



BEFORE THE 2014 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC 14-013

**RELATIVE TO APPROVING THE CREATION OF A NEW POSITION OF
BUILDING PROJECT COORDINATOR**

WHEREAS, the Facilities Maintenance Division of the Judiciary of Guam is tasked with upkeep of the Judicial Center Building facilities and grounds, comprised of two large buildings that deal with hundreds of members of the public daily, and ever-expanding tasks; and

WHEREAS, the number of employees within the Facilities Maintenance Division is limited, and no less than ten re-purposing construction projects have been identified by the Acting Administrator of the Courts to be undertaken in 2014 in the attached Memorandum from the AOC to the Chairman of the Judicial Council. The AOC requests the creation of a position of Building Project Coordinator to assist with various projects requiring specialization in carpentry, electrical, and related areas as needed; and

WHEREAS, a job description for the position of Building Project Coordinator has been created, and is attached hereto, along with the Memorandum from the Acting AOC, as Exhibit "A," to be filled as a classified position;

NOW, THEREFORE, BE IT RESOLVED, that the position of Building Project Coordinator for the Judiciary of Guam is hereby created.

DULY ADOPTED this 15th day of May, 2014 at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman

Dated: _____

5/16/14

ATTEST:



JOANNA S. McDONALD, Assistant Secretary

Dated: _____

5/16/14



JUDICIARY OF GUAM

Guam Judicial Center
Administrative Office of the Courts
120 W O'Brien Drive • Hagåtña, Guam 96910
Telephone: (671)475-3544 • Facsimile: (671) 477-3184



ROBERT J. TORRES
Chief Justice

ALBERTO C. LAMORENA III
Presiding Judge

JOSHUA F. TENORIO
Acting Administrator of the Courts

May 14, 2014

MEMORANDUM

TO: Chief Justice Robert J. Torres
Chairman, Guam Judicial Council

FROM: Acting Administrator of the Courts

SUBJECT: **Creation of Position**
Ref: Building Project Coordinator

Honorable Members of the Guam Judicial Council:

In compliance with 4GCA Subsection 6303 (a), I hereby request Judicial Council approval to create a new position, **Building Project Coordinator**. The creation of this position is critical to the maintenance of interior facilities and the sustainability of Strategic Plan projects that impact overall improvement to delivery of services and accessibility to court patrons.

There is a dire need to improve and expand facilities to meet growing demands placed on the Judiciary, structurally. Given budgetary constraints, a practical and conservative approach was undertaken which prompted the utilization of internal human resources to manage and complete the various construction projects as opposed to outsourcing. The cost for outsourcing was not financially feasible.

The Procurement and Facilities Management Division has been diligent with managing several key projects. The overall conceptual design and constructing of these projects, such as, creation of the Traffic and Small Claims Courtroom, marshal office repairs, heavy duty shelving units for judicial armory, small claims file room, conversion of cell block utility room to a holding cell, renovation of the Jury Unit assembly area. Future projects, include but are not limited to: repair of wood works within courtrooms, Judicial Services Center (Kiosk), holding room on 2nd Floor for juveniles, renovation of probation services intake section and courts and ministerial counter section.

As the Judiciary continues to expand services, the need to maximize our facilities will be constant and ever changing. Our current job classifications do not address this particular skill set and job responsibility, therefore, the creation of this position is responsive to our workforce needs. The **Building Project Coordinator** has a **proposed pay grade of L, with pay ranging from \$26,520 - \$56,114**. This pay grade assignment is a result of the evaluation of the duties and responsibilities of the position applying Hay Methodology. Judicial Council approval of this position will enhance our ability to meet daily demands relative to expansion projects that support and benefit Strategic Plan objectives.



JOSHUA F. TENORIO

Attachment: Job Standard

**JUDICIARY OF GUAM
JOB STANDARD**

POSITION TITLE: **BUILDING PROJECT COORDINATOR**
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Service/Maintenance
HAY POINTS: (KH) E 1 2 = 200 (PS) D 3 (29) = 57 (AC) D 1 C =66
TOTAL POINTS: 323 PAY GRADE: L
DATE ESTABLISHED: May, 2014 PREPARED BY: Human Resources Staff

CONCURRED: _____ APPROVED: _____
HR ADMINISTRATOR ADMINISTRATIVE DIRECTOR

NATURE OF WORK IN THIS CLASS:

This is specialized work responsible for planning and directing various aspects of facilities management projects for the Judiciary of Guam.

