

August 31, 2014



Citizen-Centric Report  
FY 2013

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**Strategies**

- IMAGINE GUAM is a youth educational initiative “Classroom to Careers” program in delivering an economic development strategy which produces the career workforce and entrepreneurs to build the economy focusing on youth, a strong workforce that will build new industries and strengthen existing ones.
- HIRE LOCAL a new direction to ensure quality jobs from leading and practical workforce development strategies investing in a strong, highly trained, and skilled local workforce that supports increased economic opportunities for Guam residents and collaboration with business, federal and non-governmental organizations and faith based communities.
- Guam became a member of the National Association of State Workforce Agencies (NASWA) to take advantage of the no-cost online labor exchange solution made available to state workforce agencies through the National Labor Exchange (NLX) initiative with DirectEmployers Association. DirectEmployers Association is a nonprofit HR consortium of leading global employers formed to improve labor market efficiency through the sharing of best practices and technology.
- NASWA participation assists Guam Wagner-Peyser funded workforce personnel to be better informed, aware of current and innovative initiatives, and obtain information what other states and territories are doing to improve programs and services.



*About Us*

**Mission Statement**

The Guam Department of Labor (GDOL) fosters and promotes the welfare of the job seekers and wage earners, by improving their working conditions, advancing their opportunities for profitable employment, helping employers find workers and tracking changes in employment, prices and other national economic measurements.

As mandated by Guam Public Law 9-238, Title XLVI, Chapter 1, Section 48052, the Guam Department of Labor’s purpose shall be: **“To foster, promote and develop the welfare of the wage earners of Guam, to improve their working and living conditions, and also to advance their opportunities for occupational training and profitable employment.”**

The Agency for Human Resources Development (AHRD) used to be operated under the administrative supervision of the Guam Department of Labor (GDOL), pursuant to Executive Order No. 2003-16. However, with the issuance of Executive Order No. 2011-08 in March 2011, AHRD was restored to its prior status, making it a distinct executive agency and thus became separated from the GDOL as to its administrative supervision and control. In May 2013, the process of physically separating the AHRD from the GDOL began with the submission of a bid for a new office space lease.

**Strategic Goals**

- Promote and Safeguard the employment and job opportunities for the citizens of Guam.
- Ensure safe working conditions
- Ensure compensation for work related injuries and illnesses
- Encourage, Promote and Develop Occupational Training and Opportunities

- Ensure the payment of lawfully earned wages
- Enforce minimum wage and hour standards
- Ensure equal employment opportunities and treatment of workers

**Organizational Structure**

Employment & Training

The Department provides employment assistance and placement to employers and prospective job seekers. As a working partner in the Guam American Jobs Center (AJC), the Department provides Employment Services authorized under the Wagner-Peyser Act, such as job placement assistance, outreach and consultation to increase the awareness of employment practices; senior employment and training programs under the Senior Community Service Employment Program (SCSEP), as authorized by the Older American Act; Alien Labor Processing and Certification (ALPCD) program, as authorized by the U.S. Immigration and Nationality Act; Registered Apprenticeship Program; Job Corps Services through a Cooperative Agreement with the Hawaii Job Corps Center; and the Veterans Employment and Outreach Services through the Job for Veterans State Grants (JVSG); and labor market information.

Regulatory and Compliance - Worker Protection

The Department’s mission is also to assure that every working man and woman in the workplace has safe and healthful working conditions. The Division of Occupational Safety and Health (DOSH) and the OSHA Consultation Program (a cooperative agreement with the U.S. Department of Labor), the Fair Employment Practice Office (FEPO) with delegated authority from the U.S. Equal

Employment Opportunity Commission (EEOC), the Bureau of Women Affairs, and the Workers Compensation Commission (WCC) ensure the safety and health of Guam’s workers by setting and enforcing workplace safety and health standards; delivering effective enforcement; providing training, outreach and education; investigating discrimination complaints; and encouraging continual improvement in workplace safety and health.

