



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910
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Hon. Robert J. Torres
Chief Justice

Hon. Alberto C. Lamorena III
Presiding Judge

Danielle T. Rosete, Esq.
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

JOB ANNOUNCEMENT TO ESTABLISH A LIST

POSITION TITLE: COURT INFORMATION SYSTEMS ANALYST I	ANNOUNCEMENT NO. 141-2024
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	TYPE OF ANNOUNCEMENT: UNCLASSIFIED APPOINTMENT
DIVISION: MANAGEMENT INFORMATION SYSTEMS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
PAY GRADE: GPP-L (22%)-1 thru GPP-P (22%)-18	OPENS: DECEMBER 19, 2024
SALARY: \$45,262.00 thru \$79,774.58	CLOSES: JANUARY 3, 2025

This is moderately complex professional computer systems analysis work.

NATURE OF WORK

Under the direction of the Management Information Systems Administrator, employees in this class analyze, document and design various administrative, reporting and statistical systems or processes of limited scope and complexity for electronic data processing.

PREFERRED MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the functions and capabilities of data processing.
- Knowledge of the principles and practices of computer programming.
- Ability to learn and apply the administrative, reporting or statistical systems commonly used in government.
- Ability to think logically and pay close attention to details.
- Ability to analyze and document work systems and processes for adaptation to electronic data processing techniques.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.

PREFERRED REQUIREMENTS

- A. Graduation from a recognized college or university with a Bachelor's degree in Computer Science, Business Administration, Mathematics or related field, plus two (2) years of experience as a Computer Programmer II or equivalent work; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

EDUCATIONAL REQUIREMENTS PURSUANT TO 4 GCA § 4101 (c)(1)

Applicants must possess a high school diploma or show successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job.

DOCUMENTATION REQUIREMENTS

To validate credentials, (e.g., Diploma/G.E.D., Certificate, College Transcript and/or licenses), an original or certified copy must accompany each employment application with the applicant's legal signature. Proof of certification must be provided to the HR Office within five (5) workdays from the date of the eligibility notice. Applicants shall be responsible to provide all required documents for each employment application and failure to provide proof may result in disqualification for employment consideration.

SELECTION FACTORS

Candidates will be considered and selected based on merit except where a bona fide occupational qualification ("BFOQ") exists, without discrimination based on race, color, national origin, age, religion, disability, genetic information, pregnancy, sex (including gender identity, or expression), sexual orientation, ancestry, honorably discharged veteran or military status, or any other protected classification under Federal or Guam EEO laws. Evaluation will be based on the candidate's education, experience and training as evidenced in the submitted application for employment form. A BFOQ is a selective factor, such as sex or age, that is required for a job that would otherwise be considered discrimination if it were not necessary to perform the job in question.

PROHIBITION PURSUANT TO P.L. 28-98

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.

DRUG SCREENING

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.

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

WORK ELIGIBILITY	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.
EMPLOYMENT MEDICAL EXAMINATION	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.
POLICE AND COURT CLEARANCE REQUIREMENTS	<p>Non-law enforcement positions: If selected for this position, your selection will be conditional pending submission of a current police and court clearance. Applicant will have ten (10) workdays from the date of the Notification of Selection Letter to submit police and court clearance. The clearances should be issued within thirty (30) days from the submission date of your application. The cost of the clearances is the applicant's responsibility.</p> <p>Law enforcement positions: a current police and court clearance should be issued within thirty (30) days from the submission date of your application. The cost of the clearances is the applicant's responsibility. Failure to submit may disqualify your application from employment consideration.</p>
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	<p>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. Dawn R.S. Blas, Alternate EEO Representative, at (671) 475-3191 or via email at dblas@guamcourts.gov prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEO Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.</p>
HOW TO FILE AN EEO COMPLAINT	<p>Applicants or candidates who believe they have been discriminated against based on an EEO Protected Classification, may file a complaint with the Judiciary's EEO Office. A complaint form is available on the Judiciary website at www.guamcourts.org, on the Judiciary's Intranet, or at the Judiciary's EEO Office.</p> <p>Interested applicants may call or visit the Human Resources Office, 2nd Floor San Ramon Building, 115 San Ramon St. Hagatna, Guam, between 8:00 am – 12:00 pm / 1:00 pm – 5:00 pm, Monday through Friday, excluding holidays. The Application for Employment form may also be obtained on the Judiciary's website at www.guamcourts.org.</p>
HOW AND WHERE TO APPLY	<p>Your application must be submitted within the job announcement period indicated via the following methods:</p> <ol style="list-style-type: none">1. Deliver in-person to the HR Office, 2nd Floor San Ramon Building, 115 San Ramon St., Hagatna, Guam2. Email to hr@guamcourts.gov; or3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910.
INTERVIEW PROCESS	Interviews will be conducted through teleconference, virtual conference or in-person.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at (671) 475-3399/3329/3422 or email hr@guamcourts.gov .


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