



**UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN
BOARD OF REGENTS**

RESOLUTION NO. 17-08

**RELATIVE TO CREATING THE POSITION OF SENIOR MANAGER,
INFRASTRUCTURE SERVICES AND INFORMATION SECURITY
OFFICER, AND REVISING THE LIST OF ADMINISTRATIVE
POSITIONS AND THE ADMINISTRATIVE SALARY SCALE**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) serving the post- secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of UOG is vested in its Board of Regents (BOR); and

WHEREAS, pursuant to 17 GCA 16112, the BOR is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, on May 22, 2003, the BOR approved Resolution No. 03-09, Relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Scale at the University of Guam; and

WHEREAS, the UOG administration has adopted the College and University Professional Association for Human Resources (CUPA-HR) administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the creation of the Senior (Sr.) Manager, Infrastructure Services and Information Security Officer position is critical in delivering the University's mission, Good to Great and other strategic initiatives, infrastructure support and controls, and ensuring the protection of UOG information resources; and

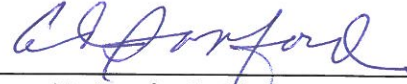
WHEREAS, based upon an assessment of the priority needs of UOG, the responsibilities of the position, and CUPA-HR salary benchmarks for comparable positions, the associated position description and recommended salary scale was developed; and

WHEREAS, the Academic, Personnel and Tenure Committee reviewed the administration's recommendations, and together with the President, recommend to the BOR for approval the creation of the Sr. Manager, Infrastructure Services and Information Security Officer position and the revised list of administrative positions and Administrator Salary Scale, as attached.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the creation of the Senior Manager, Infrastructure Services and Information Security Officer position and revised Administrator Salary Scale, which is attached hereto.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the list of Administrative positions be amended to reflect the addition of the new position.

Adopted this 20th day of April, 2017.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

Administrator's Salary Scale
Approved by Board of Regents Resolution No. 17-08
Amended on 04/20/2017

POSITION TITLE	Quartile 1 80%-90% Range	Quartile 2 90%-100% Range	Quartile 3 100%-110% Range	Quartile 4 110%-120% Range
Office of the President				
President	\$ 96,914	\$ 109,029	\$ 121,143	\$ 133,257
Legal Counsel	\$ 61,599	\$ 69,299	\$ 76,999	\$ 84,699
Director, Integrated Marketing Communications	\$ 68,050	\$ 76,556	\$ 85,062	\$ 93,568
Executive Assistant to the President	\$ 84,402	\$ 94,952	\$ 105,502	\$ 116,052
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 53,454	\$ 60,135	\$ 66,817	\$ 73,499
International Program Development (Coordinator, Director)	\$ 32,973	\$ 37,094	\$ 41,216	\$ 45,338
Web Master	\$ 58,682	\$ 66,018	\$ 73,353	\$ 80,688
Office of Development and Alumni Affairs				
Director, Development and Alumni Affairs	\$ 88,278	\$ 99,313	\$ 110,348	\$ 121,383
Office of Academic and Student Affairs				
Senior Vice President, Academic and Student Affairs	\$ 82,212	\$ 90,239	\$ 100,265	\$ 110,292
Assistant Vice President of Academic Excellence / Director of Graduate Studies	\$ 125,514	\$ 141,203	\$ 156,892	\$ 172,581
Assistant Vice President of Institutional Effectiveness	\$ 84,278	\$ 94,812	\$ 105,347	\$ 115,882
Dean, School of Engineering	\$ 99,150	\$ 111,543	\$ 123,937	\$ 136,331
Dean, College of Liberal Studies and Social Sciences	\$ 91,509	\$ 102,947	\$ 114,386	\$ 125,825
Dean, College of Natural and Applied Sciences	\$ 97,046	\$ 109,176	\$ 121,307	\$ 133,438
Dean, School of Education	\$ 88,482	\$ 99,543	\$ 110,603	\$ 121,663
Dean, School of Business and Public Administration	\$ 87,252	\$ 98,159	\$ 109,065	\$ 119,972
Associate Director, Western Pacific Tropical Research Center	\$ 79,320	\$ 89,235	\$ 99,150	\$ 109,065
Associate Director, Cooperative Extension Service	\$ 82,438	\$ 92,742	\$ 103,047	\$ 113,352
Dean, Enrollment Management and Student Success	\$ 70,014	\$ 78,766	\$ 87,518	\$ 96,270
Associate Dean, EMSS and Registrar	\$ 75,666	\$ 85,125	\$ 94,583	\$ 104,041
Associate/Assistant Deans	\$ 56,000	\$ 63,000	\$ 70,000	\$ 77,000
Grants Officer	\$ -	\$ -	\$ -	\$ -
Director/Coordinator:	\$ -	\$ -	\$ -	\$ -
Research and Sponsored Programs (9-month position)	\$ 82,326	\$ 92,617	\$ 102,908	\$ 113,199
Learning Resources	\$ 50,538	\$ 56,855	\$ 63,172	\$ 69,489
Graduate Studies	\$ 90,944	\$ 102,312	\$ 113,680	\$ 125,048
Centers of Excellence and Research Institutes	\$ -	\$ -	\$ -	\$ -
Financial Aid	\$ 51,932	\$ 58,424	\$ 64,915	\$ 71,407
Residence Halls	\$ 51,665	\$ 58,123	\$ 64,581	\$ 71,039
Student Resource Center (one-stop center)	\$ 42,128	\$ 47,394	\$ 52,660	\$ 57,926
Student Services / Student Life	\$ 53,107	\$ 59,746	\$ 66,384	\$ 73,022
Summer School and Off-Campus Programs	\$ 62,929	\$ 70,795	\$ 78,661	\$ 86,527
Micronesian Area Research Center (MARC)	\$ 66,996	\$ 75,371	\$ 83,745	\$ 92,120
Professional and International Programs	\$ 45,613	\$ 51,314	\$ 57,016	\$ 62,718
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 44,898	\$ 50,510	\$ 56,122	\$ 61,734
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ -	\$ -	\$ -	\$ -
Office of Administration and Finance				
Vice President, Administration and Finance	\$ 110,978	\$ 124,851	\$ 138,723	\$ 152,595
Chief Information Officer	\$ 66,430	\$ 74,734	\$ 83,038	\$ 91,342
Director, Computer Center/Technology Resources	\$ 66,590	\$ 74,913	\$ 83,237	\$ 91,561
Sr. IT Manager, Infrastructure Services and Information Security	\$ 52,762	\$ 59,358	\$ 65,953	\$ 72,548
Associate Budget and Administrative Process Officer	\$ 67,050	\$ 75,431	\$ 83,812	\$ 92,193
Chief Human Resources Officer	\$ 60,424	\$ 67,977	\$ 75,530	\$ 83,083
Director, EEO and Title IX/ADA Coordinator	\$ 65,099	\$ 73,237	\$ 81,374	\$ 89,511
Comptroller/Chief Financial Officer	\$ 52,600	\$ 59,175	\$ 65,750	\$ 72,325
Associate Comptroller / Bursar	\$ 65,802	\$ 74,027	\$ 82,252	\$ 90,477
Chief Plant and Facilities Officer	\$ 45,024	\$ 50,652	\$ 56,280	\$ 61,908
Director/Manager/Coordinator:	\$ -	\$ -	\$ -	\$ -
Campus Facilities	\$ 43,660	\$ 49,118	\$ 54,575	\$ 60,033
Campus Construction Projects	\$ 52,047	\$ 58,553	\$ 65,059	\$ 71,565
Bookstore and Auxiliary Services	\$ 54,058	\$ 60,816	\$ 67,573	\$ 74,330
Athletic Director	\$ 58,835	\$ 66,190	\$ 73,544	\$ 80,898
Internal Auditor	\$ -	\$ -	\$ -	\$ -

