

GOVERNMENT OF GUAM  
Office of the Governor  
Agana, Guam

EXECUTIVE ORDER NO. 63- 26


REORGANIZATION OF THE DEPARTMENT OF  
LABOR AND PERSONNEL

Pursuant to the authority vested in me by Sections 6(b) and 9(c) of the Organic Act of Guam, it is hereby ordered as follows:

1. The attached organization and functions of the Department of Labor and Personnel are hereby approved and promulgated, and shall be in force and effect as of the 21<sup>st</sup> day of November, 1963.

2. All prior memoranda and executive orders issued in conflict with the provisions of the attached organization and functions of the Department of Labor and Personnel are hereby superseded.

Dated at Agana, Guam, this 21<sup>st</sup> day of November, 1963.

  
MANUEL F. L. GUERRERO  
Governor of Guam

COUNTERSIGNED:



DENVER DICKERSON  
Secretary of Guam

ORGANIZATION AND FUNCTIONS OF THE  
DEPARTMENT OF LABOR AND PERSONNEL

Section 1. The Department of Labor and Personnel shall consist of the Office of the Director, Retirement and Records Division, Staff Services Division, Wage and Hour Division, Workmen's Compensation and the Guam Employment Service.

Section 2. Office of the Director. The Office of the Director shall be the supervising and policy-making office for the Department of Labor and Personnel. The Director of Labor and Personnel shall be the head of the Department of Labor and Personnel and the chief official of the Office of the Director. The Director shall be charged with the over-all direction, operation and coordination of the Department of Labor and Personnel in the administration of the personnel program of the Government of Guam. Ex-Officio, the Director serves as chairman of the Board of Trustees, Government of Guam Retirement Fund, Executive Secretary of the Personnel Board, and the Minimum Wage Commissioner.

Section 3. Retirement and Records Division. This Division shall be responsible for the administration of the Government of Guam retirement system and the maintenance and upkeep of an adequate personnel records program. The Division shall establish, maintain and operate an accounting system suitable for an efficient retirement system, and act as the official clearing house in the effecting of all personnel actions, as well as the preparation of related reports and statistics. The Division shall also be responsible for the administrative functions of the Department of Labor and Personnel which will include preparation of the department's budget, allotment of funds and control of expenditures and other related functions.

Section 4. Staff Services Division. The Office of the Staff Services Division shall consist of the Recruitment Branch, Classification Branch, and Overseas Processing and Travel Branch. The Chief of Staff Services Division shall be the supervising head of the Division. This Division shall be responsible for the technical aspects of personnel administration, the chief functions of which are position classification, recruitment and examination.

a. Classification Branch. This Branch shall be responsible for the maintenance of the classification and compensation plan of the Government of Guam. It deals with classification studies involving allocation or reallocation as well as salary studies for pay equity, and the preparation or revision of class specifications.

b. Recruitment Branch. This Branch shall be responsible for conducting job analysis prior to publication of examination announcement of anticipated or existing job vacancies of the Government of Guam. This includes the processing of applications to determine the eligibility of applicants to participate in the examinations, the scheduling and administration of all examinations in order to recruit and promote competent persons, and the establishment and certification of eligibles.

c. Overseas Processing and Travel Branch. This Branch shall be responsible for the recruitment processing

of personnel from off-island to be employed with Government of Guam and handling of transportation arrangements for (1) Government of Guam officials traveling abroad on official business, (2) off-island personnel traveling to and from Guam on contractual appointment, and (3) local resident citizens to be employed with the Government of Guam under the provisions of Section 4110.1 of the Government Code of Guam.

Section 5. Wage and Hour Division. The Office of the Wage and Hour Division shall be responsible for the establishment of minimum wages, payment of wages and other employment standards. This office shall be responsible also for the enforcement of the provisions under the Minimum Wage and Hour Act of Guam (Title XLII, Government Code of Guam). The Director of Labor and Personnel, who is the Minimum Wage Commissioner, is the chief official of the Office of the Wage and Hour Division.

Section 6. Workmen's Compensation Commission. The Office of the Workmen's Compensation Commission is located in the Department of Labor and Personnel for cognizance only. This office shall be responsible for providing compensation for injury, disability or death to employees arising out of and in the course of their employment pursuant to the Workmen's Compensation Law (Title XXX, Government Code of Guam). The Deputy Attorney General, as collateral duty, serves as the Workmen's Compensation Commissioner.

Section 7. Guam Employment Service. The Office of the Guam Employment Service shall be responsible for providing the establishment of a free public employment service under the provisions of the Employment Service Law (Title XL, Government Code of Guam). The Employment Service Administrator shall be the supervising head of the Guam Employment Service.