Outlook

Messages & Communications Doc. No. 38GL-26-3108 through 3114.

From 38th Committee On Rules <committeeonrules@guamlegislature.gov>
Date Thu 10/29/2026 10:30 AM
To Guam Legislature Clerks <clerks@guamlegislature.gov>
Cc Frank Blas Jr. <speakerblas@guamlegislature.gov>

7 attachments (22 MB)

102926COMM Doc. No. 38GL-25-3108.pdf; 102926COMM Doc. No. 38GL-25-3109.pdf; 102926COMM Doc. No. 38GL-25-3110.pdf; 102926COMM Doc. No. 38GL-25-3111.pdf; 102926COMM Doc. No. 38GL-25-3112.pdf; 102926COMM Doc. No. 38GL-25-3113.pdf; 102926COMM Doc. No. 38GL-25-3114.pdf;

Håfa Adai Clerks Office,
Please see attached, **Messages & Communications Doc. No. 38GL-26-3108 through 3114** for processing:

√	**38GL-26-3108**	Guam Offices of Homeland Security and Civil Defense	Acting Homeland Security Advisor Designation of Lucia Perez for the Guam Homeland Security Office from October 26, 2026 to November 2, 2026; and Acting Civil Defense Administrator of Patrick Leon Guerrero for the Guam Civil Defense Office- from October 26, 2026 to November 2, 2026*
√	**38GL-26-3109**	Guam Solid Waste Authority	Documents Relative to Small Purchases and Sole Source and Emergency Purchases for the month of September 2026*
√	**38GL-26-3110**	Guam Preservation Trust	Board Meeting Packet for October 21, 2026*
√	**38GL-26-3111**	Port Authority of Guam	Revenues and Expenses Report for month ending July 31, 2026*
√	**38GL-26-3112**	Department of Administration	Re-filiing of Position Re: Chief Payroll Officer (DOA)*
√	**38GL-26-3113**	Guam Community College	Board of Trustees Meeting Packet for October 15, 2026*
√	**38GL-26-3114**	Guam Community College	Unaudited Revenues and Expenditures Report and Staffing Pattern as of September 30, 2026*

Kindly reply to this email.

Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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Håfa adai, Please see attached M&C Doc. No. 38GL-26-3112*

2 messages

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov> Tue, Oct 27, 2026 at 4:01 PM
To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Håfa adai,

Please see attached M&C Doc. No. 38GL-26-3112

38GL-26-3112	Department of Administration	Re-filiing of Position Re: Chief Payroll Officer (DOA)*

Si Yu'os Ma'åse'

Bernice Rivera

Administrative Assistant

Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456
speakerblas@guamlegislature.gov

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---------- Forwarded message ---------
From: **Rosezette NT. Santos** <Rosezette.Santos@doa.guam.gov>
Date: Tue, Oct 27, 2026 at 1:50 PM
Subject: Re-filing of Position
To: speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>

Hafa Adai,

Please see the attached regarding the re-filing of the Chief Payroll Officer position with the Legislative Secretary. The position is within the Department of Administration.

Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

2 attachments

Re-filing of Position.pdf
350K

38GL-26-3112.pdf
1126K

38th Committee On Rules <committeeonrules@guamlegislature.gov> Wed, Oct 28, 2026 at 11:37 AM
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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[Quoted text hidden]

THE GUAM LEGISLATURE

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Re-filing of Position

2 messages

Rosezette NT. Santos <Rosezette.Santos@doa.guam.gov> Tue, Oct 27, 2026 at 1:50 PM
To: "speakerblas@guamlegislature.gov" <speakerblas@guamlegislature.gov>

Hafa Adai,

Please see the attached regarding the re-filing of the Chief Payroll Officer position with the Legislative Secretary. The position is within the Department of Administration.

Your acknowledgement of receipt is greatly appreciated.

Thank you,
Rosezette Santos

Doc Type: 38GL-26-3112
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.
October 27, 2026
Time: 1:50 PM
Received:

Classification & Pay Branch
Department of Administration
Human Resources Division
Email: rosezette.santos@doa.guam.gov
Tel # 475-1174
Fax #: 477-7100/3671
website: www.hr.doa.guam.gov

Re-filing of Position.pdf
350K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov> Tue, Oct 27, 2026 at 2:31 PM
To: "Rosezette NT. Santos" <Rosezette.Santos@doa.guam.gov>

Håfa Adai,

Confirming receipt of your email.

Si Yu'os Ma'åse'

Bernice Rivera

Administrative Assistant

Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456
speakerblas@guamlegislature.gov

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[Quoted text hidden]

EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (*Telifon*): (671) 475-1101/1250

LOURDES A. LEON GUERRERO
Governor (Maga'hâga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'lâhi)

October 27, 2026

HRD NO.: 26-352E

MEMORANDUM

Honorable Speaker Frank F. Blas, Jr.
I Mina'trentai Ocho Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

Subject: **Creation of Positions**
RE: Chief Payroll Officer

Dear Speaker Blas,

Buenas yan Håfa Adai! The Legislative Secretary is respectfully requested to re-file for the record, the creation of the Classification Specifications for the Chief Payroll Officer (DOA) position that was previously filed on September 25, 2026.

The following modifications to the proposal are listed as follows:
Position title: Chief Payroll Officer (DOA) vice Chief Payroll Officer.
Class Code Number: 0.427 vice 0.429.

