
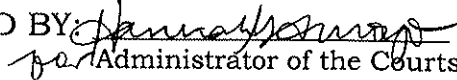


**JUDICIARY OF GUAM  
JOB STANDARD**

CLASSIFICATION TITLE: <b>MIS PROJECT IMPLEMENTATION &amp; QUALITY ASSURANCE SUPERVISOR</b>	
CLASS STATUS: <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> P/T <input checked="" type="checkbox"/> F/T	
FLSA CATEGORY: Exempt	EEO CATEGORY: Professional
HAY POINTS: (KH) F I+ 3 = 350    (PS) E 3+ (38) = 132    (AC) E 3 C = 152	
TOTAL POINTS: 634	PAY GRADE: Q
DATE ESTABLISHED: March 2017	
CONCURRED BY:  HR Administrator	APPROVED BY:  part Administrator of the Courts

**SUMMARY OF CLASSIFICATION:**

The incumbent in this classification is responsible for supporting activities and contributing to the implementation of Judiciary MIS Strategies.

Under the direction of the MIS Administrator, this position is responsible for providing direct technical assistance to the implementation of the project to ensure that the program is kept on target and is responsive to the project timeline and deliverables. This includes the coordination of data collection activities, implementation activities, in accordance with the project schedule. This position will also be managing development, documentation, enhancement and maintenance of quality assurance and testing processes for assigned judiciary projects.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Leads, develops, manages and finalizes project plans and document specifications for assigned projects.
- Leads project workgroups/Project Management teams to ensure deliverables and milestones are met.
- Ensures delivery of high quality products in compliance with specifications; ensures end user compliance to specifications and recommendations in managing updates and upgrades.

- Develops and manages project implementations and user trainings.
- Updates and maintains all solutions-related documentation and manuals.
- Manages integration/interface development across solutions and tools.
- Interfaces with project teams as product and subject matter expert.
- Manages and maintains documentation, demonstrations, presentations, user forums and other information disseminating tools as needed.
- Builds and executes test cases for functional, and/or performance testing; may include back end and front end testing of the entire system, sub-systems, and interfaces to other systems as needed.
- Gathers test requirements and performs analysis of existing systems and new requirements.
- Works proactively with analysts and development teams in problem analysis and defect resolution.
- Drives test case design reflective of knowledge of quality assurance methodology and software development life cycles.
- Demonstrates effective interpersonal skills to establish personal credibility and rapport with team members.
- Coordinates user acceptance testing.
- Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.
- Performs other related duties as required.

**KNOWLEDGE OF:**

- Project management software, planning and implementation and tracking or project tasks, milestones, and timelines;
- Data collection and analysis including the use of intuition and experience to complement data, identify data relationships and dependencies, and design workflows and procedures;
- Communications in written form to keep others informed; select and use appropriate communication methods and vary communication styles to meet project needs;
- Problem solving; must be able to gather and analyze information skillfully, develop alternate solutions, resolve problems in early stages and work well in group problem solving situations;
- Industry standards, evolving technologies, and methodologies and tools for quality assurance, development, and testing.

**SKILL IN:**

- Project Management Certification;
- Developing complex business process models, use cases, business requirements, and functional specifications;
- Establishing milestones and timelines for project implementation monitoring and tracking;
- Development of workflows and tasks related to projects;
- Establishing test parameters and case scenarios to validate system capabilities and project activities;
- Documentation processes, recording technical changes, workflows and associated policies;

- Recommending new policies internal guidelines and procedures related to the project and its implementation;
- Facilitating Group Discussion and building consensus;
- Analysis and implementation of Change Management;
- Problem solving and innovative thinking;
- Effective communication, orally and in writing.

**QUALIFYING EDUCATION AND EXPERIENCE:** *(Any equivalent combination of training and experience which demonstrates the required knowledge and abilities is qualifying.)*

Education: Graduation from a recognized college or university with a master's degree in Information Systems development/implementation or a related technical field.

Experience: Five (5) years of systems implementation and/or project management experience.

Substitution: Graduation from a recognized college or university with a bachelor's degree in Information Systems development/implementation or a related technical field, plus three (3) years experience managing and supervising the development and implementation of systems and three (3) years experience in overseeing product development lifecycle.

**PHYSICAL/MENTAL JOB DEMANDS:** *(The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Mobility: frequent sitting and standing for long periods of time; occasional bending or squatting.

Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.

Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

Dexterity: frequent use of keyboard; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.