

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2011



EEOP



Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910

Eddie Baza Calvo
Governor of Guam



**BUREAU OF
STATISTICS & PLANS**
SAGAN PLANU SIHA YAN EMFOTMASION
Government of Guam



Ray Tenorio
Lieutenant Governor

P.O.Box 2950 Hagatna, Guam 96932
Tel : (671) 472-4201/3
Fax : (671) 477-1812

Thomas A. Morrison
Director

AUG 12 2011

Memorandum

To: Administrative Director the Courts, Judiciary of Guam
From: Director, Bureau of Statistics and Plans
Subject: Equal Employment Opportunity Plan Update for the Judiciary of Guam

Attached is a copy of the letter from the Office of Civil Rights approving the Judiciary of Guam's Equal Employment Opportunity Plan (EEOP). The Office of Civil Rights had approved the updated EEOP on August 3, 2011 and found it to be in compliance with 28 CFR §42.301 et seq.

At this time, we want to encourage the Judiciary of Guam to continue to update its EEOP, classified by race, sex, and national origin in the following areas: applicants, hiring, promotions, transfers, disciplinary actions, training participation, and terminations.

In addition to the above statistics, the following information has to be included in the annual statistical updates:

- the number of complaints of discrimination filed against the Judiciary of Guam within the past year;
- the final disposition or current status of each complaint; and
- the nature and issues involved in each active complaint.

Your next EEOP bi-annual update will be due to the Office of Civil Rights by July 1, 2013.

Should you have any questions regarding this matter, please contact myself or Ms. Lola E. Leon Guerrero at 472-4201/2/3.


THOMAS A. MORRISON

Attachment



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

August 3, 2011

Washington, D.C. 20531

Lola E. Leon Guerrero
Planner
PO Box 2950
Hagatna, Guam 96932


Re: Equal Employment Opportunity Plan Update for the Guam Judiciary

Dear Ms. Leon Guerrero:

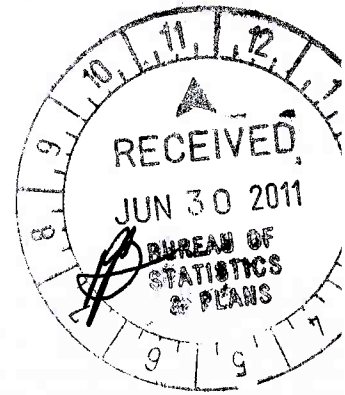
The Office for Civil Rights, Office of Justice Programs has received the Equal Employment Opportunity Plan (EEO) Update that the Guan Judiciary submitted in accordance with the provisions of its current grant awards. Based on this submission, the Guam Judiciary is in compliance with the Office for Civil Rights' Equal Employment Opportunity reporting requirement for this grant cycle.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,


Michael L. Alston
Director

Step 1: Introductory Information



Grant Title: BJA FY 2009 Recovery Act Assistance to Rural Law Enforcement to Combat Crime and Drugs: Facilitating Rural Justice Information Sharing
Grant Number: 2009-SD-B9-0073
Project Title: **FY 2009 Guam Criminal Justice Information Sharing Improvement Project**
Grantee Name: Judiciary of Guam
Award Amount: \$99,037.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: DOJ - Bureau of Justice Assistance
Grant Number: 2009-SD-B9-0073
Contact Name: Wendy Williams
Contact Address: 810 7th St. NW Washington, D.C. 20531
Telephone No.: 202-514-7842

Grant Title: OVW FY 2010 Court Training and Improvements Program
Grant Number: 2010-WC-AX-K011
Project Title: **FY 2010 Guam Domestic Violence Court Enhancement Project**
Grantee Name: Judiciary of Guam
Award Amount: \$350,000.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: DOJ: Office on Violence Against Women
Grant Number: 2010-WC-AX-K011
Contact Name: Krista Blakeney-Mitchell
Contact Address: OVW, Washington D.C.
Telephone No.: 202-305-2651

Grant Title: Guam 2011 Compact Impact 4
Grant Number: Guam-CI-2011-4
Project Title: **FY 2011 Compact Impact: Case Management System**
Grantee Name: Judiciary of Guam
Award Amount: \$3,777,026.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202

Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Governor's Office – BBMR
Grant Number: Guam-CI-2011-4
Contact Name: Art Mariano
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9410

Grant Title: 2009 Recovery Act State Fiscal Stabilization Fund –
Government Services Fund Grant Program
Grant Number: S397A090055
Project Title: **FY 2010 State Fiscal Stabilization Fund (SFSF)**
Grantee Name: Judiciary of Guam
Award Amount: \$2,165,353.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Governor's Office - BBMR
Grant Number: S397A090055
Contact Name: Art Mariano
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9410

