JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD

POSITION TITLE: **JUDICIARY SYSTEMS MANAGEMENT COORDINATOR**
POSITION STATUS: [X] Classified [ ] Unclassified [ ] P/T [X] F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E II 3 = 304 (PS) E 3 (38) = 115 (AC) E 3 C = 132
TOTAL POINTS: 551 PAY GRADE: P
DATE ESTABLISHED: August 2014 PREPARED BY: Human Resources Staff

CONCURRED: _____ APPROVED: _____
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:
This is complex professional work involved in the planning, managing and integrating of the Judiciary's information software system.

Under the general direction of the Administrator of the Courts or his designee, an employee in this class works independently to oversee all of the software programming issues related to the Judiciary's information system unrelated to hardware set-up, configuration or maintenance.

Duties performed are drafting and establishing system business practices and protocols for the Judiciary's information software system including, but not limited to, the following: Case Management System (CMS), Financial Management Division's accounting and payroll systems and Courts & Ministerial's Jury Management System.

ILLUSTRATIVE EXAMPLES OF WORK: (The following duties are illustrative and not exhaustive. The omission of specific statement of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.)

Develops and assists in the development of goals and objectives for a structured information systems that meets the Judiciary's mission statement, vision and strategies.

Coordinates information system projects with various justice related entities integrating with the Judiciary's automated system.

Provides hands-on guidance in user interfaces, implementing object-oriented techniques, accessing data collection, working with XML, debugging, and handling exceptions.

Diagnoses and modifies internal court information systems throughout the Judiciary, and in collaboration with other criminal justice organizations and government entities.

Develops and implements system projects for the courtrooms and Divisions.

Coordinates project management including integration, planning, organization and communication with administrative personnel in resolving information structure breakdowns, cost management and resource allocation, risk assessment, quality and conflict resolution, and team building.

Creates and designs a manual with emphasis on readability, accessibility and usability for court personnel in the use of systems information. Draft manuals that are an asset to the end user.

Coordinates vendor and end user communication in order to troubleshoot problems, design or re-design programs, improve knowledge of system information, and assist in resolution of end user issues. Define goals and deliverables with vendors.

Provides the Judiciary with regular reports and analysis of all court information projects, recommend new and continuing projects that improve the workload of the Judiciary in response to environments/community expectations and demands.

Coordinates with other criminal justice stakeholders in the utilization, understanding, and sharing of the Judiciary's information systems.

Assists in development and management of long range budget projections and project expectations within the Judiciary and among criminal justice organizations and other governmental stakeholders.

Researches, writes and applies for grants.

Assists division managers in the development of policies and procedures related to specific divisional projects and programs utilizing the Judiciary's information system.

Maintains and provides statistical analysis of criminal justice data and reports for grantor and public purposes.

Provides training and oversight of system information training.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge and thorough understanding of legal workings of the justice system, and specifically court operations for the Judiciary of Guam.

Knowledge of program and/or project administration.

Knowledge of computer systems programming and operating procedures.

Ability to prepare process flow and data models.

Ability to demonstrate good leadership, supervisory and management skills to include delegation and follow through.

Ability to mentor, train, motivate, inspire and innovate other personnel in the achievement of goals and objectives.

Ability to analyze, problem solve and make decisions in accordance with federal and local laws, policies, rules and regulations.

Ability to work in independently or in a team oriented collaborative environment, both internal and external.

Ability to be detail oriented and effectively prioritize and execute tasks in a high pressure environment.

Ability to work effectively with the public and employees.

Ability to communicate efficiently and effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation with a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Management Information systems, Public Administration or closely related field, plus four (4) years of relevant work experience in the configuration and implementation of a case management system.

(B) Any equivalent combination of experience and training acceptable by the appointing authority.