Under the direction of the Facilities Maintenance Superintendent, an employee of this class assists in the coordination, supervision and execution of special building maintenance projects in carpentry, electrical, and related areas.

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.)

Coordinates, plans, implements and directs various construction, renovation, alteration and repair projects within the Judiciary.

Reviews and implements drawings, designs and specifications for the development or renovation of new/existing facilities for the Judiciary to include all court related development projects.

Ensures assigned judicial maintenance projects and processes are in conformance with the organization's established policies and objectives.

Manages and executes building maintenance projects in carpentry, electrical, and related areas.

Supervises specific and emergency projects; maintains liaison with vendors; determines project needs and priorities; and advises administrative officials on the status of projects and related activities.

BUILDING PROJECT COORDINATOR
PAY GRADE: L

Maintains all records and prepares reports directly related with specific projects.

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

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of supervision and project administration.

Knowledge of the standard methods, practices of building construction, electrical, maintenance and repair operations.

Knowledge of the local and national building codes and regulations.

Knowledge of the occupational hazards and safety precautions of building maintenance work.

Ability to administer the projects and activities of building maintenance and repair operations.

Ability to read, interpret, and work from sketches, diagrams and complex blueprints.

Ability to make cost estimates of time and materials required for minor and major building construction, maintenance and repair work.

Ability to work effectively with public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in developing and implementing projects and activities.

Skill in planning, coordinating and directing construction and maintenance projects.

BUILDING PROJECT COORDINATOR
PAY GRADE: L

MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from a recognized college or university with a Bachelor's degree in Engineering or closely related field plus two (2) years responsible work experience in planning, directing and coordinating building construction and projects, inclusive of one (1) year supervisory experience; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.



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Acting Administrator of the Courts

PRESS RELEASE
CREATION OF POSITION
PURSUANT TO 4GCA § 6303 (a) & 6303.1

The Judiciary of Guam is creating a new position, **BUILDING PROJECT COORDINATOR**, at pay grade L, with a salary range of \$26,520.00 to \$56,114.00. This position will be established in the **CLASSIFIED SERVICE** within the Procurement & Facilities Management Division. A copy of the position description is available on the Judiciary of Guam's website at **www.guamcourts.org**. This notice is made in order to comply with 4GCA § 6303.1.

For more information regarding this release, you may contact BARBARA JEAN T. PEREZ, Human Resources Administrator at 475-3422.

A handwritten signature in black ink, appearing to read "Joshua F. Tenorio".

JOSHUA F. TENORIO
Acting Administrator of the Courts

4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 6 COMPENSATION OF PUBLIC EMPLOYEES

classification methods and salary administration to the extent he deems appropriate. The unified pay schedule, either by the Hay Group or any other experts in classification and pay, shall be administered by the Director of Administration and by the Judicial Council for the Judicial Branch.

(b) The Director of Administration and the Judicial Council may reassign pay grades as they deem necessary. Reassignment shall be based upon the calculation of Hay points or points established by other experts and shall be performed by technical staff trained in the classification and compensation evaluation system for the sake of consistency and uniformity of results. The technical staffs of the Human Resources Division in the Executive Branch, and the Judiciary Human Resources Office, shall coordinate their efforts in implementing the Hay methodology or any other classification and pay system.

(c) The Director of Administration and the Judicial Council shall establish appropriate policies and procedures for implementing the provisions of this Article for their respective jurisdictions.

SOURCE: GC § 4113. Repealed and reenacted by P.L. 21-59:7. Amended by P.L. 28-68:IV:45 (Sept. 30, 2005). Repealed and reenacted by P.L. 28-112:6 (April 14, 2006).

§ 6303. Creation of Positions.

(a) Creation of Positions in the Judiciary. New positions may be created by the Administrator of the Courts for the Judicial Branch, when necessary for the efficient performance of the duties and functions of the Judiciary. The Administrator of the Courts shall submit to the Judicial Council the position descriptions for the positions within thirty (30) calendar days after creation and post the position descriptions on the Judiciary website. The positions shall be terminated unless approved by the Judicial Council within ninety (90) days after submission. No newly created position shall be filled in the absence of appropriations to pay the salary of the proposed position.

(b) This Section shall not apply to positions required by law to be filled by persons confirmed by *I Liheslaturan Guðhan*.