The Wage and Hour Division is responsible for administering and enforcing a number of federal and local labor laws that establish the minimum standards for wages and working conditions on the island. The Fair Labor Standards Act (FLSA) minimum wage provisions, the Davis-Bacon Act, the Service Contract Act (SCA), and the prevailing wage laws provide a floor for the payment of fair wages and related benefits, while the FLSA overtime provisions are intended to broaden work opportunities and promote and sustain employment.

Statistics

The Bureau of Labor Statistics (BLS) produces relevant statistics reflecting labor market activity and working conditions. Statistics collected and produced by BLS support the formulation of economic and social policy by providing data for analysis and decision-making.

Volunteerism & Service

The Department promotes the spirit of volunteerism, community service and civic engagement through the AmeriCorps Program. By virtue of Executive Order 2005-11 the Department administers funds received by the Corporation for National Community Service. This program is governed by the Governor’s Commission on Volunteerism known as “The Serve Guam Commission”.

# Performance - Employment, Training, Compliance & Statistics

## Employment & Training

Guam's state plan and plans of work have been modified to ensure that a continuum of education and training opportunities support the development of a skilled and competitive workforce. Life Long learning has been prioritized as the key driver to improve workforce development and provide action steps to transform the learning continuum as it relates to talent development. A snapshot of the department's activities for Program Year 2012 and Program Year 2013 is identified in graph form

below that demonstrates the activities for the last two program years.

**Graph 1 - Employer Services:** Total number of job openings received in PY2012 and PY2013 by Industry.

**Graph 2 - Participant Services:** Services provided to individuals receiving services from programs available at American Job Center, Guam.

**Guam Registered Apprenticeship Program.** The Guam Registered Apprenticeship Program (GRAP) provides tax credit incentives to eligible businesses that employ ap-

prentices who are duly enrolled and registered in the program. Eligible businesses are entitled to tax credits against their gross receipts tax liability equal to fifty percent (50%) of the eligible training costs paid or incurred by the business.

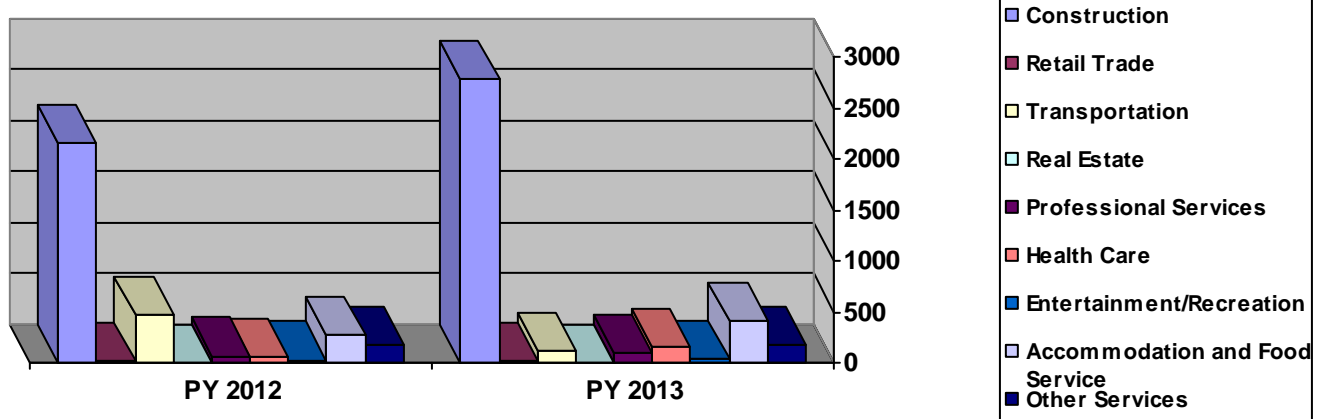
### GDOL Labor Clinics

The Department of Labor conducted clinics to include Fair Labor Standards Act, Fair Employment Practice, Workers Compensation, Occupational Safety & Health, Guam Regis-

