ 1 1/4 of reg. rate of pay on duty week exceeding 8 hours
- 6/ Applicable only to CDO voluntary services personnel; 10% of reg. rate of pay

Government of Guam
 Fiscal Year 2013
 Agency Staffing Pattern
 (CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: PERSONNEL
 FUND: GENERAL FUND

No.	(A) Position Number	(B) Position Title	(C) Name of Appointment	(D) Grade / Step	(E) Salary	(F) Classification	(G) Paygrade	(H) Date	(I) Increment	(J) (E+FOH) Subtotal	(K) Retirement (U+MOP)	(L) Health (SLS+VSEP)	(M) Social Security (6.2%+3.1%)	(N) Medicare (1.45%+0.2%)	(O) Life I/	Employer Department		(R) Total Benefits (E-Gas Q)	(S-R) TOTAL
																Medical (Providing)	Dental (Providing)		
1	272-641	PERSONNEL SPECIALIST IV	VACANT		\$41,098			07/29/13		\$41,098	\$11,066	\$4,425	\$8	\$8	\$115	\$1,481	\$226	\$11,971	\$64,069
			Grand Total:		\$41,098					\$41,098	\$11,066	\$4,425	\$8	\$8	\$115	\$1,481	\$226	\$11,971	\$64,069

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2013 Gov/Gens counter-bidder for 1.6% increases in \$153 per session

No.	(A) Position Number	(B) Position Title	(C) Name of Appointment	(D) Grade / Step	(E) Salary	(F) Classification	(G) Paygrade	(H) Date	(I) Increment	(J) (E+FOH) Subtotal	(K) Retirement (U+MOP)	(L) Health (SLS+VSEP)	(M) Social Security (6.2%+3.1%)	(N) Medicare (1.45%+0.2%)	(O) Life I/	Employer Department		(R) Total Benefits (E-Gas Q)	(S-R) TOTAL
																Medical (Providing)	Dental (Providing)		
1	272-641	PERSONNEL SPECIALIST IV	VACANT		\$41,097					\$41,097	\$11,065	\$4,425	\$8	\$8	\$115	\$1,481	\$226	\$11,970	\$64,068
			Grand Total:		\$41,097					\$41,097	\$11,065	\$4,425	\$8	\$8	\$115	\$1,481	\$226	\$11,970	\$64,068

- 1/ 15% of reg. rate, applicable from 6am-6pm, cumulative over work 4 hours (revertive after 4 hours)
- 2/ Applies to law enforcement personnel
- 3/ Applies to public works employees
- 4/ 1% of reg. rate of pay from 12am-12pm Friday to 12 midnight Sunday
- 5/ 1% of reg. rate of pay on duty work exceeding 8 hours
- 6/ Applicable only to CDD subsidiary services personnel, 15% of reg. rate of pay

Government of Guam
 Fiscal Year 2013
 Agency Staffing Patterns
 (CURRENT as of 02/28/2013)

FUNCTIONAL AREA: PUBLIC SAFETY
 DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: MANAGEMENT INFORMATION SYSTEMS SERVICES
 FUND: GENERAL FUND

No.	Position Title	Name of Incumbent	Grade / Salary	Steps	Schedule	Specialty	Incumbent	Total (J)	(K)	(L)	(M)	(N)	Spent by Department		(P)	(Q)	(R)	(S)
													Base	Step				
1	PD-508 MANAGEMENT INFORMATION S	JEFFREY B. THOMPSON, JR.	LS	1779	98	0	250,574	250,574	250,574	1452	28	811	113	15,871	1,481	228	11,113	574,199
2	PD-540 COMPUTER SYS ANALYST I	KENNETH A. LIM	LS	1185	98	0	138,781	138,781	138,781	451	8	449	13	1,481	1,481	228	11,113	43,328
		Grand Totals					389,355	389,355	389,355	899	36	1,260	126	17,352	3,962	456	22,226	607,527

* Night Differential / Home-leave / Worker's Compensation / etc.
 † FY 2013 GovCo's contribution for Life Insurance is \$153 per annum

No.	Position Title	Name of Incumbent	Grade / Salary	Steps	Schedule	Specialty	Incumbent	Total (J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
																		Base
1	PD-508 MANAGEMENT INFORMATION S	JEFFREY B. THOMPSON, JR.	LS	1779	98	0	250,574	250,574	250,574	1452	28	811	113	15,871	1,481	228	11,113	574,199
2	PD-540 COMPUTER SYS ANALYST I	KENNETH A. LIM	LS	1185	98	0	138,781	138,781	138,781	451	8	449	13	1,481	1,481	228	11,113	43,328
		Grand Totals					389,355	389,355	389,355	899	36	1,260	126	17,352	3,962	456	22,226	607,527

- 1/ 100% of reg. time, applicable from approx. 6:00am - 6:00pm, except on Saturdays and public holidays
- 2/ Applies to line advancement payments
- 3/ Applies to sick leave payments
- 4/ 1/4 of reg. rate of pay from 12:00 Noon Friday to 12:00 Noon Saturday
- 5/ 1/4 of reg. rate of pay on duty week exceeding 9 hours
- 6/ Applicable only to LTD mandatory service personnel. 10% of reg. rate of pay

**Government of Guam
Federal Program Inventory
FY 2012 (Current) / FY 2013 (Estimated) Funding**

**FUNCTION: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: STOP VAW**

Federal Grantor Agency / Federal Project Title	A C.F.D.A. No. / Enabling Authority	B Grant Award Number	C Match Ratio Federal / Local:	D FY 2013 Received / Projected See Note 1	FY 2014			I Grant Period
					E Estimated Funding from STOP VAW	F Local Matching Funds	G Federal Matching Funds	
Department of Justice, Office of Justice Programs	16,588			\$36,004			\$42,150	July 1, 2013 to March 31, 2015
Note 1: We are Subgrantees of the StopVAW administered by the Office of the Governor - Federal Programs Office. The Memorandum of Understanding/Work Request for the 2012 STOP VAW was received on 03/15/2013.								