(c) (1) The petition of the head (Department Head) of a line agency or department to create a position shall include:

(A) the justification for the new position;

(B) the essential details concerning the creation of the position;

4 GCA PUBLIC OFFICERS & EMPLOYEES
CII. 6 COMPENSATION OF PUBLIC EMPLOYEES

(C) an analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA § 4101.1(d);

(D) the position description;

(E) the proposed pay range and demonstration of compliance with § 6301 of this Title;

(F) a fiscal note as that term is described in 2 GCA § 9101 *et seq.*; and any other pertinent information.

(2) The Department Head and the Director of Administration shall post the petition on their respective websites for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the Director of Administration shall forward the petition with his recommendation to *I Maga'lahi* who, if he approves the same, shall so indicate and file it for record with the Director of Administration and the Legislative Secretary.

(3) No new position may be filled until after compliance with the provisions of 4 GCA § 6303.1 and this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

(d) Creation of Positions in the Autonomous Agencies and Public Corporations.

(1) The petition of the head of an agency, department or public corporation listed in § 4105(a) of this Title to create a position shall include:

(A) the justification for the new position;

(B) the essential details concerning the creation of the position;

(C) an analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA § 4101.1(d);

(D) the position description;

(E) the proposed pay range and demonstration of compliance with § 6301 of this Title;

4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 6 COMPENSATION OF PUBLIC EMPLOYEES

(F) a fiscal note as that term is described in 2 GCA § 9101 *et seq.*; and any other pertinent information.

(2) The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted). After the posting, the head shall forward the petition, along with evidence of his compliance with 5 GCA § 6303.1(a), to the governing board or commission who, if they approve the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.

(3) No new position may be filled until after compliance with the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

SOURCE: GC § 4114. Repealed and reenacted by P.L. 21-59:7. Amended by P.L. 22-144:5 (12/27/94), P.L. 24-327:16, P.L. 28-68:IV:45 (Sept. 30, 2005). Subsection (a) amended by P.L. 28-112:7 (April 14, 2006). Subsections (c) added by P.L. 28-112:8 (April 14, 2006). Subsection (d) added by P.L. 28-112:9 (April 14, 2006).

§ 6303.1. Transparency and Disclosure.

(a) Prompt notice of the postings required by 4 GCA §§ 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

(b) The petitions required by 4 GCA §§ 6205 and 6303 are public documents for the purposes of 5 GCA, Ch.10, Art 1. (The Sunshine Law.)

(c) Any attempted creation of a position or above-step recruitment not in compliance with the provisions of 4 GCA §§ 6205, 6303, and 6303.1(a) is void.

SOURCE: Added by P.L. 28-112:10 (April 14, 2006).

§ 6304. Differential Pay.

The Director of Administration and the Judicial Council shall establish and implement uniform differential pay policies. All statutes, rules, regulations, and policies which are not covered by or inconsistent with the policies set forth herein, are hereby repealed upon establishment of uniform pay policies.

SOURCE: GC § 4115; Repealed and reenacted by P.L. 21-59:7.

**4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 6 COMPENSATION OF PUBLIC EMPLOYEES**

NOTE: Effective January 1, 2006, reference to the "Civil Service Commission," amended to "Director of Administration" pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005).

§ 6305. Preparation and Publication of Classification Standards.

[Repealed by P.L. 21-59:7].

§ 6306. Maintenance of Classification Standards.

[Repealed by P.L. 21-59:7].

§ 6307. Publication of Reclassifications and New Classifications.

[Repealed by P.L. 21-59:7].

§ 6308. Ceiling on Salaries.

[Repealed by P.L. 21-59:7].

§ 6309. Reassignment of Classes.

[Repealed by P.L. 21-59:7].

§ 6310. Conflicts: Article 3 Controls.

[Repealed by P.L. 21-59:7].

ARTICLE 4

ELECTED OFFICIALS' COMPENSATION COMMISSION

NOTE: Added by P.L. 21-058:1. Repealed by P.L. 28-068:IV:41 (Sept. 30, 2005), effective January 1, 2006.

ARTICLE 5

MISCELLANEOUS PERSONNEL LAWS

2013 NOTE: P.L. 21-59:7(e) (Sept. 27, 1991) added a new Article 4 to Chapter 6, Title 4 and transferred §§ 6213-6216.1 and §§ 6311-6312 to the newly created article. However, Article 4 had been previously codified by another subject; therefore, the Compiler designated a new Article 5 and recodified these provisions to the new article, renumbered accordingly.

§ 6501. Off-Island Employees, Transportation of.