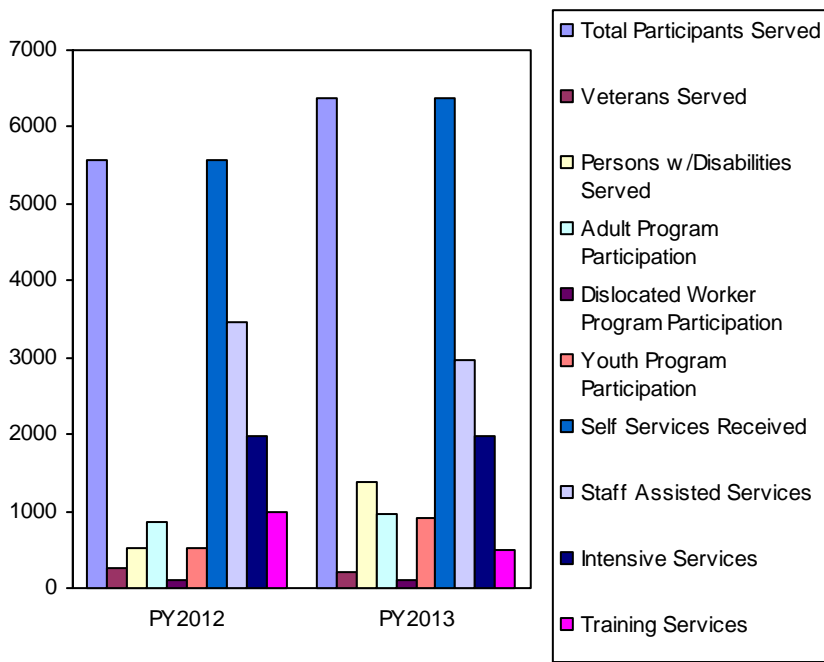
tered Apprenticeship Program, and Registered Apprenticeship Partners Information Data Systems. The clinics are aimed at providing training to private sector employers on labor rules and regulations. A total of 179 private sector supervisors and managers attended these clinics.

In addition, GDOL hosted the Equal Employment Opportunity Clinic, which was conducted by the Director, EEOC Office, Honolulu, Hawaii. A total of 72 private and public sector EEO personnel participated in this clinic.

**Graph 1 - Employer Services - Job Openings by Industry**



**Graph 2 - Participant Services**



### Guam Registered Apprenticeship Program - FY 2013

Total Number of Participating Employers (Work Sponsors): 10  
 Total Apprentices: 138  
 Total Tax Credit Issued: \$1,500,981.00

### Labor Clinics FY 2013

Labor Clinic	# of Sessions	Participants
Fair Labor Standards Act	4	40
Fair Employment Practice	3	45
Workers Compensation	4	59
Occupational Safety & Health	1	10
Alien Labor Processing and Certification	1	4
Guam Registered Apprenticeship Program	1	4
Registered Apprenticeship Partners Information Data Systems	1	17

*Performance-Employment, Training, Compliance & Statistics-FY2013*

**H2B Compliance**  
 Number of Identification Cards Issued: 1,607  
 Number of Worker Housing Inspections: 23  
 Number of Job Site Inspections: 101  
 Number of Citations Issued: 30  
 Total Registration Fees Collected: \$1,256,165.20

**Wage & Hour Compliance**  
 Routine Investigations: 2  
 Complaint Investigations: 103  
 Enforcement of Wage Determinations: 5  
 Collection of Back Wages: \$143,650.64  
 Certificates to Employ Minors: 16  
 Outreach/Education Awareness Classes: 24

**Fair Employment Practice**  
 EEO Inquires 1,469  
 EEO Charges Formalized 76  
 EEO Charges with Resolution: 41  
 EEO Outreach - H2B Employers: 102  
 EEO Workshops Conducted: 3

**Statistics - Reports Produced**  
 Current Employment Report - Quarterly  
 Occupational Safety & Health Statistics  
 Annual Census of Establishments  
 State Occupational Employment and Wage  
 The Unemployment Situation on Guam - Quarterly

**Worker's Compensation Commission**  
 Total Accidents Reported - Public: 308  
 Total Accidents Reported - Private: 2,287  
 Total Compensation Payments: \$24,874.20  
 Public Obligations Line Agencies: \$634,947.41  
 Medical Obligations Autonomous: \$103,424.63

**OSHA On-Site Consultation\***  
 Initial Investigative Visits: 84  
 Investigative Follow-up: 0  
 Total Visits: 100

\*Investigative visits and follow-ups may not necessarily add up to Total Visits due to other categories not shown.