Grant Title: Recovery Act Edward J. Byrne Justice Assistance Program
Grant Number: 2009-SU-B9-0007
Project Title: **FY 2009 Adult Drug Court (ARRA)**
Grantee Name: Judiciary of Guam
Award Amount: \$164,877
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Recovery Act Edward J. Byrne Justice Assistance Program
Grant Number: 2009-SU-B9-0007
Project Title: **FY 2009 CJRI (ARRA)**
Grantee Name: Judiciary of Guam
Award Amount: \$2,995,000.00

Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Recovery Act Edward J. Byrne Justice Assistance Program
Grant Number: 2009-SU-B9-0007
Project Title: **FY 2009 Sex Offender Registry (ARRA)**
Grantee Name: Judiciary of Guam
Award Amount: \$186,882.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Edward J. Byrne Justice Assistance Program
Grant Number: 2009-DJ-BX-0035
Project Title: **FY 2009 Juvenile Drug Court**
Grantee Name: Judiciary of Guam
Award Amount: \$115,125.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Edward J. Byrne Justice Assistance Program
Grant Number: 2008-DJ-BX-0058
Project Title: **FY 2008 Adult Drug Court**
Grantee Name: Judiciary of Guam

Award Amount: \$28,700.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Edward J. Byrne Justice Assistance Program
Grant Number: 2008-DJ-BX-0058
Project Title: **FY 2008 JWAN**
Grantee Name: Judiciary of Guam
Award Amount: \$12,000.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Edward J. Byrne Justice Assistance Program
Grant Number: 2007-DJ-BX-0063
Project Title: **FY 2007 CJRI**
Grantee Name: Judiciary of Guam
Award Amount: \$88,158.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Lola Leon Guerrero
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9675

Grant Title: Guam's Gang Resistance Education and Training (G.R.E.A.T) Project
Grant Number: 2009-GP-BX-0030
Project Title: **FY 2009 G.R.E.A.T. Project**

Grantee Name: Judiciary of Guam
Award Amount: \$47,527.20
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Bureau of Statistics and Plans
Contact Name: Millie Erguiza
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-472-4201

Grant Title: Title V-A Guam Department of Education
Consolidated Grant
Grant Number:
Project Title: **FY 2010 Play By The Rules**
Grantee Name: Judiciary of Guam
Award Amount: \$16,596.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Joleen Respicio
Telephone No.: 671-475-3300
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Guam Department of Education (GDOE)
Contact Name: Jessica Camacho
Contact Address: P.O. Box DE, Hagatna, Guam 96932
Telephone No.: 671-300-1621

Grant Title: DWI Court Enhancement Project
Grant Number:
Project Title: **FY 2011 DWI Court Enhancement Project**
Grantee Name: Judiciary of Guam
Award Amount: \$85,914.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Department of Public Works (DPW)
Contact Name: Cecilia Javier
Contact Address: OHS, 542 N. Marine Corps Dr., Tamuning, Guam 96913
Telephone No.: 671-647-3216

Grant Title: Recovery Act State Energy Plan
Grant Number:
Project Title: **FY 2009 Energy Conservation Project (ARRA)**
Grantee Name: Judiciary of Guam
Award Amount: \$250,000.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Guam Environmental Protection Agency/Guam Energy Office (GEPA/GEO)
Contact Name: KenJoe Ada
Contact Address: 548 North Marine Drive, Tamuning, Guam 96913
Telephone No.: 671-646-4361

Grant Title: Juvenile Tracker Program
Grant Number:
Project Title: **FY 2008 Juvenile Accountability Block Grant**
Grantee Name: Judiciary of Guam
Award Amount: \$25,700.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Department of Youth Affairs (DYA)
Contact Name: Pascual Artero
Contact Address: P.O. Box 23672 GMF, Barrigada, Guam 96924
Telephone No.: 671-735-5010

Grant Title: Juvenile Tracker Program
Grant Number:
Project Title: **FY 2009 Juvenile Accountability Block Grant**
Grantee Name: Judiciary of Guam
Award Amount: \$25,700.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Department of Youth Affairs (DYA)
Contact Name: Pascual Artero
Contact Address: P.O. Box 23672 GMF, Barrigada, Guam 96924
Telephone No.: 671-735-5010

Grant Title: Recovery Act S.T.O.P. Violence Against Women (VAW)
Grant Number: 2009-EF-S6-0054
Project Title: **FY 2009 STOP VAW (ARRA)**
Grantee Name: Judiciary of Guam
Award Amount: \$29,767.95
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Governor's Community Outreach – Federal Programs Office
Contact Name: Cecilia A.Q. Morrison
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9162

