



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM

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BOARD OF TRUSTEES

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Acting Administrative Director

PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES RELATIVE TO THE RECRUITMENT
ABOVE-STEP FOR SHANGE NGATA

RESOLUTION NO. 03-25

WHEREAS, Title 4, Guam Code Annotated (GCA, Chapter 6 §6205) provides for the Recruitment Above-Step for Government of Guam departments/agencies; and

WHEREAS, Section 115 (02) of the Personnel Rules of the Public Defender Service Corporation permits the Director to hire above step if the employee possesses exceptional qualifications;

WHEREAS, the Administrative Director is responsible for providing administrative support and supervision to the Public Defender Service Corporation (PDSC) including Alternate Public Defender and the Civil Law Center which requires highly qualified candidate with the experience and skill-set to immediately provide Human Resource, Financial and Procurement support to the entire PDSC; and

WHEREAS, the Administrative Director position administers the fiscal division, including the federal grants which includes budget planning, preparation and implementation for all three divisions of PDSC; and

WHEREAS, the Administrative Director administers the programs and activities of the Personnel Division for PDSC including recruitment, classification and pay performance standards and evaluations, employee benefits and training and employee development; and

WHEREAS, the Administrative Director administers the programs and activities of the Management Information Systems Division including directing and participating in the planning, procurement and utilization of the computer hardware/software and networking systems; and

WHEREAS, the Administrative Director administers the programs and activities of the Legal Secretarial, Administrative Support Services and Records Management and Property Control Division involved in the preparation and maintenance of case files, and statistical data relative to caseloads, records, reporting and archiving systems and property control; and

WHEREAS, the Administrative Director serves as the procurement officer for the Corporation ensuring compliance with the PDSC Procurement Rules, governing laws and procedures in the acquisition and use of government property, supplies and materials; and

WHEREAS, the Administrative Director serves as the Secretary to the PDSC Board of Directors and ensures compliance with legal mandates regarding public notices, scheduling of meetings, preparing board packet and filing of electronic records to the Governor of Guam, the Speaker of the Guam Legislature and the Office of the Public Auditor; and

WHEREAS, a committee consisting of the Executive Director, the Deputy Director and the Managing attorneys for APD and CLC selected Shane Ngata to serve as the next Administrative Director; and

WHEREAS, the committee has determined that this candidate is necessary for PDSC to achieve its missions and is an exceptionally qualified candidate as he has served previously for at least 12 years as the Personnel Services Administrator for the Department of Administration overseeing the Human Resource Division; and

WHEREAS, the candidate has a proven record of professional accomplishments with progressively complex work experience in advising management in all areas of Human Resources to increase operational effectiveness; and

WHEREAS, the candidate has a record demonstrating advanced knowledge of department and government management principles, methods and practices including the Hay Methodology of job sizing, job classification and ratings, performance based compensation structures, developing and implementing programs related to classification and compensation, recruitment, records, employee benefits and training and development and employee drug testing; and

WHEREAS, the candidate has great experience in providing guidance and policy directions to agency heads and branch supervisors and has provided such guidance to various agency directors, deputy directors, members of the legislature and the Governor and Lt. Governor regarding personnel laws, rules and regulations; and

WHEREAS, PDSC has petitioned the Board of Trustees for final approval of the Above-Step request as outlined in Title 4 GCA, Chapter 6 §6205, Recruitment Above-Step, with such notice being placed on the board agenda and notice provided to the media as required by law; now therefore be it

RESOLVED,

the Board of Trustees of the Public Defender Service Corporation, in its duly noticed meeting of December 31, 2024, hereby approves the Corporation's Request for Recruitment Above-Step, pursuant to Title 4 GCA, Chapter 6 §6205, for Shane Ngata to S-10 at \$119, 633 per annum after the completion for the required posting and press release in the media.

DULY AND REGULARLY ADOPTED this _____ day of December, 2024.



Chief Justice ROBERT J. TORRES
Chairman

ATTEST:

Robbie T. Call 12/31/2024

ROBBIE T. CALL
Secretary