



BEFORE THE 2022 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC22-022

**RELATIVE TO CREATING THE POSITIONS OF
DEPUTY HUMAN RESOURCES ADMINISTRATOR AND
HUMAN RESOURCES EMPLOYEE RELATIONS SUPERVISOR**

WHEREAS, as a division of the Judiciary, Human Resources has expanded its scope of services as a result of both strategic planning and statutory mandate; and

WHEREAS, as a result of this expansion, the Judiciary's Human Resources Division is primarily responsible for managing the Judiciary's education and training program, its Equal Employment Opportunity and Americans with Disabilities Act compliance efforts, and its Employee Assistance Programs; and

WHEREAS, recognizing the need for a workforce structure that reflects the scope and specializations now necessary to effectively manage the Judiciary's personnel policies, the Administrator of the Courts, in a request to the Judicial Council on August 17, 2022, formally requested that the following positions be created in the Human Resources Division:

Deputy Human Resources Administrator
Human Resources Employee Relations Supervisor; and

WHEREAS, the provisions of 4 GCA § 6303 require that the position descriptions for the requested positions be posted to the Judiciary's website.

NOW, THEREFORE, BE IT RESOLVED that the positions of Deputy Human Resources Administrator and Human Resources Employee Relations Supervisor are hereby approved as positions with the Judiciary of Guam, which duties are reflected in the job descriptions shown in the attached exhibits.

DULY ADOPTED this 17th day of August, 2022, at a duly noticed meeting of the Judicial Council of Guam.

A handwritten signature in black ink, appearing to read "F. Philip Carbullido", written over a horizontal line.

F. PHILIP CARBULLIDO, Chairman


Dated: 08/19/22

ATTEST:

A handwritten signature in black ink, appearing to read "Petrina M. Ula", written over a horizontal line.

Petrina M. Ula, Executive Secretary

Dated: 08/19/22

	JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: DEPUTY HUMAN RESOURCES ADMINISTRATOR		ESTABLISHED DATE: August 2022
PAY GRADE: GPP - Q	TOTAL HAY EVALUATION POINTS: 634	POSITION STATUS: <input checked="" type="checkbox"/> Classified <input 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: Professionals
REPORTS TO: Human Resources Administrator		APPROVED BY: KRISTINA L. BAIRD, Administrator of the Courts

NATURE OF WORK:

This position assists the Human Resources Administrator in the overall administration of the Judiciary's Human Resources operations which includes the planning, coordination and development of human resource strategy, specifically in the areas of recruitment and selection, classification, succession planning, talent management, policy development, benefits, organizational and performance management, training and development, and compensation.

An employee in this class assumes the functions and responsibilities of the Human Resources Administrator in his/her absence.

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

Plans, organizes, directs, and manages the daily operations of a comprehensive human resource program including recruitment, selection, succession planning, classification, compensation, career development, personnel records, benefits administration, and worker's compensation.

Supervises and directs the activities of the Human Resources staff; evaluates employee performance and monitors productivity levels; identifies and resolves personnel issues.

Trains, mentors, and motivates staff in human resources management, personnel policies and procedures and communicates changes in processes, rules and systems.

Proposes, develops, communicates, and evaluates policies and procedures to enhance productivity and effectiveness for the division; and oversees administrative and training opportunities.

Assists the Human Resources Administrator in managing the division's budget and annual spending plan; and submits recommendations relative to salary, employee benefits, and staffing.

Tracks daily attendance and approves leave requests and time sheets; serves on the interview panel and submits recruitment recommendations.

Performs the duties of the Human Resources Administrator in his/her absence.

Develops and implements personnel policy and management improvement programs; drafts manuals and other guide materials; maintains salaries, grades, and adjustments related thereto for all court employees; prepares organizational and functional charts, graphs, tables, summaries, and narrative reports regarding matters such as recruitment, and training.

Consults with and advises judicial officers, management and supervisors of their human resources responsibilities and the application of court personnel policies, standards, and procedures, performance development and reviews, disciplinary matters and personnel issues.

Assists in formulating human resources program plans and justifications; recommends organizational, operational, and legal changes; and recommends further study.

Acts as liaison in regards to compensation, personnel practices and procedures, and trends in human resources administration.

Responsible for the overall management and coordination of the Judiciary's Human Resources automated system.

Oversees, constructs, validates and analyzes oral and written examinations; ensures compliance with federal and local employment regulations.

Oversees and conducts division or individual desk audits relative to classification actions requested; conducts salary surveys, classification studies and projects.

Assists the Human Resources Administrator in planning, developing and conducting court-wide studies directed toward improving the quality and services of human resources management programs, including but not limited to, those involving performance evaluations, staff development, employee assistance, employee suggestion programs, and career advancement.

Recommends operating policy and procedural improvements; coordinates the resolution of specific policy/rule related and procedural problems and inquiries.

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

Perform other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of principles and practices of public sector administration, supervision and management.

Knowledge of management and supervisory principles and practices.

Knowledge of procedures for recruitment, selection, training, compensation, benefits, labor relations and negotiation, and personnel information systems.

Knowledge of management principles involved in strategic planning, resource allocation, human resources modeling and coordination of people and resources.

Knowledge of principles, functions and practices of public personnel administration.

Knowledge of methods and techniques of position classification and compensation.

Knowledge of federal and local legislation with respect to personnel administration.

Ability to interpret, explain and enforce department policies and procedures.

