



EDWARD M. BIRN
Director (Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(*Dibision Inadilanto yan Guinaha Para Taotao*)
Telephone (Telifon): (671) 475-1288/1103 · Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (*Maga'håga*)
JOSHUA F. TENORIO
Lt. Governor (*Sigundo Maga'låhi*)

August 11, 2025

HRD NO.: 25-121

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division
From: Personnel Specialist IV, Classification and Pay Branch
Subject: Notice of Proposed Amendment, Creation and Abolishment of Positions
RE: **Computer Positions under the Office of Technology**

Buenas yan Håfa Adai! This memorandum respectfully requests approval to amend the current classification specifications and position titles for the positions listed below, at the request of the Chief Technology Officer, Office of Technology (OTECH).

The proposed amendments to the class specifications are intended to update the standards to reflect changes and advances in information technology (IT) and the technical infrastructure used across all executive branch agencies of the Government of Guam. Additionally, the position titles have been amended to modernize them and align the associated duties and responsibilities with current IT terminology, as the existing titles are outdated. The current standards have not been updated since they were established in July 1980.

Public Law 34-76 established the Office of Technology as a separate agency of the Government of Guam with the authority to advise and make recommendations to departments/agencies on their information systems and have the authority to oversee coordination of the government's technical infrastructure. Updating the job standards will ensure alignment with current compliance requirements, IT policies and regulatory standards, and the evolving complexity of information systems, information equipment, telecommunications and cybersecurity measures.

The following is our recommended Hay Evaluation for the proposed amendments which will result in pay grade reassignments for all positions.

CURRENT POSITION TITLE	PROPOSED POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACC	TOTAL POINTS	PAY GRADE
Computer Operator I	Information Technology Operator I	D I 1 132	C 3 25% 33	C N III 43	208	I
Computer Operator II	Information Technology Operator II	D I 2 152	D 3 29% 43	D 1 C 57	252	J
Computer Operator III	Information Technology Operator III	D I 2 175	D 3 29% 50	D 1 C 57	282	K
Computer Programmer I	Information Technology Programmer I	D I 2 175	D 3 29% 50	D 1 C 57	282	K
Computer Programmer II	Information Technology Programmer II	E I 1 175	D 3 33% 57	D 2 C 66	298	L
Computer Programmer III	Information Technology Programmer III	E I 1 200	D 3 33% 66	D 2 C 76	342	M
Computer Systems Analyst I	Information Technology Systems Analyst I	E II 2 230	E 3 33% 76	E 1 C 87	393	N
Computer Systems Analyst II	Information Technology Systems Analyst II	E II 2 264	E 3 33% 87	E 2 C 100	451	O
Systems Programmer	Information Technology Systems Programmer	E II 2 304	E 3 38% 115	E 2 C 132	551	P
Data Processing Supervisor	Information Technology Supervisor	E II 3 264	E 3 38% 100	E 2 C 132	496	O
Data Processing Systems Administrator	Information Technology Systems Administrator	E II 3 350	E 4 43% 152	E 2 S 175	677	R
Data Processing Manager (DOA)	Information Technology Manager	F II 3 460	E 4 50% 230	E 3 P 304	994	T

In addition to the proposed amendments, this memorandum requests approval to create and establish a class specification for an Information Technology Network and System Design Specialist position into the classified service. The request is based on a memorandum dated March 4, 2025, by the President, Guam Community College in collaboration with the Office of Technology.

The creation of this position is necessary to meet the demands of an ever-evolving technological environment and to establish standards for information technology (IT) and technical infrastructure. The role involves performing complex professional work in IT application systems and is critical to executing IT projects, setting goals, developing plans, and using industry-standard methodologies and tools to monitor performance, conduct risk assessments and ensure that goals and objectives are completed on time and within budget.

The following is our recommended Hay Evaluation for the proposed position:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Information Technology Network & Systems Design Specialist	E II 2 304	E 4 43% 132	E 2 S 152	588	Q

In response to the evolving technological environment, many computer-related positions have become outdated, obsolete, and no longer necessary to support the department's mission. These positions are currently vacant and have not been filled for many years. OTECH has recommended that the following positions be abolished:

POSITION TITLE	CLASS CODE
Computer Data Librarian	0.510
Computer Image Recorder	0.523
Computer Operations Administrator (DOA)	0.530
Computer Operations Supervisor	0.521
Computer Systems Administrator	2.635
Computer Technician Leader	10.802
Programmer Analyst I	2.640
Programmer Analyst II	2.641
Standard Controller (Computer Systems)	2.623
Systems Analyst	2.622
Systems Support Administrator	2.633

Upon approval of this request, the proposal will be posted on the Department of Administration's website for ten (10) working days. A copy will also be forwarded to the requesting department for posting on their website, pursuant to 4 GCA §6303(c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be submitted to the Director of Administration and the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201.
Dangkolo na Agradesimiento!