Please note, there are no additional changes to the pay range, position description or qualifications listed on the classification standards. The (DOA) designation to the position title was inadvertently omitted from the original request.

Should you have any questions or require additional information, please contact the Classification and Pay Branch of our Human Resources Division at (671) 475-1174/1201. **Dångkolo na Agradesimiento!**

Rena Borja
EDWARD M. BIRN

Attachments

38GL-26-3112
Messages and Communications
RECEIVED
COMMITTEE ON RULES
October 27, 2026
4:01 p.m.
Marie Crisostomo

NATURE OF WORK IN THIS CLASS:

Directs and administers all programs and activities associated with the Payroll Section of the Department of Administration (DOA). This position may provide services and guidance to all govemmentof Guam departments and agencies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs, oversees and administers all payroll operations and activities for a centralized financial management system within DOA; ensures compensation for employees is accurate, timely and in compliance with federal, state and local labor regulations.

Manages financial disbursements; determines legality of entitlements and/or collection actions; performs accurate reconciliations in adherence to strict deadlines.

Reviews quality control audits to ensure internal and external accounting systems and administrative controls are accurate and payroll processes are in compliance with government regulations, tax laws, internal policies and local and federal mandates.

Reviews and analyzes the effectiveness of internal controls to safeguard funds against fraud, waste, abuse, loss, misappropriation or manual entry errors. Maintains accurate payroll records to ensure data integrity.

Analyzes financial management methods, practices, precedent cases and procedures to resolve difficult or complex financial issues.

Conducts analysis and periodic audits on payroll procedures and processes to determine efficiency of operations, reliability of transactions and validity of supporting documentation; recommends improvements and best practices in accordance with established policies and procedures.

Collaborates with agencies government-wide in coordination of payroll related technical processes and procedures in accordance with established rules, regulations and policies; provides guidance to departments/agencies government wide to include semi- and autonomous departments/agencies as requested.

Coordinates and facilitates the review of external audits, IRS inquiries, Worker's Compensation information and other records and documents requested by auditors.

Develops and formulates budget and financial forecasting for the operation and maintenance of the payroll section; prepares periodic financial status reports to include tax reports and financial statements; develops and implements financial policies and procedures.

Identifies and investigates problems with automated payroll system and recommends improvements and/or resolution of system errors or anomalies; ensures compliance with regulatory standards.

Evaluates operations, develops new processes and modifies procedures to reflect updates to regulations; works with administrators and supervisors to determine needs of the department; interprets or recommends new policies and procedures; recommends solutions to problems.

Reviews and audits the work of subordinates and certifies the accuracy of the payroll summary for payment.

Communicate with staff and employees to resolve payroll-related inquiries, concerns or discrepancies received from internal and external government employees and the general public.

Analyzes fiscal data to support reconciliations, account adjustments and resolution of out-of-balance conditions; performs accurate reconciliations while adhering to strict deadlines.

Implements and manages payroll software and systems; manages payroll software, analyzes data and prepares reports on earnings, taxes and deductions and ensures accurate posting of account balances.

Recommends improvement in policies and procedures required to ensure adequate controls of the disbursement of funds for payroll purposes,

Performs all technical processes and procedures assigned in accordance with established policies, Civil Service Commission rulings, Governor's Executive Orders, and federal and local mandates.

Keeps abreast of current payroll legislation, applicable laws, rules, regulations, policies and procedures pertaining to payroll functions to ensure compliance with legal requirements.

Prepares monthly, quarterly and annual progress reports, financial reports and other relevant payroll reports as required by management for review; maintains financial records and provides accurate and timely financial reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll accounting and auditing principles and procedures.

Knowledge of payroll functions, techniques and practices including audits, wage calculation and tax deductions.

Knowledge of federal, state, and local laws and regulations governing the legality of payroll actions, policies and procedures and reporting requirements.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to apply new pay compensation plans, withholding tax procedures and payroll accounting procedures and other actions affecting the salaries of employees appropriately and accurately.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to maintain records and prepare reports; ability to maintain confidentiality.

Ability to perform audits and maintain internal controls to protect against fraud, abuse or errors.

Ability to make decisions and work independently in accordance with appropriate program guidelines and policies.

Ability to apply strong analytical and problem-solving skills to resolve complex financial data, accounts and other payroll discrepancies.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the public.

Ability to manage and supervise subordinate staff.

Ability to communicate effectively, both orally and in writing.

Ability to meet deadlines and handle sensitive employee information.

Skill in the use of software applications systems and specialized payroll software.

Skill in performing arithmetic computations.

MINIMUM EXPERIENCE AND TRAINING:

A. Four (4) years of experience in the preparation and maintenance of pay records; one (1) year in an administrative or supervisory capacity and graduation from a recognized college or university with a bachelor's degree in accounting, finance, business administration or related field; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

ESTABLISHED:	**DECEMBER 1986**	
AMENDED:	**AUGUST 2026** **MAY 2005** **JULY 1994**	
PAY GRADE:	**P (GPP)**	
HAY EVALUATION:	**KNOW-HOW:**	**E II 3 304**
	PROBLEM SOLVING:	**E 3 38% 115**
	ACCOUNTABILITY:	**E 3 C 132**
	TOTAL POINTS:	**551**

This standard revises and supersedes the standard established in December 1986 and amended in July 1994 and May 2005.

EDWARD M. BIRN
Director of Administration

LOURDES A. LEON GUERRERO
Governor of Guam