BEFORE THE 2014 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC14-020

RELATIVE TO CREATING THE POSITION OF JUDICIARY SYSTEMS MANAGEMENT COORDINATOR

WHEREAS, the Judiciary utilizes several information software systems in the course of carrying out its functions on a daily basis; and

WHEREAS, as the transitional period is nearing its end in the implementation of the Judiciary's Case Management and Enterprise Resource Planning System, it is apparent that a permanent position is necessary to manage the systems currently in use, which include JustWare Logos, and Jury Management, as well any systems implemented in the future; and

WHEREAS, the provisions of 4 GCA §6303 have been satisfied with relation to the requested creation of the position of Judiciary Systems Management Coordinator; and

WHEREAS, attached as an exhibit hereto is a job description for the proposed position of Judiciary Systems Management Coordinator.

NOW, THEREFORE, BE IT RESOLVED that the position of JUDICIARY SYSTEMS MANAGEMENT COORDINATOR is hereby APPROVED as reflected in the job description shown in attached Exhibit A.

DULY ADOPTED this 21st day of August, 2014 at a duly noticed meeting of the Judicial Council of Guam.

ROBERT J. TORRES, Chairman

Dated: 8/29/14

ATTEST:

JOANNA S. McDONALD, Assistant Secretary

Dated: 8/29/14

EXHIBIT A

JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD

POSITION TITLE: **JUDICIARY SYSTEMS MANAGEMENT COORDINATOR**
POSITION STATUS: [X] Classified [ ] Unclassified [ ] P/T [X] F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E II 3 = 304 (PS) E 3 (38) = 115 (AC) E 3 C = 132
TOTAL POINTS: 551 PAY GRADE: P
DATE ESTABLISHED: August 2014 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 planning, managing and integrating of the Judiciary's information software system.

Under the general direction of the Administrator of the Courts or his designee, an employee in this class works independently to oversee all of the software programming issues related to the Judiciary's information system unrelated to hardware set-up, configuration or maintenance.

Duties performed are drafting and establishing system business practices and protocols for the Judiciary's information software system including, but not limited to, the following: Case Management System (CMS), Financial Management Division's accounting and payroll systems and Courts & Ministerial's Jury Management System.

ILLUSTRATIVE EXAMPLES OF WORK: (The following duties are illustrative and not exhaustive. The omission of specific statement of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.)

Develops and assists in the development of goals and objectives for a structured information systems that meets the Judiciary's mission statement, vision and strategies.

Coordinates information system projects with various justice related entities integrating with the Judiciary's automated system.

Provides hands-on guidance in user interfaces, implementing object-oriented techniques, accessing data collection, working with XML, debugging, and handling exceptions.

Diagnoses and modifies internal court information systems throughout the Judiciary, and in collaboration with other criminal justice organizations and government entities.

Develops and implements system projects for the courtrooms and Divisions.

Coordinates project management including integration, planning, organization and communication with administrative personnel in resolving information structure breakdowns, cost management and resource allocation, risk assessment, quality and conflict resolution, and team building.

Creates and designs a manual with emphasis on readability, accessibility and usability for court personnel in the use of systems information. Draft manuals that are an asset to the end user.

Coordinates vendor and end user communication in order to troubleshoot problems, design or re-design programs, improve knowledge of system information, and assist in resolution of end user issues. Define goals and deliverables with vendors.

Provides the Judiciary with regular reports and analysis of all court information projects, recommend new and continuing projects that improve the workload of the Judiciary in response to environments/community expectations and demands.

Coordinates with other criminal justice stakeholders in the utilization, understanding, and sharing of the Judiciary's information systems.

Assists in development and management of long range budget projections and project expectations within the Judiciary and among criminal justice organizations and other governmental stakeholders.

Researches, writes and applies for grants.

Assists division managers in the development of policies and procedures related to specific divisional projects and programs utilizing the Judiciary's information system.

Maintains and provides statistical analysis of criminal justice data and reports for grantor and public purposes.

Provides training and oversight of system information training.

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 and thorough understanding of legal workings of the justice system, and specifically court operations for the Judiciary of Guam.

Knowledge of program and/or project administration.

Knowledge of computer systems programming and operating procedures.

Ability to prepare process flow and data models.

Ability to demonstrate good leadership, supervisory and management skills to include delegation and follow through.

Ability to mentor, train, motivate, inspire and innovate other personnel in the achievement of goals and objectives.

Ability to analyze, problem solve and make decisions in accordance with federal and local laws, policies, rules and regulations.

Ability to work in independently or in a team oriented collaborative environment, both internal and external.

Ability to be detail oriented and effectively prioritize and execute tasks in a high pressure environment.

Ability to work effectively with the public and employees.

Ability to communicate efficiently and effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation with a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Management Information systems, Public Administration or closely related field, plus four (4) years of relevant work experience in the configuration and implementation of a case management system.

(B) Any equivalent combination of experience and training acceptable by the appointing authority.

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 o4f 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 Guåhan.*

(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;

(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;

JUDICIARY OF GUAM

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ROBERT J. TORRES
Chief Justice

ALBERTO C. LAMORENA III
Presiding Judge

JOSHUA F. TENORIO
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, JUDICIARY SYSTEMS MANAGEMENT COORDINATOR, at pay grade P, with a salary range from $55,488.00 to $97,798.00 This position will be established in the **CLASSIFIED SERVICE** within the Management Information Systems 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, contact **BARBARA JEAN T. PEREZ**, Human Resources Administrator at 475-3422.

JOSHUA F. TENORIO
Acting Administrator of the Courts

"The Judiciary is an equal opportunity employer and provider"