



# JUDICIARY OF GUAM

Administrative Office of the Courts

*Human Resources Office*

Guam Judicial Center · 120 W OBrien Drive · Hagatna, GU 96910

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Katherine A. Maraman  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

John O. Lizamu

Administrator of the Courts

Barbara Jean T. Perez

Human Resources Administrator

## JOB ANNOUNCEMENT

**POSITION TITLE:**

**MIS PLANNING & SYSTEM DESIGN  
SUPERVISOR**

**ANNOUNCEMENT NO. 147-2017**

**TYPE OF ANNOUNCEMENT:  
UNCLASSIFIED APPOINTMENT**

**DEPARTMENT:** ADMINISTRATIVE OFFICE OF  
THE COURTS  
**DIVISION:** MANAGEMENT  
INFORMATION SYSTEMS  
**PAY GRADE:** GPP-Q-1 thru GPP-Q-18  
**SALARY:** \$60,482.00 thru \$106,599.00

**APPLICATION WILL BE ACCEPTED FOR THE  
PERIOD:**

**OPENS: AUGUST 22, 2017  
CLOSES: CONTINUOUS UNTIL FILLED**

Provide management, supervision and guidance to the network, infrastructure, and information security of the Judiciary's MIS Systems.

**NATURE OF WORK**

Under the direction of the MIS Administrator, the supervisor will manage the network infrastructure program and ensure that it is compliant with network infrastructure standards and information security policies. This position will provide program and produce management oversight for core infrastructure technology including identity management, DNS, VPN and partner connectivity. It will assist with network architecture planning based on data analysis identification of trends and recommending courses of action and outcomes to assist with infrastructure planning efforts.

- Knowledge of principles of information systems architecture for enterprise-wide system development;
- Outstanding oral and written communication skills;
- Effective team player and great interpersonal relationship skills;
- Must be familiar with local, state and federal laws and requirements to Judiciary IT management;
- Strong ethics and high level of professional integrity;
- Hands-on knowledge of network design and architecture;
- Hands-on knowledge in network permissions, security, access authentication and certificates;
- Hands-on knowledge using Microsoft Windows Active Directory Services, Domain Name Service, Dynamic Host Configuration Protocol in an enterprise network environment;
- Hands-on knowledge in firewall technology and other network security systems;
- Hands-on knowledge in Fibre Channels with Storage Attached Network system;
- Hands-on knowledge with data switching and routing in an enterprise network environment;
- Knowledge of principles and techniques of network security rules;
- Knowledge of network security and firewall configuration as assigned;
- Knowledge of operating platforms;
- Knowledge of principles of Enterprise mail and directory services as assigned;
- Knowledge of file server hardware and repair procedures for file servers;
- Knowledge of design and build of cabling plants and computer facilities as assigned;
- Knowledge of multiple hardware platforms and the interrelationship of different operating systems;
- Knowledge of Role delegation and object creation in Active Directory and Exchange;
- Knowledge of principles and practices of assigned hardware and software troubleshooting and analysis;
- Skilled in monitoring project schedules, status and compliance;
- Skilled in coordinating deadlines and prioritizing competing demands;
- Skilled in researching solutions;
- Skilled in understanding and planning systems and systems testing;
- Skilled in applying troubleshooting techniques for various hardware, software and operating systems;
- Skilled in explaining technical information in a way that promotes understanding by non-technical users;
- Skilled in installing, configuring and maintaining high-capacity network hardware;
- Skilled in detecting, diagnosing, and resolving complex network problems;
- Skilled in applying security rules and policies;
- Skilled in diagnosing and monitoring intrusion detection and preventive systems;

**MINIMUM  
KNOWLEDGE,  
ABILITIES, AND  
SKILLS**


*"The Judiciary of Guam is an equal opportunity provider and employer."*

	<ul style="list-style-type: none"> <li>• Skilled in understanding of system application issues in order to resolve functional issues;</li> <li>• Skilled in project management organization and logistics;</li> <li>• Skilled in understanding and interpreting technical information and manuals;</li> <li>• Highly proficient in using Microsoft Office programs;</li> </ul>
<b>PREFERRED EXPERIENCE AND TRAINING</b>	<p>(A) Graduation from a recognized college or university with a master's degree in Information Systems development/implementation or a related technical field plus four (4) years progressive management responsibility and accountability for planning, coordinating, monitoring and reviewing information system networks inclusive of two (2) years in a supervisory capacity; or</p> <p>(B) Eight (8) years progressive management responsibility and accountability for planning, coordinating, monitoring and reviewing information system networks inclusive of two (2) years in a supervisory capacity; or</p> <p>(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<b>RATING AND SELECTION FACTORS</b>	<p>Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.</p>
<b>INTERVIEW PROCEDURES</b>	<p>For applicants who are off-island, interview via teleconferencing will be coordinated by the Human Resources Office.</p>
<b>PROHIBITION PURSUANT TO P.L. 28-98</b>	<p>No person convicted of sex offense under the provision of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.</p>
<b>DRUG SCREENING</b>	<p>Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.</p>
<b>WORK ELIGIBILITY</b>	<p>When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.</p>
<b>EMPLOYMENT MEDICAL EXAMINATION</b>	<p>All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.</p>
<b>VETERAN'S PREFERENCE</b>	<p>Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.</p>
<b>DISABILITY PREFERENCE</b>	<p>Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.</p>
<b>EDUCATION</b>	<p>All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.</p>
<b>POLICE AND COURT CLERANCE REQUIREMENTS</b>	<p>All applicants are required to submit a current Police and Court Clearance valid within 30 days from the opening date of the Job Announcement.</p>
<b>WHERE TO APPLY</b>	<p>Applicants can obtain and <u>must</u> submit an "Application for Employment" form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. <u>The Application for Employment form is also available on the Judiciary of Guam's website at <a href="http://www.guamcourts.org">www.guamcourts.org</a>.</u></p>
<b>FOR MORE INFORMATION</b>	<p>For additional information, please call the Human Resources Office at 475-3399/3329/3422.</p>

**EQUAL EMPLOYMENT OPPORTUNITY**

The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, EEO Officer, at 475-3374 or TDD at 477-6953 prior to any scheduled examinations or interviews.

In accordance with the Judiciary's EEO Plan, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the EEO Plan from the EEO Office upon request.

  
**JOHN Q. LIZAMA**  
 Administrator of the Courts