Grant Title: S.T.O.P. VAW Formula Grant Program
Grant Number: 2009-WF-AX-0051
Project Title: **FY 2009 STOP VAW**
Grantee Name: Judiciary of Guam
Award Amount: \$26,835.68
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Governor's Community Outreach – Federal Programs Office
Contact Name: Cecilia A.Q. Morrison
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9162

Grant Title: S.T.O.P. VAW Formula Grant Program
Grant Number: STOP 2010-WF-AX-0071
Project Title: **FY 2010 STOP VAW**
Grantee Name: Judiciary of Guam
Award Amount: \$24,650.41
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Governor's Community Outreach – Federal Programs Office
Contact Name: Cecilia A.Q. Morrison
Contact Address: P.O. Box 2950, Hagatna, Guam 96932
Telephone No.: 671-475-9162

Grant Title: Recovery Act Community Services Block Grant
Grant Number:
Project Title: **FY 2009 Community Services Project (ARRA)**
Grantee Name: Judiciary of Guam
Award Amount: \$42,886.00
Grantee Type: Government Agency
Address: 120 West O'Brien Drive, Hagatna, Guam 96910
Contact Person: Jacqueline Z. Cruz
Telephone No.: 671-475-3270 or 475-3202
Contact Address: 120 West O'Brien Drive, Hagatna, Guam 96910
State Granting Agency: Department of Public Health and Social Services
Contact Name: Lydia D. Tenorio
Contact Address: 123 Chalan Kareta, Mangilao, Guam 96913-6304
Telephone No.: 671-734-5910

Policy Statement:

The Judiciary of Guam is cognizant of its responsibility as an Equal Opportunity Employer and recognizes the importance of providing a work environment free from discrimination and harassment. The Judiciary of Guam is committed to complying with all applicable federal and local employment laws and strives to attain a workforce that is reflective of the community we serve.

The Judiciary of Guam maintains a zero tolerance policy as set forth in the Harassment Prevention and Sexual Harassment Policies and utilizes the in-house Discrimination Complaint Process to address Equal Employment Opportunity (EEO) complaints.

Step 4b: Narrative Underutilization Analysis

A review of the Utilization Analysis Chart by the Judiciary of Guam's Equal Employment Opportunity Office delineates the following:

1. Out of the 256 total job categories, there was a -10% or more level of underutilization in only 22 categories.
2. There was an underutilization of white males in the job categories of Officials/Administrators (-10%) and Technicians (-14%).
3. The small number of employees in the job categories of Protective Services: Non-sworn, Skilled Craft and Service/Maintenance made it difficult to draw any reliable conclusions about the underutilization in those categories.
4. Although the law enforcement field is known to be predominantly male, the Judiciary has a positive female utilization of 23% for the Protective Services: Sworn job category.
5. The Asian category continues to be the most significantly under-represented for both males and females.

It is important to note that Guam's geographic location makes it a melting pot of cultures within the Pacific region. Our diversity in cultures is also reflected in the multiple ethnicities of our workforce. So although we have an under-utilization of the Asian category and White category, we have mostly a positive representation in the "Pacific Islander & Asian" and "Pacific Islander & White" categories.

The Judiciary remains committed to achieving a workforce that is more representative of the community we serve. To this end, Management will continue to monitor its recruitment and retention practices with effective resources such as the Utilization Analysis.

Step 5 & 6: Objectives and Steps

The Judiciary's objective to attain a workforce that is more reflective of our community workforce will be achieved by:

1. Broadening our pool of qualified applicants in the under-represented categories.
2. Encouraging careers in the Judicial field by continuing our commitment to the various programs at the High School and College level such as Judicial Internships and counterparts.
3. Continuing our dissemination of job announcements to the local Military organizations.
4. Continuing our dissemination of job announcements to the Asian community organizations.
5. Continuing our dissemination of job announcements to the different labor agencies, community organizations, as well as other local and federal agencies.
6. Monitoring the under-utilized job categories.

Step 7a: Internal Dissemination


1. Upon approval by the Department of Justice, the EEOP will be posted on the Judiciary of Guam's intranet website.
2. An email will be sent to all employees via the Division Heads informing them of the EEOP's approval and that they may obtain a copy from the EEO Office upon request.
3. A copy of the EEOP will be displayed on the Human Resources Bulletin Board.
4. A copy of the EEOP will be kept in the reception area of the Administrator of the Court's Office.

Step 7b: External Dissemination

1. Upon approval by the Department of Justice, the EEOP will be posted on the Judiciary of Guam's website, www.guamcourts.org.
2. Inform all applicants via the job announcements that they may obtain a copy of the EEOP from the EEO Office upon request.
3. Provide a copy of the EEOP to the executive and legislative branches of the Government of Guam.
4. Provide a copy of the EEOP to the Guam Law Library.

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

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



PERRY C. TAITANO
Administrator of the Courts

6/30/2011

Date