



BEFORE THE 2016 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC16-024

**RELATIVE TO APPROVING THE CREATION OF A NEW POSITION
OF PROGRAM COORDINATOR IV**

WHEREAS, in administering the programs at the Judiciary of Guam, the needs of the Court Programs Division at the Judiciary of Guam are currently handled by an Administrator and Program Coordinators I, II and III; and

WHEREAS, the need has arisen for a Program Coordinator that can move beyond the responsibilities of the current Program Administrator III to be responsible for technical program administrative duties to include planning, developing, implementing or coordinating both federal or local programs and projects, and also to have supervisory duties over lower level coordinators and administrative staff; and

WHEREAS, a job description for the position of Program Coordinator IV has been created, and is attached hereto, along with the Memorandum from the Administrator of the Court, as Exhibit "A," to be filled as a classified position;

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

DULY ADOPTED this 20th day of October, 2016, at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman

Dated: _____

10-25-16

ATTEST:



JOANNA S. McDONALD, Secretary

Dated: _____

10-25-16



JUDICIARY OF GUAM

Guam Judicial Center
Administrative Office of the Courts
120 W OBrien Dr • Hagatna Gu 96910
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EXHIBIT A

ROBERT J. TORRES
Chief Justice

ALBERTO C. LAMORENA III
Presiding Judge

JOSHUA F. TENORIO
Administrator of the Courts

October 17, 2016

MEMORANDUM

To: Chief Justice
Members, Judicial Council of Guam

From: Administrator of the Courts

Subject: **Creation of Position**
Ref: **Program Coordinator IV**

Chief Justice and Members of the Guam Judicial Council:

In compliance with 4GCA Subsection 6303(a), I hereby request Judicial Council's approval to establish the position of **Program Coordinator IV in the Judiciary of Guam**. This job title is currently utilized in the Executive Branch. The Judiciary currently has job specifications for the Program Coordinator I, II & III. The creation of the Program Coordinator IV will complete the classification series allowing for gradual accretion of duties as currently provided by their counterparts within the Department of Administration.

The Program Coordinator IV position is essential and will be responsible for complex technical program administrative duties to include planning, developing, implementing or coordinating both federal or local programs and projects. The Program Coordinator IV will also serve as senior program coordinator with supervisory duties over lower level coordinators and administrative staff. This position is vital in meeting the increasing demands of programs, such as evidence-based and data-driven strategies, identifying available funding sources, developing grant proposals, budget preparation, and interpreting applicable local and federal laws, rules, regulations, and policies. Our current series does not address this particular skill set and job responsibility.

There are currently two unclassified Special Project Coordinators that have been assigned duties and responsibilities that would be more appropriately assigned to a classified Program Coordinator IV position. One individual currently is assigned to duties supporting judicial education for probation officers and therapists. The other individual is currently responsible for collection and analytics of court data and statistics. There is a demonstrated need for this job title to be assigned to the judiciary.

"The Judiciary of Guam is an equal opportunity provider and employer."

The job standard for the Program Coordinator IV position has a proposed **pay grade of O, with pay ranging from \$49,897.00 - \$87,943.00**. This pay grade assignment is a result of the evaluation of the duties and responsibilities of the position using the Hay Guide Chart Method of Evaluation. The Program Coordinator IV position will complement the Program Coordinator series as follows:

POSITION TITLE	PAYGRADE
Program Coordinator I	K
Program Coordinator II	L
Program Coordinator III	M
Program Coordinator IV	O

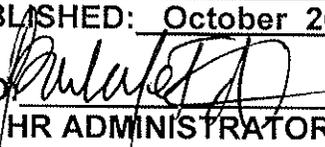
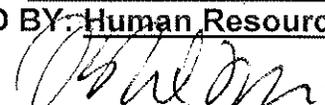
Judicial Council approval of this position will enhance the ability of the Judiciary to manage the various programs and projects administered by the court.



JOSHUA F. TENORIO

Attachments

JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD

POSITION TITLE: PROGRAM COORDINATOR IV
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E II 2 = 264 (PS) D 3 (33) = 87 (AC) D 3 C = 100
TOTAL POINTS: 451 PAY GRADE: O
DATE ESTABLISHED: October 2016 PREPARED BY: Human Resources Staff
CONCURRED:  APPROVED: 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex analytical work. An employee of this class performs the full range of planning, developing, implementing or coordinating federally funded or local programs and projects.

Serving as a senior program coordinator, an incumbent of this class is delegated supervisory duties over other lower level coordinators and administrative 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.)

Directs the planning, development, coordination and implementation of programs and projects under federal, local or other grants and aids.

Directs the development and preparation of comprehensive plans and annual work programs.

Provides consultation and technical assistance to program staff.

Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program.

Establishes program priorities to determine the most effective distribution of available funds; recommends approval, rejection or modification of sub grantee applications.

Confers with public officials and others to achieve the fullest utilization of federal grants and aids.

Program Coordinator IV
Pay Grade: O

Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustment to budgetary requirements or needs.

Directs various phases of research and statistical activities in support of the programs.

Assesses staff training and technical assistance needs according to short and long range goals.

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.

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

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

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 administer the programs and activities of federally funded programs.

Ability to evaluate operational effectiveness, implement changes in program functions to improve program effectiveness.

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 IV

Page Grade: O

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree and four (4) 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.



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

The Judiciary of Guam is creating a new position, **PROGRAM COORDINATOR IV**, at pay grade O, with a salary range from \$49,897.00 to \$87,943.00. This position will be established in the **CLASSIFIED SERVICE** within the Court Administrative Services 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.

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

JOSHUA F. TENORIO
Administrator of the Courts

"The Judiciary is an equal opportunity employer and provider"

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

(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 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).

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

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;

(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.

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

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 I. (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.

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].