

INTRODUCTION

AHRD, a 100% federally funded entity, is responsible for the coordination of all manpower needs, assessments, and employment programs funded under the Comprehensive Employment and Training Act (CETA). However, effective October 1, 1983, through enabling legislation, a new program, namely, the Job Training Partnership Act (JTPA) will replace the CETA program.

To effectively operate, Administration -- which consists of the Director and the Deputy Director -- recognizes the need to implement a reorganization plan for the Agency. The two (2) main objectives of this reorganization are as follows:

- (1) To meet the present requirements of the closeout of the CETA program and the implementation of JTPA, while working within the Agency budget; and
- (2) To align the organization for the requirements under the Job Training Partnership Act (JTPA) of 1982.

This reorganization is designed to address the two requirements -- where a realignment of the various sections and functions would not be altered. However, where Administration recognizes the need for changes, these changes will only affect positions and not the overall section itself. Positions will either be upgraded or downgraded, increased or decreased, according to workload. The number of positions in the Agency will be determined by workload and funding availability.

Therefore, to improve the effectiveness and to achieve better standards or higher proficiency through the allocation of Agency personnel, the ensuing reorganization plan is herewith established.

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ORGANIZATION AND FUNCTIONS
OF THE
AGENCY FOR HUMAN RESOURCES DEVELOPMENT

SECTION 1

The Agency for Human Resources Development (AHRD) shall consist of the Office of the Director, the Office of the Deputy Director, which shall be charged with the overall supervision and administration of the Independent Monitoring Unit (IMU); Service Delivery Area (SDA) which consists of Job Search and Job Development and Management Information System Branch (MIS); Fiscal Division; Methods and Results Division (M & R) and the Administrative Services Division.

This organizational structure is designed to absorb the requirements under the Job Training Partnership Act (JTPA), with emphasis on the partnership between the private sector and the Government of Guam, and the need to provide administrative support to the State Job Training Coordinating Council (SJTCC) and the Private Industry Council (PIC).

SECTION 2

ADMINISTRATION

Office of the Director. The Office of the Director shall be staffed by the Director, the Private Secretary, the Special Assistant to the Director, and other administrative personnel as are deemed necessary.

The AHRD Director is responsible for overseeing the implementation of comprehensive manpower services programs, especially as it reflects policy plans and development of CETA, JTPA, and other related functions. He shall be responsible for the implementation of all rules and regulations under the Job Training Partnership Act (JTPA).

The Director shall direct, monitor, evaluate, and make appraisal of overall program implementation. The Director reports directly to the Prime Sponsor, Governor of Guam, and shall be the Governor's designee responsible for the effective planning and administering of all CETA and JTPA programs locally.

This office shall direct and coordinate the operations and activities of and establish policies for the Agency. The Director is empowered to appoint, reprimand, or remove any employee of the Agency. He shall be charged with overall management, supervision, direction and control of the Agency for Human Resources Development and shall have general authority, responsibility, and accountability in the general operation of the whole agency. The administration of all laws and statutes, rules and regulations, executive orders, policies, procedures and all other authority and responsibility assigned to the Agency shall be enforced by the Director.

The Director shall also be responsible for the continuing review of the Agency's organizational and operational structure and shall initiate whatever internal organizational expansion or changes that are deemed necessary.

Office of the Deputy Director. The Deputy Director is responsible for assisting the Director with the overall operations of the Prime Sponsor's programs. He shall also serve as the primary staff member in administering activities for the Service Delivery Area (SDA) under the Job Training Partnership Act (JTPA).

The Deputy Director shall be the Chief of Administration for the Agency. He is responsible for providing supervision of Agency personnel. In addition, he shall be responsible for the administrative functions of the agency and shall assume and exercise all other powers and duties as are delegated and assigned to him by the Director.

In the absence of the Director, the Deputy Director shall assume full responsibility of the operations of the Agency.

Independent Monitoring Unit (IMU). The Independent Monitoring Unit is responsible for the internal program management procedures to ensure against fraud and program abuse relative to the Comprehensive Employment and Training Act (CETA); periodically monitors and reviews through on-site visits and program data, all program activities and services, program administration and management practices supported with funds under the Act in order to ensure compliance with the Act, the regulations and the terms of any Subagreement; compiles findings and makes recommendations to the Director of the Agency (AHRD); works independently of every division of the Agency under the direct supervision of the Director.

Effective October 1, 1983, this unit will merge with and become part of the Methods and Results Division.

Administrative Services Division. This division is responsible for providing secretarial/clerical services to all divisions of the Agency; performing all clerical and documentation activities required for participant processing; coordinating and establishing the Agency's mail distribution and information dissemination system; assisting the Director in coordinating and scheduling of staff meetings and related administrative activities; establishing and maintaining the Agency's central filing system; and coordinating all official travel for staff members.