* Scale is managed by UOG Human Resources Office, last updated on April 20, 2017 by BOR Resolution No. 17-08

UNIVERSITY OF GUAM

POSITION DESCRIPTION

Senior (Sr.) Manager – Infrastructure Services and Information Security Officer

Proposed Salary Range: \$66,590 - \$99,884

POSITION NARRATIVE:

Reporting to the Chief Information Officer, the Senior (Sr) Manager for Infrastructure Services and Information Security Officer will be responsible for planning, infrastructure deployment and operations, Information Security operations, policy development, and processes, performance measurement, and continuous improvement of the University of Guam's IT and Information Security Infrastructure, including its on- and off-site data centers and other computing and storage platforms and solutions.

DUTIES AND RESPONSIBILITIES:

Major duties and responsibilities shall include, but will not be limited to, the following:

- Manage the network infrastructure, enterprise computing, server and storage services, and the physical operation of data centers, servers, storage, and other technology platforms shared across the organization
- Participate in the development of procedures for IT disaster recovery and holds a primary role in the recovery of data center, servers, and storage at a recovery site
- Create and maintain documentation for systems maintenance and modifications, implement and support a virtualized server environment through the migration of campus physical servers towards virtualized machines, organizes work effectively while achieving timely progress on multiple and simultaneous projects, and distributes appropriate effort among projects to meet deadlines and maintain high levels of team productivity
- Manage an Information Security team to plan and carry out security measures to protect the University of Guam's computer networks and systems
- Ensures that the information security team continually adapts to stay a step ahead of cyber attackers, and maintains current and up-to-date knowledge on the latest methods used to infiltrate computer systems and IT security
- Ensure that Information Security Analysts research new security technologies to decide what will most effectively protect the university
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Earned bachelor's degree in Computer Science, Information Systems Management, or related field from a U.S. regionally accredited institution or foreign equivalent
- Eight years of on-the-job experience in a higher education environment, working on server management, telecommunications systems support, and/or data networking
- Extensive experience with information technology in various environments, with an in-depth supervisory experience in at least one of the following areas: computer networking, telecommunications, computer systems support, or related technologies
- In-depth working knowledge of and experience with common software application packages, computer equipment platforms, relational database systems, software programming methods, and training methods
- Minimum 8-12 years of experience in Information Technology, with at least 5 years' experience directly supporting Information Security activities in an academic environment

Created April 2017

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- At least 5 years of supervisory experience in an information technology role
- Ability to work with minimal oversight, be self-directed and provide both supervisory and technical leadership
- Effective people management skills, possession of outstanding leadership and management skills
- Ability to motivate, mentor, train, counsel, evaluate, and develop staff
- Ability to form and sustain alliances, including proven ability to work in a team environment
- Effective interpersonal and communication skills, including effective oral and written communication skills
- Strong commitment to customer service, as well as the ability to establish and maintain effective working relationships
- Excellent problem solving skills including the ability to be creative, innovative, and resourceful while generating solutions
- Ability to review, re-engineer, and implement new business processes for existing and prospective technologies and web based applications
- Knowledge of organizational structure, culture, and processes
- Skills in resource management and planning
- Service Orientation.

PREFERRED QUALIFICATIONS

- An earned master's degree in Computer Science, Information Systems Management or related field from a U.S. regionally accredited institution or foreign equivalent
- Certified Information Systems Security Personnel (CISSP) Certification
- Systems Security Certified Practitioner (SSCP) Certification
- Certified Information Security Manager (CISM) Certification

Senior Manager – Infrastructure Services and Information Security Officer position description approved by:

 Randall Wiegand Date
 Vice President, Administration and Finance



 Robert A. Underwood Date
 President