

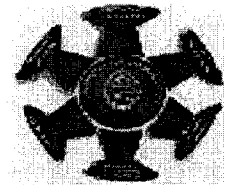


Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

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FEB 06 2012

HRD NO.: OG-12-0039

MEMORANDUM

To: Manager, Human Resources Division
From: Assistant Manager, Human Resources Division
Subject: **Proposed Amendment and Creation**
RE: Child Support Enforcement Officer Series

Buenas yan Háfa Adai! This is in reference to the desk audits that were conducted on November 14, 2007 for the Investigator positions within the Department of Law, Child Support Enforcement Division pursuant to Public Law 28-154, which authorized the public safety and law enforcement compensation review.

The Child Support Enforcement Division is responsible for advocating for children and families through the location of absent parents, establishment of paternity, establishment of court ordered obligations and the enforcement and distribution of child support collection. This Division is also responsible for updating and ensuring compliance of federal and local mandates regarding child support.

As a result of our review, it was found that the duties and responsibilities performed were consistent with that of the Child Support Enforcement Officer (CSEO) series of positions. However, the Child Support Enforcement program has evolved over the years, which has resulted in the need to update the classification specifications and job evaluations of the CSEO series.

The following are our findings:

**CURRENT
CHILD SUPPORT ENFORCEMENT OFFICER POSITIONS**

Position Title	Know-How	Problem Solving	Accountability	Total Points	Pay Grade
Child Support Enforcement Officer I	C 2 115	C 2 (22%) 25	B C 29	169	H
Child Support Enforcement Officer II	D 2 132	C 2 (22%) 29	C C 33	194	I
Child Support Enforcement Officer Supervisor	D 2 152	C 3 (25%) 38	C C 43	233	J