

JUDICIARY OF GUAM

Administrative Office of the Courts Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive Hagåtña, Guam 96910 Telephone: (671)475-3399/3239/3329/3422/3583 • Fax: (671)477-3184



Katherine A. Maraman Albert
Chief Justice Pr

Alberto C. Lamorena III
Presiding Judge

John Q. Lizama

Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

JOB ANNOUNCEMENT

THE FOLLOWING ANNOUNCEMENT NUMBER:

146-2017 <u>MIS Project Implementation & Quality Assurance</u> <u>Supervisor</u>

IS HEREBY AMENDED TO READ AS FOLLOWS:

CLOSING DATE: March 8, 2018

ALL OTHER PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

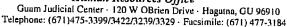
For more information, please call 475-3399.

JOHN O. LIZAMA Administrator of the Courts



JUDICIARY OF GUAM

Administrative Office of the Courts Human Resources Office





Katherine A. Maraman Chief Justice

Alberto C. Lamorena III Presiding Judge John O. Lizamo Administrator of the Courts Barbara Jean T. Perez Human Resources Administrator

JOB ANNOUNCEMENT

POSITION TITLE:

MIS PROJECT IMPLEMENTATION & QUALITY ASSURANCE SUPERVISOR

DEPARTMENT:

ADMINISTRATIVE OFFICE OF

THE COURTS

DIVISION:

MANAGEMENT

INFORMATION SYSTEMS

PAY GRADE: SALARY:

GPP-Q-1 thru GPP-Q-18 \$60,482.00 thru \$106,599.00 **ANNOUNCEMENT NO. 146-2017**

TYPE OF ANNOUNCEMENT: UNCLASSIFIED APPOINTMENT

APPLICATION WILL BE ACCEPTED FOR THE PERIOD:

OPENS: AUGUST 22, 2017

CLOSES: CONTINUOUS UNTIL FILLED

Responsible for supporting activities and contributing to the implementation of Judiciary of Guam MIS Strategies.

NATURE OF WORK

Under the direction of the MIS Administrator, this position is responsible for providing direct technical assistance to the implementation of the project to ensure that the program is on target and is responsive to the project timeline and deliverables. This includes the coordination of data collection activities, implementation activities, in accordance with the project schedule. This position will also be managing development, documentation, enhancement and maintenance of quality assurance and testing processes for assigned judiciary projects.

- Skilled in developing complex business process models, use cases, business requirements, and functional specifications;
- Knowledge of Industry standards, evolving technologies, and methodologies and tools for quality assurance, development, and testing;
- Knowledge of project management software, planning and implementation and tracking or project tasks, milestones, and timelines;
- Knowledge of data collection and analysis including the use of intuition and experience to complement data, identify data relationships and dependencies, and design workflows and procedures;
- Knowledge of communications in written form to keep others informed; select and
 use appropriate communication methods and vary communication styles to meet
 project needs;
- Knowledge of problem solving; must be able to gather and analyze information skillfully, develop alternate solutions, resolve problems in early stages and work well in group problem solving situations;
- · Skilled in Project Management;
- Skilled in establishing milestones and timelines for project implementation monitoring and tracking;
- Skilled in development of workflows and tasks related to projects;
- Skilled in establishing test parameters and case scenarios to validate system capabilities and project activities;
- Skilled in documentation processes, recording technical changes, workflows and associated policies:
- Skilled in recommending new policies internal guidelines and procedures related to the project and its implementation;
- · Skilled in facilitating Group Discussion and building consensus;
- Skilled in analysis and implementation of Change Management;
- Skilled in problem solving and innovative thinking;
- Skilled in effective communications, orally and in writing.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

knowledge, abilities and skills. Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual barassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.
For applicants who are off-island, interview via teleconferencing will be coordinated by the Human Resources Office.
No person convicted of sex offense under the provision of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.
Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.
Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities. Division of Vocational Relability.
All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.
All applicants are required to submit a current Police and Court Clearance valid within 30 days from the opening date of the Job Announcement.
Applicants can obtain and <u>must</u> submit an "Application for Employment" form to: Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at www.guamcourts.org.
For additional information, please call the Human Resources Office at 475-3399/3329/3422.
The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, EEO Officer, at 475-3374 or TDD at 477-6953 prior to any scheduled examinations or interviews. In accordance with the Judiciary's EEO Plan, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the EEO Plan from the EEO Office upon request.

Administrator of the Courts