

BEFORE THE 2010 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC 10-023

**RELATIVE TO APPROVING THE CREATION OF THE NEW
PROGRAM COORDINATOR III POSITION**

WHEREAS, pursuant to 4 GCA § 6303 the Administrator of the Courts, Perry C. Taitano, submitted the position description for the new position of Program Coordinator III (attached hereto as Exhibit “A”) to the Judicial Council;

WHEREAS, the Court Programs Office is extremely heavily burdened with 24 existing federally funded programs while anticipating up to 7 additional programs which are pending approval;

WHEREAS, the Court Programs Office is managing 8 American Recovery and Reinvestment Act (ARRA) projects with one additional ARRA project pending approval;

WHEREAS, the Judiciary’s Federal Programs Office manages millions of dollars and is extremely important to the administration of justice and operations of the courts;

WHEREAS, the Judiciary’s Federal Programs Office is in dire need of the position to ensure that federal grants are not placed at risk;

WHEREAS, the position of Program Coordinator III is critical in meeting overall grant and project deadlines, as well as identifying available funding sources, developing grant proposals for new funding sources, as well as assisting the Court Programs Office in its work with the courts operations.

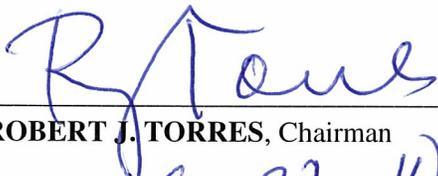
WHEREAS, this petition was announced to the media on September 10, 2010 pursuant to 4 GCA § 6303.1; and

WHEREAS, the position description of Program Coordinator III was posted on the Judiciary’s website pursuant to 4 GCA § 6303 September 10, 2010; and

WHEREAS, the position description from the Administrator of the Courts is sufficiently justified by the heavy workload and importance of the Court Programs Office and the position is necessary for the efficient performance of the duties and functions of the Judiciary.

NOW THEREFORE BE IT RESOLVED, that the position of Program Coordinator III is hereby approved, but may not be filled using local funding without approval of the Judicial Council.

DULY ADOPTED this 16th day of September, 2010 at a duly noticed meeting of the
Judicial Council of Guam.



ROBERT J. TORRES, Chairman
Date: 9-22-10

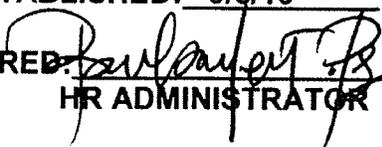
ATTEST:



JOLBEN F. RESPICIO, Secretary
Date: 092210

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD**

POSITION TITLE: PROGRAM COORDINATOR III
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt **EEO CATEGORY:** Professional
HAY POINTS: (KH) E II 1 = 200 (PS) D 3 (33) = 66 (AC) D 2 C = 76
TOTAL POINTS: 342 **PAY GRADE:** M
DATE ESTABLISHED: 9/3/10 **PREPARED BY:** Human Resources Staff

CONCURRED:  **APPROVED:** 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform the full range of complex technical program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

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.)

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, grants and aid officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assists in the promotion and coordination of Federal Grant and Aid Laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Program Coordinator III
Pay Grade: M

Assists in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to federal grants and aids programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under federal grants and aids or local programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs.

Ability to plan, develop, implement and coordinate federally funded projects and programs.

Ability to interpret and apply pertinent laws, regulations, and related program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Program Coordinator III
Page Grade: M

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree and two (2) years of experience in planning, developing, coordinating or implementing programs or projects or closely related work; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.