Ability to manage and administer a public personnel services program.

Ability to develop and install methods and procedures for improving, maintaining, and facilitating personnel processes.

Ability to apply, interpret complex personnel laws, rules, and regulations and other appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in rules and regulations, policies, and procedures.

Ability to organize and supervise a unit of employees.

Ability to prepare comprehensive reports.

Ability to maintain confidentiality of information

Ability to recognize and resolve problems of a sensitive nature.

Ability to work and communicate effectively, both orally and in writing, with the public, government officials, Judiciary employees and network agencies.


Skills in analyzing and applying relevant policies and procedures.

Skills in independently establishing priorities and meeting deadlines under pressure.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from a recognized college or university with a Bachelor's degree in Human Resources, Psychology, Business Administration, Public Administration, or closely related field; plus five (5) years of professional experience in human resources management, employment law, classification and compensation, employee recruitment, training, automated database systems and reports, budget, payroll and benefits, inclusive of two (2) years of supervisory experience; or

- B. Graduation from a recognized college or university with an Associate's degree in Human Resources, Psychology, Business Administration, Public Administration, or closely related field; plus six (6) years and six (6) months of professional experience in human resources management, employment law, classification and compensation, employee recruitment, training, automated database systems and reports, budget, payroll and benefits, inclusive of two (2) years of supervisory experience; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

		JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: HR EMPLOYEE RELATIONS SUPERVISOR		ESTABLISHED DATE: August 2022	
PAY GRADE:	TOTAL HAY EVALUATION POINTS:	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT	
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: Professionals	
REPORTS TO: Deputy Human Resources Administrator		APPROVED BY:	

NATURE OF WORK:

This supervisory position plans, develops, implements and promotes activities and programs that enhance overall employee relations and HR Management Programs. An employee in this class also oversees the full range of employee benefit plans court-wide. This includes the planning, coordination and administration of day to day benefits to include but not limited to health, life, retirement, worker's compensation and leave.

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

Advises judicial officers, management and employees on sensitive labor and employee relations matters, including grievance procedures, performance issues and disciplinary actions; advises and assists managers in identifying employee relations issues and determining appropriate course of action.

Oversees the administration of the Judiciary's employee benefits program to include retirement, health, cafeteria plan, life insurance, leave and other applicable programs in accordance with Judicial Personnel Rules & Regulations and local/federal laws.

Gathers, analyzes and interprets data to develop recommendations and strategies to facilitate positive employee relations and engagement.

Uses surveys, interviews, and other studies to conduct research regarding human resource policies, compensation, and other employment issues.

Conducts timely, objective and thorough internal investigations including but not limited to allegations of harassment, discrimination, accommodation, and retaliation and prepare all required documentation.

Reduces risks by developing programs, policies and procedures to promote fair and equitable employee relations.

Proactively identifies, develops, and implements tools, resources, and solutions that help shape a positive employee experience, i.e., monthly frolic, newsletter, welcome emails, HR Bulletin Board etc.

Develops and executes employee reward and recognition programs.

Coordinates the Judiciary's Drug Free Workplace Program, policies and procedures.

Advises and trains managers and supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances.

Serves as a lead member of the Judiciary's Health Insurance Negotiation Team responsible for ensuring a favorable contract beneficial to all Judiciary employees.

Communicates in person, via phone or e-mail, with insurance companies, judicial officers, managers, employees, and beneficiaries to facilitate proper and complete utilization of benefits.

Oversees the maintenance of records, enrollments, applications, and claims inquiries for all benefit plans.

Prepares and executes, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies.

Supervises the activities of assigned HR staff; evaluates employee performance; monitors productivity levels; and oversees administrative and training opportunities.

Prepares various types of administrative reports and correspondence on program activities.

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

Perform all other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of principles and practices of public sector administration, supervision and management.

Knowledge of principles, functions and practices of public personnel administration.

Knowledge of the principles and practices of employee and labor relations.

Knowledge of compensation and benefits administration.

Knowledge of group insurance and risk management principles and strategies.

Knowledge of principles, practices and procedures of benefits administration.

Ability to organize, manage, and track multiple detailed tasks and assignments with frequently changing priorities and deadlines in a fast-paced work environment.

Ability to provide a high level of customer service and drive customer service orientation to staff.

Ability to maintain strictest confidentiality.

Ability to apply, interpret complex personnel laws, rules, and regulations and other appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in rules and regulations, policies, and procedures.

Ability to organize and supervise a unit of employees.

Ability to prepare comprehensive reports.

Ability to recognize and resolve problems of a sensitive nature.

Ability to work and communicate effectively, both orally and in writing, with the public, government officials, Judiciary employees and network agencies.

Skills in designing insurance related materials for internal and external customers.

Skills in analyzing and applying relevant policies and procedures.

Skills in independently establishing priorities and meeting deadlines under pressure.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from a recognized college or university with a Bachelor's degree in Human Resources, Psychology, Business Administration, Public Administration, or closely related field; plus four (4) years of professional experience in Employee Relations and Benefits Administration Management, inclusive of one (1) year of supervisory experience; or
- B. Graduation from a recognized college or university with an Associate's degree in Human Resources, Psychology, Business Administration, Public Administration, or closely related field; plus five (5) years and six (6) months of professional experience in Employee Relations and Benefits Administration Management, inclusive of one (1) year of supervisory experience; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.