

**BEFORE THE 2011 JUDICIAL COUNCIL OF GUAM
RESOLUTION NO. JC11-007**

**RELATIVE TO APPROVING THE CREATION OF THE NEW POSITIONS OF
PROJECT MANAGER AND ASSISTANT PROJECT MANAGER**

WHEREAS, the Judiciary was the recipient of a Subgrant from the United States Department of Education Federally Funded Consolidated Grant for Safe and Drug-Free School Program Project A – Anti-Bullying Program and School Resource Officer Program, referred to hereinafter as “Safe and Drug-Free Schools Project;” and

WHEREAS, In order to carry out the purposes of the Grant, the decision was made between the Department of Education and the Judiciary that the Judiciary will staff the Anti-Bullying Program and School Resources Officer Program with personnel, to wit: a Project Manager and an Assistant Program Manager; and

WHEREAS, the two aforementioned positions of Project Manager and Assistant Project Manager are fully federally funded for the coming fiscal year, and will not depend on legislative appropriations; and

WHEREAS, job descriptions for the two positions have been created, and are attached hereto as Exhibit A, Project Manager, and Exhibit B, Assistant Project Manager, and such positions will be filled by the Human Resources Division of the Judiciary as unclassified positions;

NOW, THEREFORE, BE IT RESOLVED, that the positions of “Safe and Drug-Free Schools” Project Manager and Assistant Project Manager are hereby created as unclassified positions under the Judiciary of Guam, reportable to the Administrator of the Courts, to be filled pursuant to the attached job descriptions.

DULY ADOPTED this 31st day of March, 2011 at a duly noticed meeting of the Judicial Council of Guam.



F. PHILIP CARBULLIDO, Chairman

Date: _____

12/30/11

ATTEST:



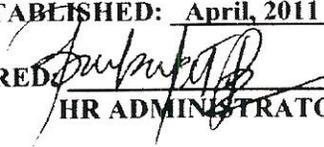
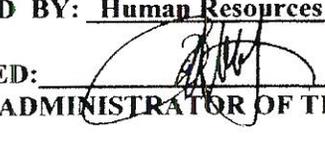
POPING CEPEDA, Secretary

Date: _____

12/30/11

JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD

POSITION TITLE: PROJECT MANAGER (SAFE & DRUG FREE SCHOOLS)
POSITION STATUS: Unclassified (Temporary Federally Funded Position) [X] F/T [] P/T
SALARY: \$68,000.00 FLSA CATEGORY: Exempt EEO CATEGORY: Professional
DATE ESTABLISHED: April, 2011 PREPARED BY: Human Resources Staff

CONCURRED:  APPROVED: 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex professional work involved in the administration, planning, development and monitoring of the federally funded Safe & Drug Free Schools Program (SDFS Program).

Under the direction of the Administrator of the Courts, the employee will act as the liaison officer between the Judiciary of Guam and the Guam Department of Education.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Serves as the project manager responsible for developing, implementing, coordinating and evaluating the proposals, plans, policies, budgets and administrative practices to insure compliance with federal regulations, policies and guidelines.

Provides supervision, direction and support to the project team.

Serves as the point of contact between the Guam Department of Education and other federal/local officials regarding the SDFS Program.

Ensures that the program is properly monitored and program outcome evaluations are conducted to measure program effectiveness and/or deficiencies.

Prepares various reports required by federal rules and regulations with respect to the financial state of the funded program.

Develops and implements strategic objectives for practices that are aligned with the school district's strategic initiatives for safe and drug-free schools.

Manages outreach and public relation activities to provide public awareness in the SDFS Program.

Coordinates meetings, conferences, trainings and other program related activities and events.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of project management techniques and tools.

Knowledge of both theoretical and practical aspects of project management.

Ability to plan, develop, implement and coordinate program and/or project activities.

Ability to evaluate and improve operational effectiveness and implement changes.

Ability to make decisions in accordance with federal and local laws, policies, rules and regulations and other program guidelines.

Ability to work effectively with the public, government officials (local and federal), and network agencies in a professional and courteous manner.

Ability to conduct meetings and make formal presentations.

Ability to prepare reports and maintain records.

Ability to communicate effectively, orally and in writing.

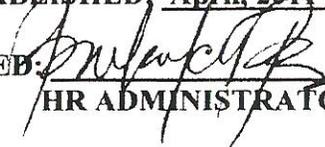
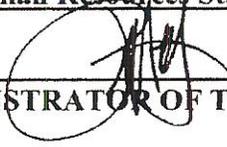
MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation with a Bachelor's degree from an accredited college or university in Business, Public Administration or closely related field, plus four (4) years of relevant work experience in planning, implementing, coordinating or developing programs or projects.

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

JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD

POSITION TITLE: ASSISTANT PROJECT MANAGER (SAFE & DRUG FREE SCHOOLS)
POSITION STATUS: Unclassified (Temporary Federally Funded Position) [X] F/T [] P/T
SALARY: \$40,000.00 FLSA CATEGORY: Exempt EEO CATEGORY: Professional
DATE ESTABLISHED: April, 2011 PREPARED BY: Human Resources Staff

CONCURRED:  APPROVED: 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex technical administrative work which involves planning, developing and monitoring of the federally funded Safe & Drug Free Schools Program (SDFS Program). An employee of this class serves under the general direction of the Project Manager and works independently to perform project administration and required processes to achieve program objectives.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Provides technical administrative support in the development, implementation, coordination and evaluation of the program to insure compliance with federal regulations, policies and guidelines.

Confers with the project team, department or agency heads and other federal/local officials during all phases of the project cycle.

Assists in ensuring the program is properly monitored and program outcome evaluations are conducted to measure program effectiveness and/or deficiencies.

Assists the Project Manager in preparing, reviewing and responding to program inquiries and status reports required by federal rules and regulations with respect to the financial state of the funded program.

Assists the project manager in outreach and public relation activities to provide public awareness in the SDFS Program.

Assists in the overall planning and coordination of meetings, conferences, trainings and other program related activities and events.

May serve as the project point of contact with collaborative agencies.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of project management techniques and tools.

Knowledge in the operation and principles of computer software and techniques.

Ability to organize work and programs with minimal supervision.

Ability to gather, organize and analyze facts and devise solutions to program issues.

Ability to work effectively with the public, government officials (local and federal), and network agencies in a professional and courteous manner.

Ability to conduct meetings and make formal presentations.

Ability to prepare reports and maintain records.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation with a Bachelor's degree from an accredited college or university in Business, Public Administration or closely related field, plus two (2) years of relevant work experience in planning, implementing, coordinating or developing programs or projects.

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