



Judiciary of Guam

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ROBERT J. TORRES
CHIEF JUSTICE

PERRY C. TAITANO
ADMINISTRATOR OF THE COURTS

May 18, 2010

To: Chief Justice Robert J. Torres, Chairman, Guam Judicial Council
Members, Guam Judicial Council

From: Acting Administrator of the Courts

Subject: Petition for Above Step Recruitment for Special Projects Coordinator
Re: Raymond A.R. Dungca

Pursuant to 4 GCA § 6205, I am requesting your approval for an Above Step Recruitment for Mr. Raymond A.R. Dungca as the Special Projects Coordinator on the basis of his specialized experience in dealing with federal grant programs, particularly the American Recovery & Reinvestment Act (ARRA). Further pursuant to 4 GCA § 6205 and 6303.1, this petition must be posted for ten days on the Judiciary of Guam website and provided to each newspaper of general circulation and local news broadcasting stations.

The Federal Programs Office is currently managing sixteen programs totaling \$8,869,888.72 of which approximately 78% consist of ARRA funds. Along with these current programs, there are additional programs pending which total \$5,179,135.00. Given the amount of federal funding the Judiciary is receiving, it is critical that the federal programs office have the sufficient personnel resources to meet all reporting requirements in a timely manner. The office is currently staffed with a Court Programs Administrator, three (3) Program Coordinators, one (1) Court Fiscal Officer & two (2) Administrative Services Assistants. If the Judiciary is unable to attract and retain a qualified applicant for the position, the operations of the section will be hampered placing our federal funds at risk.

The Human Resources Office has announced the Special Projects Coordinator position twice in a seven (7) month period and continues to face recruitment difficulties. The position was initially announced from October 19 - November 4, 2009. Due to a limited number of applicants, the announcement was extended until November 19, 2009. The first set of applicants yielded seventeen eligible candidates, of which three (3) separate selections were made, all of whom declined the offer of employment. Given the initial list was exhausted, the position was re-announced from March 26 - April 8, 2010. This announcement only yielded one (1) certified eligible applicant, Mr. Dungca, who has the experience and skill set required to perform as the Special Projects Coordinator.

Mr. Dungca is currently a Program Coordinator III at the Guam Department of Education and has been performing the following duties for approximately three (3) years:

- Analyzes and comments on large, technical and highly complex grants;
- Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc;
- Conducts detailed and complex studies of the implementation and effectiveness of grant programs to ensure that project goals are obtained;
- Advises grant applicants on the highly complex and technical aspects of grant applications to provide an understanding of the grant application process;
- Approves or disapproves grant requests for budgetary changes so that

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- original goals and objectives are maintained;
- Communicates departmental, state and federal policies with regard to grant applications and administration ensuring that potential grantees understand the purpose and nature of the program;
- Conducts training so that federally funded programs are familiar with the federal requirements;
- Acts as facilitator in problem solving situations; provides information to those seeking assistance alternatives/solutions and assists others in solving problems;
- Monitors agency or program budget including revenues, expenditures and budget projections; and
- Coordinates, plans and manages projects and or programs.

The duties listed above are similar to that of the Special Projects Coordinator position. Additionally, Mr. Dungca has worked with several court related grants such as Play by the Rules, Children at Risk and ARRA. All of Mr. Dungca's work experiences amount to exceptional qualifications for the position and will be beneficial to the Judiciary, particularly his experience in managing ARRA funds. The Judiciary is currently receiving \$6,923,046.95 in ARRA funds which has very stringent reporting requirements. Mr. Dungca has the specialized knowledge with these grants which will allow him to immediately perform his duties.

Given that Mr. Dungca has demonstrated his ability to perform as the Special Projects Coordinator and has an extensive federal programs background, it would be in the best interest of the Judiciary to approve this above step recruitment request.

Mr. Dungca's current salary with the Department of Education is \$32,263.00. By August 2010, he will be due for an increment which will increase his salary to \$34,056.00 per annum. In light of the above and considering the documented recruitment difficulties and exceptional qualifications of Mr. Dungca, as well as the job responsibilities and requirements expected of him, I believe the Above-Step Recruitment at Pay Grade N-3, \$34,947.00, granting two (2) additional steps to match his salary at the Department of Education is fair and commensurate.

Submitted for your review and disposition.



ROBERT S. CRUZ

Attachment