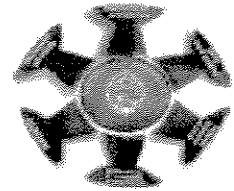




**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)  
DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

HRD NO.: OG-11-0191-C

APR 10 2014

Senator Tina Rose Muna Barnes,  
Legislative Secretary/Majority Whip Leader  
I Mina' Trenta Dos Na Liheslaturan Guåhan  
155 Hessler Place  
Hagåtña, Guam 96910

32-14-1513  
Office of the Legislative Secretary  
Lucille T. Wain, P.O. Box 2  
Date 4.16.14  
Time 2:02 PM  
Received by: [Signature]

2014 APR 16 PM 2:27  
[Signature]

Subject: Creation of Position

RE: Attorney Level 5 (Managing Attorney)

Dear Senator Barnes:

*Buenas yan Håfa Adai!* We respectfully request to file for record the creation of the Attorney Level 5 (Managing Attorney) position within the classified service in accordance with §6303, Title 4 of the Guam Code Annotated. The creation of this position is a result of the Position Classification, Compensation and Benefits Study and as implemented by the Guam Competitive Wage Act of 2014. This position is for use by the Public Defender Corporation and is the classified counterpart position of the Deputy Attorney General position as established by §30106, Chapter 30, Title 5 of the Guam Code Annotated.

Attached is a copy of the class specification for the Attorney Level 5 position. Should you have any questions or require additional information, please contact the Human Resources Division at 475-1201/1219. *Dångkolo na Agradesimiento!*

*Benita Manglona*  
BENITA A. MANGLONA, Director  
Department of Administration

Attachments

Acknowledged By:
Legislative Secretary/Majority Whip Mina' Trenta Dos Na Liheslaturan Guåhan Date:

1513

Office of the Legislative Secretary  
Senator Tina Rose Muna Barnes  
Date 4-16-14  
Time 1:37  
Received by: [Signature]



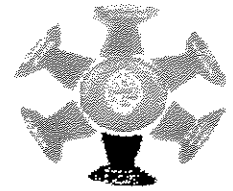
**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUAM  
(GUBETNAMENTON GUĀHAN)

DEPARTMENT OF ADMINISTRATION  
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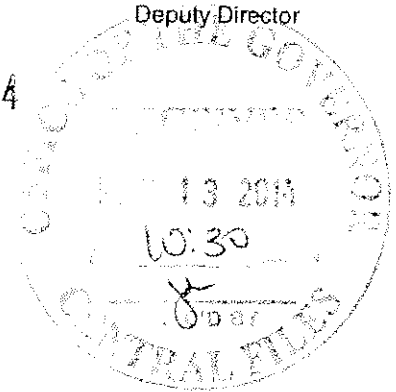


**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

HRD NO.: OG-11-0191-B  
MEMORANDUM

FEB 26 2014

To: The Governor  
From: Director, Department of Administration  
Subject: Proposed Creation, Amendment and Establishment  
RE: Attorney Level 3 – Level 5



*Buenas yan Håfa Adai!* This is to respectfully request your approval to create and establish an Attorney Level 3 position and an Attorney Level 4 position. Your approval is required pursuant to §6303 c (2), Chapter 6, Title 4 of the Guam Code Annotated (GCA). These positions will be utilized by the Office of the Attorney General and such other departments and agencies that may employ these positions.

The creation and establishment of these positions are required for full implementation of the Attorney Pay Plan. The Attorney III and Attorney IV positions established pursuant to 6208, Chapter 6, Title 4 of the Guam Code Annotated is amended as Attorney Level 3 and Attorney Level 4, respectively within the classified service. The creation of an Attorney Level 5 (Managing Attorney) within the classified service is required as well. This position manages lower level professional attorneys and other administrative support and investigative staff. The unclassified counterpart position to the Attorney Level 5 is the Deputy Attorney General position established pursuant to §30106, Chapter 30, Title 5 of the Guam Code Annotated and shall be paid utilizing the salary range of the Attorney Level 5 (Managing Attorney). The Attorney Level 5 (Managing Attorney) position may be utilized by the Unified Courts of Guam and the Public Defender Corporation.

Both our department and the Office of the Attorney General have fully complied with the requirements of the transparency law as set forth in §6303 c of Chapter 6, Title 4 of the Guam Code Annotated. Should you have any questions or require additional information, please contact the Human Resources Division at 475-1219/1201/1265. *Dangkolo na Agradesimiento!*

*Benita Manglona*  
BENITA A. MANGLONA

// Approval  
// Disapproval

*[Signature]*  
EDDIE BAZA CALVO  
GOVERNOR OF GUAM

Date FEB 26 2014

**ATTORNEY  
LEVEL 5  
(Managing Attorney)**

**DESCRIPTION OF WORK:**

Able to handle all levels of core assignments of that of a Level 1 through 4 attorneys.

Manages attorneys in a section or manages a legal program.

Manages, advises, trains and mentors attorneys, interns, and other employees.

Handles internal personnel and administration issues, resource management and case flow, and to an extent, budgetary issues for the division, section or legal program.

Provides key input into the development of policies and procedures for the management of the office.

Provides management, guidance and mentoring to attorneys and employees in a section or program on all matters including complex legal matters.

Plays key role in development of agency strategy, policy and plans for improvement.

**MINIMUM EXPERIENCE AND TRAINING:**

Eight (8) or more years of progressively responsible experience as a licensed attorney including one (1) year of supervising attorneys, or managing a legal program, and graduation from a law school accredited by the American Bar Association.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing.

**NOTE:**

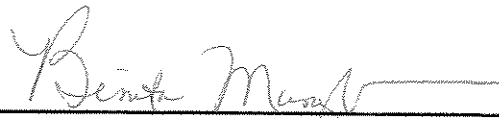
Please see the Supreme Court of Guam's Rules Governing Admission to the Practice of Law for those applicants not currently licensed to practice law on Guam.

**ESTABLISHED:**



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**EDDIE B. CALVO**  
**GOVERNOR OF GUAM**



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**BENITA A. MANGLONA, DIRECTOR**  
**DEPARTMENT OF ADMINISTRATION**