ROSEZETTE NT SANTOS

Attachments

☒ APPROVED ☐ DISAPPROVED For:  TONY C. AGUON, PSA Human Resources Division Date: 08/14/2025



Lourdes A. Leon Guerrero
Governor
I Maga' Hågan Guåhan

Joshua F. Tenorio
Lieutenant Governor
I Segundu Maga' Iåhi Guåhan

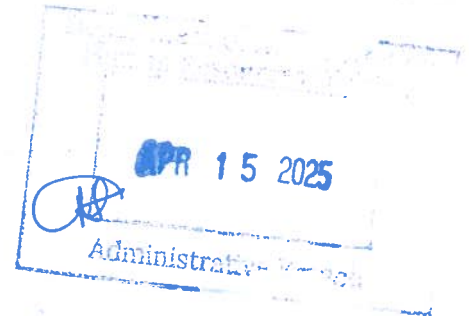
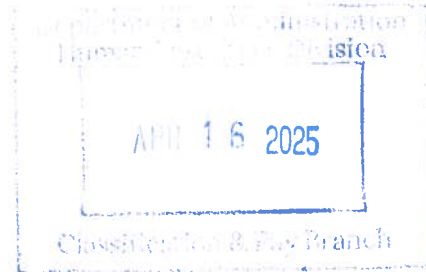
OFFICE OF TECHNOLOGY
(UFISINAN TEKNOLOGIA)
GOVERNMENT OF GUAM

(GUBETNOMENTON GUÅHAN)
Post Office Box 884 • Hagåtña, Guam 96932



Frank LG Lujan, Jr.
Chief Technology Officer

Beatrice A. Santos
Data Processing Manager



MEMORANDUM

TO: Director, Department of Administration

FROM: Chief Technology Officer

Subject: Request To Amend Job Specifications/ Proposed Position Description Questionnaire

Buenas Yan Hafa Adai!

The Office of Technology (OTECH) is requesting for your review and approval to the attached proposed Amended Job Specifications and Proposed Amended Position Description Questionnaire. DOA HR have performed initial reviews to the attached OTECH positions and have proposed respective pay grades as indicated accordingly. However, we have noted the following concern:

- Computer Programmer I. Upon review of the attached OTECH proposed amendments, only the Computer Programmer I remains status quo at Grade J (GPP).

Should you have any questions, please contact Ms. Maria G. Duarte, Management Analyst IV at (671) 635-4502 or email to: maria.duarte@otech.guam.gov.

Senseramente,

FRANK LG LUJAN, Jr.

Date: 4/14/2025

RECEIVED

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Department of Administration
Director's Office

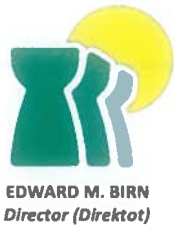
Attachments:

1. Computer Operator I (Proposed Amendment)/Position Description Questionnaire (Proposed)
2. Computer Operator II (Proposed Amendment)/Position Description Questionnaire (Proposed)
3. Computer Programmer I (Proposed Amendment) / Position Description Questionnaire (Proposed)
4. Computer Systems Analyst I (Proposed Amendment) / Position Description Questionnaire (Proposed)
5. Computer Systems Analyst II (Proposed Amendment) / Position Description Questionnaire (Proposed)
6. Data Processing Manager (Proposed Amendment) / Position Description Questionnaire (Proposed)
7. Data Processing Supervisor (Proposed Amendment) / Position Description Questionnaire (Proposed)

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8. Data Processing Systems Administrator (Proposed Amendment) / Position Description Questionnaire (Proposed)
9. Systems Programmer (Proposed Amendment) / Position Description Questionnaire (Proposed)
10. Office of Technology Organization Chart FY2025
11. FY2025 Staffing Pattern
12. OTECH Job Specifications Comparison



EDWARD M. BIRN
Director (Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

June 6, 2025

HRD NO.: 25-161

MEMORANDUM

To: President, Guam Community College
From: Director of Administration
Subject: Creation of Position
RE: Information Technology Network and Systems Design Specialist

Buenas yan Håfa Adai! This is in response to your memorandum received on May 27, 2025, requesting to create the above referenced position within the classified service.

Please be advised that all computer positions in agencies of the executive branch of the government of Guam are under the purview of the Office of Technology (OTECH). Our office will coordinate with OTECH in the creation of the Information Technology Network and Systems Design Specialist. We will be forwarding the request along with the proposed classification specification to OTECH for their review.

Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at (671) 475-1131/1174/1201. **Dångkolo na Agradesimiento!**


EDWARD M. BIRN

cc: Office of Technology