Administrative Services Division shall be responsible for developing, administering, and managing the personnel records, activities, and transaction of all personnel in the Agency. This division shall also provide technical interpretations, advice, counsel and assistance on policies and procedures of personnel rules and regulations.

In addition, it shall provide policies and procedures for other support services such as procurement and requisitioning, inventorying, storekeeping services and manpower utilization. The solicitation of bids for Agency services requirements, maintaining records of all supplies and equipment transactions; organizing and coordinating all preventive maintenance procedures for all machines, equipment, furnitures and fixtures; establishing policies on the issuance of materials, supplies and equipment shall be handled by this division.

Administrative Services shall also provide messenger services for the Agency and shall perform other administrative tasks as directed.

Equal Employment Opportunity (EEO). This office shall perform EEO/AA activities such as developing complaint procedures and processing complaints; developing Affirmative Action Plan and ensure compliance; developing monitoring instruments; ensuring non-discrimination and equal employment opportunity for participants, staff and applicants under CETA/JTPA in all aspects of its operations, and in all areas of its employment practices; assure that there is no discrimination in the recruitment, testing, selection and hiring processes on the grounds of race, creed, color, handicap, national origin, sex, age, marital status, political affiliation or beliefs except as are required by the eligibility requirements of each CETA/JTPA titles.

SECTION 3

SERVICE DELIVERY AREA (SDA)

Service Delivery Area Division. This division is responsible for providing outreach and intake services to applicants and all direct services to participants. Managing the training programs to include follow-up of participants status and provide counselling to ensure successful completion of program activities and to gain unsubsidized employment. Developing and monitoring all participants and contracts; performing 30-day reviews of participants' eligibility for continued participation in the CETA/JTPA programs; following-up on job placements and retention. Researching and developing corrective action plans for deviation in excess of + 15% on quarterly reports to satisfy Federal requirements; developing and issuing monthly reports of participants status and contractor performance and activities. Developing jobs to match participants desire and qualifications on their Employment Development Plan. Provide labor market orientations to participants to enhance their entrance into unsubsidized employment.

A. Job Search & Job Development. This branch is responsible for assisting participants in obtaining unsubsidized employment through employment counselling and orientations. The duties consist of interviewing applicants to formulate an employment development plan to properly enroll them in employment/training activities according to their education, experience, and desire. Interview and evaluate the progress of participants and updating their employment development plan every 60 days to determine if they should continue with their training or be transitioned into unsubsidized employment. Provide labor market orientations to participants to include job applications and/or resume preparations. Research and obtain training film on job search and job interview techniques. Conduct an islandwide solicitation of all public and private sectors to develop jobs with prospective employers for direct placement or on-the-job training. Establish linkage with Government of Guam agencies and military activities to obtain listing of job openings. In addition, this branch is responsible for implementing program activities, namely, Work Experience (WE), Classroom Training (CT), and On-the-Job Training (OJT). Activities include follow-up of development and assignment of training or worksites for participants, follow-up of participant status, and provision of counselling to ensure successful completion of program activities to gain unsubsidized employment. Monitors all participants performance and projects according to the contracts and prepares reports on findings.

This branch is also responsible for the initial eligibility determination of all applicants referred by Guam Employment Service, Department of Labor. The functions involve the processing/interviewing of applicants and assessments of information/data provided to determine eligibility prior to enrollment and to decide whether CETA/JTFA can offer the applicant those services or activities which will enable the applicant to obtain unsubsidized employment and increase earned income. Initiate 45-day update/review on the original applications if there is greater than a 45-day period between the time of application and enrollment. Maintain statistical information on all applicants significant segment such as Age, Sex, Education, Head of Household, Race/Ethnic Group, etc. Establish and maintain applicant pool on those

individuals meeting the eligibility requirements. Provide listings of eligible applicants to MIS for enrollment. Perform other related tasks as directed.

B. Management Information System Branch (MIS). This branch is responsible for the enrollment and termination processings of all CETA/JTPA participants to meet the planned program objectives as indicated in the Program Planning Summary (PPS). This branch is also responsible for maintaining all participant data, performing reviews and verification of eligibility and developing and preparing monthly management reports. Duties include developing and maintaining systems to retain participant and applicant information; tracking participation for all participants; performing 30-day reviews of eligibility; following up on job placements and retention; developing and issuing management reports of performance by title, by program operator, by counsellor and job developer; developing and issuing enrollment and termination reports; reporting on results of 30-day reviews; performing work processing duties; performing related tasks as directed.

