



# JUDICIARY OF GUAM

Administrative Office of the Courts

*Human Resources Office*

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910  
Telephone: (671)475-3399/3422/3239/3329 · Facsimile: (671) 477-3184



Katherine A. Maraman  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

John Q. Lizama  
Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

## JOB ANNOUNCEMENT

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| <b>POSITION TITLE:</b><br><br><b>MIS PROJECT IMPLEMENTATION &amp; QUALITY ASSURANCE SUPERVISOR</b>   | <b>ANNOUNCEMENT NO.</b> 146-2017<br><br><b>TYPE OF ANNOUNCEMENT:</b><br>UNCLASSIFIED APPOINTMENT<br><br><b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b><br><br><b>OPENS:</b> AUGUST 22, 2017<br><b>CLOSES:</b> CONTINUOUS UNTIL FILLED |
| <b>DEPARTMENT:</b> ADMINISTRATIVE OFFICE OF THE COURTS<br><b>DIVISION:</b> MANAGEMENT INFORMATION SYSTEMS<br><b>PAY GRADE:</b> GPP-Q-1 thru GPP-Q-18<br><b>SALARY:</b> \$60,482.00 thru \$106,599.00 |  |

Responsible for supporting activities and contributing to the implementation of Judiciary of Guam MIS Strategies.

### NATURE OF WORK

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 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.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Skilled in developing complex business process models, use cases, business requirements, and functional specifications;
- Knowledge of Industry standards, evolving technologies, and methodologies and tools for quality assurance, development, and testing;
- Knowledge of project management software, planning and implementation and tracking or project tasks, milestones, and timelines;
- Knowledge of data collection and analysis including the use of intuition and experience to complement data, identify data relationships and dependencies, and design workflows and procedures;
- Knowledge of communications in written form to keep others informed; select and use appropriate communication methods and vary communication styles to meet project needs;
- Knowledge of 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;
- Skilled in Project Management;
- Skilled in establishing milestones and timelines for project implementation monitoring and tracking;
- Skilled in development of workflows and tasks related to projects;
- Skilled in establishing test parameters and case scenarios to validate system capabilities and project activities;
- Skilled in documentation processes, recording technical changes, workflows and associated policies;
- Skilled in recommending new policies internal guidelines and procedures related to the project and its implementation;
- Skilled in facilitating Group Discussion and building consensus;
- Skilled in analysis and implementation of Change Management;
- Skilled in problem solving and innovative thinking;
- Skilled in effective communications, orally and in writing.

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

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| <b>PREFERRED EXPERIENCE AND TRAINING</b>      | (A) Graduation from a recognized college or university with a bachelor's degree in Information Systems development/implementation, Business or a related technical field, plus at least five (5) years of experience in systems implementation and project management inclusive of two (2) years of supervisory or managerial capacity; or<br>(B) Eight (8) years of experience in systems implementation and project management inclusive of two (2) years of supervisory or managerial capacity; or<br>(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. |
| <b>RATING AND SELECTION FACTORS</b>           | 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.  |
| <b>INTERVIEW PROCEDURES</b>                   | For applicants who are off-island, interview via teleconferencing will be coordinated by the Human Resources Office.   |
| <b>PROHIBITION PURSUANT TO P.L. 28-98</b>     | 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.  |
| <b>DRUG SCREENING</b>                         | 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.   |
| <b>WORK ELIGIBILITY</b>                       | 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.   |
| <b>EMPLOYMENT MEDICAL EXAMINATION</b>         | 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.   |
| <b>VETERAN'S PREFERENCE</b>                   | 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.   |
| <b>DISABILITY PREFERENCE</b>                  | 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.  |
| <b>EDUCATION</b>                              | 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.  |
| <b>POLICE AND COURT CLERANCE REQUIREMENTS</b> | All applicants are required to submit a current Police and Court Clearance valid within 30 days from the opening date of the Job Announcement.   |
| <b>WHERE TO APPLY</b>                         | Applicants can obtain and <b>must</b> submit an "Application for Employment" form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. <b>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>.</b>   |
| <b>FOR MORE INFORMATION</b>                   | For additional information, please call the Human Resources Office at 475-3399/3329/3422.  |

**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 O. LLAMAS**  
 Administrator of the Courts