**Senior Community Service Employment Program (SCSEP)**  
 Total # Participated: 132  
 Unsubsidized Placement: 5

**Bureau of Women's Affairs**  
 Community Engagements:  
 GHC Point-In-Time Count across the community for homeless individuals.  
 First Lady Christine S. Calvo's Proclamation Signing to recognize and honor 16 Guam Council Women's Clubs for their continued contribution to the community. (101 women participated)  
 Women's Veterans Conference in partnership with the Guam Veterans Affairs, West Care Pacific Islands, and Unique Pacific Resources. (135 women participated)  
 Guam Homeless Coalition Passport-To- Services (235 registered)

*Financial Highlights - FY2013 Expenditures*

<u>Category</u>	<u>Federal</u>	<u>General</u>	<u>Special (MDF)</u>
<b>Personnel Cost</b>	<b>\$1,833,871</b>	<b>\$883,055</b>	<b>\$303,503</b>
<b>Non-Personnel Cost</b>	<b>\$2,754,481</b>	<b>\$693,912</b>	<b>\$86,988</b>

Note: SCSEP Program participants' wages and benefits are included in the Non-Personnel cost category.



Please visit our website:  
<http://dol.guam.gov>

## Community Programs

### *Bureau of Women's Affairs*

FUNDAMENTALLY, the Bureau of Women's Affairs as established by P.L. 21-23 in 1991, is to formulate policies to eliminate gender discrimination; to make recommendations on issues that are of concern to women; submit recommendations to the Guam Legislature "addressing the gender inequities in current laws", and to closely monitor issues and legislation on gender discrimination. When the Bureau was transferred to Department of Labor by the Governor's Executive Order No. 88-14 in 1991, DOL focused on social issues that were detrimental to successful employment and advancement. As ambitious as it has been, the Bureau continues to concentrate on community efforts, to include:

- Collaboration with Employers' Associations and Employers Human Resource Directors for employment and training opportunities in the private sector.
- Social networking with community-based organizations for successful referrals and assistance.
- Assisting those who have been trying to find employment.
- Assisting those who have been having difficulties obtain-

ing help for benefits and housing.

- Assisting those currently under the poverty level with employment, housing and childcare, especially homeless individuals.
- The advancement of women in the workplace through education and training.
- Addressing the issue of violence against women and children.
- Promoting healthy women and children, and,
- Promoting Workplace flexibility, and most importantly,
- Advocating for a reliable and workable Mass Transit System.

In addition, the Bureau of Women's Affairs plays a role in facilitating contacts with various public and private agencies by becoming an active member among private and public agencies, giving voice to the multiple issues affecting the lives of women and their families from denied benefits, pending application for welfare and food stamp, application for government housing and Section 8, referrals to employment and training.

### *Serve Guam Commission*

The *Serve Guam Commission* was established by Executive Order No. 2005-22 on June 2, 2005, establishing the Commission for National and Community Service, known as the Serve Guam! Commission (SGC). In addition to AmeriCorps State programs, establishment of the commission will also avail the people of Guam to other community-based programs under CNCS, such as Senior Corps, AmeriCorps \*Vista, AmeriCorps Alums and Learn & Serve. AmeriCorps has six strategic initiatives:

1. Education
2. Environmental Stewardship
3. Economic Opportunity
4. Disaster Preparedness
5. Healthy Futures
6. Veterans & Military Families

### *AmeriCorps Programs on Guam:*

1. Ayuda Para I Komunidat, Sanctuary, Incorporated
2. Pa'a AmeriCorps
3. AmeriCorps Guam Homeland Security
4. AmeriCorps TATUHA Inc., Guam Volunteer Center
5. AmeriCorps Guahan Academy Youth Project

