

**BEFORE THE 2004 JUDICIAL COUNCIL  
RESOLUTION NO. JC04-001**

**RELATIVE TO THE CREATION OF THE POSITION  
OF DIRECTOR OF POLICY PLANNING AND COMMUNITY RELATIONS**

**WHEREAS,** on October 31, 2003, *ILiheslaturan Guahan* passed Public Law 27-31 which created a unified judicial branch under the control of the Judicial Council;

**WHEREAS,** since the passage of Public Law 27-31, the Judicial Council has diligently worked toward the consolidation of Superior and Supreme Courts functions;

**WHEREAS,** in addition to the consolidation efforts, the Judicial Council is in the process of hiring a single Administrator of the Courts, refinancing the Judicial Building Fund, addressing other critical issues such as payment of court-appointed attorneys, and instituting other special projects to lower operating costs, maximize efficiency and improve the administration of justice;

**WHEREAS,** the Judicial Council has determined the need for an employee dedicated to keeping the media and the public adequately apprised of the consolidation efforts and other judiciary issues;

**WHEREAS,** the Judicial Council desires that this employee also be the coordinator of policy planning and the special projects instituted by the Judicial Council so that the employee is intimately familiar with the issues facing the judiciary;

**WHEREAS,** the Judicial Council desires that this employee will be an unclassified employee because of the extremely close working relationship with the Administrator of the Courts and the Judicial Council in planning and voicing the policy of the Judiciary;

**WHEREAS,** this employee will be under the direct supervision of the Administrator of the Courts;

**WHEREAS,** neither the Superior nor Supreme Courts presently have an employee dedicated to public communications;

**WHEREAS,** pursuant to Public Law 27-31, the Judicial Council is authorized to set forth the policy for the operation of the courts, including personnel; and

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**Relative to the Creation of the Position Of  
Director of Policy Planning and Community Relations**

**NOW, THEREFORE, BE IT RESOLVED**, that the Judicial Council hereby creates the position of Director of Policy Planning and Community Relations with the following job specifications and requirements:

**POSITION TITLE:**

Director of Policy Planning and Community Relations

**NATURE OF WORK IN THIS CLASS:**

This is professional public information work directing the public relations program of the Judicial Branch of Guam involving the use of a wide variety of communications media. This work also involves the coordination of policy and planning for the Judicial Branch. The employee in this class may supervise professional, technical and clerical employees. The Director of Policy Planning and Community Relations:

1. Formulates and implements comprehensive public information and relations program.
2. Evaluates public opinion and advises court personnel on methods of enhancing public image.
3. Writes and distributes news releases to newspapers, radio and television stations.
4. Researches material, gathers facts, and writes speeches, testimonial or other technical reports.
5. Directs the overall production of informational and educational pamphlets and booklets, special reports, and specialized promotional materials; may design stationary, forms, and other printed matter for the Judicial Branch of Guam.
6. Serves in liaison capacity with various private and governmental organizations and agencies interested and involved in public relations.
7. Coordinates special projects instituted by the Judicial Council for the consolidation of the courts.

Resolution No. JC04-001

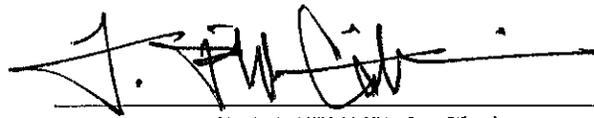
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8. Works directly under the Administrator of the Courts in planning and formulating policy for presentation to the Judicial Council.
9. Performs other related duties as required.

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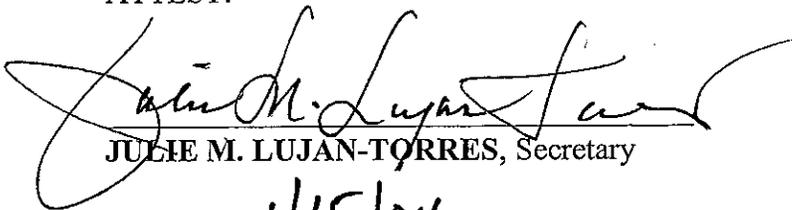
**DULY ADOPTED** this 15<sup>th</sup> day of January, 2004 at a duly noticed meeting of the Judicial Council of Guam.



**F. PHILIP CARBULLIDO**, Chairman

Date: 1/15/04

ATTEST:



**JULIE M. LUJAN-TORRES**, Secretary

Date: 1/15/04