



BEFORE THE 2025 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC25-024

**RELATIVE TO REVISING THE JOB STANDARD
FOR THE SENIOR SYSTEMS PROGRAMMER POSITION**

WHEREAS, the Judiciary of Guam is responsible for maintaining secure, reliable, and efficient technology systems in support of court operations, case management, financial processes, and justice-wide services; and

WHEREAS, the Judiciary's technological operations significantly expanded in complexity, with increased reliance on the on-premises datacenter and a more integrated network of applications, servers, virtualization platforms, and security systems; and

WHEREAS, the existing job standard for the Senior Systems Programmer no longer reflects the actual scope of responsibilities required to support these mission critical systems; and

WHEREAS, the technical demands of the Judiciary's current operations extend beyond traditional programming functions and require broader expertise in systems administration, virtualization, networking, security, and datacenter technologies, creating a need to revise the Senior Systems Programmer position to a Systems Specialist; and

WHEREAS, although general duties of a Systems Programmer and Systems Specialist may align, the primary duties of a Systems Specialist will also include managing servers, virtual machines, domain services, network infrastructure, datacenter operations, and enterprise application environments in alignment with modern IT standards and security requirements; and

WHEREAS, realigning the existing Senior Systems Programmer classification to a Systems Specialist classification will ensure the Judiciary has the appropriate level of technical support to meet current operational needs and future organizational needs;

NOW, THEREFORE, BE IT RESOLVED that the Judicial Council of Guam hereby revises and replaces the job standard for the Senior Systems Programmer position with the updated Systems Specialist job standard, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that all references to the Senior Systems Programmer position within Judiciary personnel records, organizational charts, and staffing plans shall be updated to reflect the Systems Specialist classification.

BE IT FURTHER RESOLVED that the Administrator of the Courts, in collaboration with the Human Resources Administrator and Division, is authorized to implement the revised job standard and classification, including conducting any necessary recruitment, job evaluation, and compensation adjustments in accordance with applicable Judiciary Personnel Rules and Regulations.



BE IT FURTHER RESOLVED that this revision shall be effective immediately upon adoption.

DULY ADOPTED this 18th day of December 2025 at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman


Dated: 12/18/25

ATTEST:



Jessica Perez-Jackson, Executive Secretary

Dated: 12/18/25

		JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: SYSTEMS SPECIALIST		ESTABLISHED DATE: August 1999 REVISED DATE: December 2025	
PAY GRADE: P	TOTAL HAY EVALUATION POINTS: 571	POSITION STATUS: <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: Professional	
REPORTS TO: MIS Administrator or Designee		APPROVED BY: DANIELLE T. ROSETE Administrator of the Courts	

NATURE OF WORK:

This professional technical level position is responsible for managing and maintaining critical server infrastructure, virtual environments, and enterprise applications, including financial, case management, and jury systems.

An employee in this position may lead projects and is responsible for administering Active Directory, database systems, and security solutions, while collaborating with vendors to implement Information Technology (IT) solutions related to servers, databases, applications, networks and other computing systems.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent for this position. Duties, responsibilities, and activities may change at any time with or without cause.)

Maintains, configures, and optimizes server infrastructure to ensure reliable and secure operations.

Manages virtual environments, including creating, configuring, and maintaining virtual machines (VMs).

Adds and integrates systems into the domain and ensures proper authentication and access controls.

Monitors and oversees server room and data center environments to maintain operational continuity.

Supports, manages, and troubleshoots Enterprise Resource Planning (ERP) and other financial-related applications.

Provides administration, support, and maintenance of case management systems.

Performs database administration tasks, including configuration, maintenance, backup, and troubleshooting.

Implements and supports networking solutions, including switches, routers, firewalls, and related infrastructure.

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Administers Active Directory services, including group policies, user accounts, and security configurations.

Collaborates with vendors to evaluate, implement, and support various IT solutions and system enhancements.

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

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of Windows Server operating systems, including Active Directory, Group Policy, domain services, authentication servers, and registry optimization.

Knowledge of virtualization technologies, including Microsoft Hyper-V and VMware for provisioning, configuring, and optimizing virtual machine environments.

Knowledge of backup and disaster recovery solutions, including VEEAM Backup & Replication, modern backup methodologies, and continuity planning.

Knowledge of SQL databases, including installation, configuration, query creation, performance tuning, and backup and recovery management.

Knowledge of networking technologies, including TCP/IP, routing, switching, VLANs, ports, the OSI model, firewalls, and Ethernet switching.

Knowledge of server and web technologies, including DNS, client-server architecture, NT domain services, Internet/Intranet servers, and related protocols.

Knowledge of system hardware installation, diagnostics, troubleshooting, repair, and recovery procedures.

Knowledge of technical documentation standards, including developing network diagrams, system architecture drawings, and process flows.

Ability to analyze complex technical problems, define solutions, and implement effective corrective measures.

Ability to design and maintain network architecture diagrams, system workflows, and technical documentation.

Ability to prepare clear and accurate documentation, instructional materials, and technical reports.

Ability to manage and optimize virtualization environments using Hyper-V and VMware platforms.

Ability to plan, execute, and maintain backup and disaster recovery strategies that ensure system continuity.

SYSTEMS SPECIALIST**PAY GRADE: P****PAGE: 3**

Ability to communicate technical concepts clearly to both technical and non-technical personnel.

Ability to delegate tasks effectively while maintaining quality control and organizational clarity.

Ability to learn and apply administrative reporting tools, Judiciary-specific applications, and enterprise information systems.

Ability to participate in or lead a team environment; research and analyze problems logically and recommend alternative courses of action.

Ability to assume a leadership role to resolve end users issues and troubleshoot.

Ability to establish and maintain cooperative working relationships.

Skilled in troubleshooting hardware, software, network, server, and application issues effectively.

Skilled in managing networking infrastructure, including TCP/IP, routers, switches, VLANs, and firewalls, to ensure secure and stable connectivity.

Skilled in application design, programming, and systems software development.

Skilled in organizing, documenting, and analyzing IT processes and projects for operational efficiency.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from a recognized college or university with a bachelor's degree in Computer Science, Information Science or closely related fields, plus five (5) years of work experience in server and system administration.
- B. Graduation from high school or GED equivalent; plus any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.