SECTION 4

FISCAL DIVISION

This division is responsible for financial management of all CETA and JTPA grant funds. Functions include developing and maintaining systems to plan, account for, and report on expenditures of program funds; monitoring financial performance of all program operators; maintaining and controlling of all time and attendance records of AHRD staff and program participants; developing and modifying administrative cost pool subpart of the CETA and JTPA programs; assisting divisions in the development of BIS information; preparing all AHRD financial reports;

researching and developing corrective actions for deviations in excess of $\pm 15\%$ on quarterly reports to satisfy Federal requirements; developing budgets; resolving audit exceptions; conducting pre-audits of contractors expenditures; issuing payments to contractors and participants; developing and managing financial reporting systems for program operators; developing and issuing monthly reports of all program activity divisions; reviewing planned vs actual expenditures by title (cost category and program activity) and contractor; coordinating with other divisions on internal program expenditures; and performing related tasks as directed.

SECTION 5

METHODS AND RESULTS DIVISION (M & R)

This division is responsible for strategic planning, design and development of programs to ameliorate unemployment and underemployment conditions and related problems for economically disadvantaged persons within the Territory of Guam. It is responsible for identifying and providing linkage with organizations and information sources which impact on the operations of CETA/JTPA administration and field operations. It is responsible for coordinating, integrating, and disseminating information relative to regulatory and policy mandates required by the U.S. Department of Labor, other Federal and local statutory provisions.

Specific work elements include:

1. Development of employment training, and job development programs, goals, objectives, tasks and strategies;
2. Collect, review and analyze information related to the labor market and economic conditions, job opportunities, and demand occupations;
3. Assist in the development of general policies as they

relate to the administration of the division and the delivery system;

4. Identification of population significant segments through demographic and geographic analysis and their needs for employment and training services;
5. Development of program designs for new sources of funds;
6. Identify and formulate other non-CETA/JTPA resources that would benefit the Territory's comprehensive delivery system;
7. Develop linkage with outside agencies for purpose of improving and facilitating services to participants;
8. Coordinate legislation analysis; identify potential impact on CETA/JTPA delivery system; provide recommendations for changes relating to the division and the overall service delivery system;
9. Provide training for Prime Sponsor staff; provide training for CETA/JTPA contractor staff; and then provide technical assistance to CETA/JTPA contractors; the State Job Training Coordinating Council and the Private Industry Council; and
10. Conduct a continuous evaluation of CETA and JTPA programs to measure effectiveness and provide recommendations for improvement.

Special projects evolving from the above work elements include development of annual Comprehensive Employment and Training Plan, consisting of a Master and Annual Plan; development of Requests for Proposals for specific CETA/JTPA programs; development and maintenance of Memoranda of Understanding and financial agreements with other employment and training agencies; develop and maintain Prime Sponsor subgrant, subrecipient agreements and subcontracts, including any modifications that may be required thereto; exchange of information with related agencies and agency divisions; the preparation and

processing of documents for the review of the Prime Sponsor; the Private Industry Council, and the State Job Training Coordinating Council, and the U.S. Department of Labor; develop and research labor market data for distribution and use by other divisions; conducting feasibility studies; developing and monitoring non-financial agreements with the local Department of Labor, educational agencies and institutions, and other agencies providing related client services; providing training for Prime Sponsor staff and Prime Sponsor CETA/JTPA subgrant/sub-recipient staff; providing technical assistance to CETA/JTPA sub-contractors.

Other functions include performing clearinghouse and other administrative and technical activities for the director; serving as staff support to the manpower services; State Job Training Coordinating and Private Industry Councils; performing EEO/AA activities such as developing Affirmative Action Plan and ensure compliance, developing monitoring instruments and perform other EEO related activities; coordinating the exchange of information both in-house and outside the Agency, including public releases and other PIO related functions.

Effective October 1, 1983, M & R will absorb IMU and EEO functions and activities.

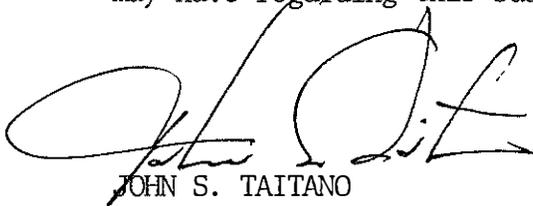
APPROVED BY:



JOHN S. TALTANO, AHRD DIRECTOR

The Governor,
Re: AHRD Reorganization
July 5, 1983,
Page Two.

I would be more than happy to respond to any questions or comments you may have regarding this submission.

A handwritten signature in black ink, appearing to read "John S. Taitano". The signature is fluid and cursive, with a large initial "J" and "S".

JOHN S. TAITANO

Attachments

AGENCY FOR HUMAN RESOURCES DEVELOPMENT

ORGANIZATIONAL CHART

JOB TRAINING PARTNERSHIP ACT (JTPA)

