



BEFORE THE 2025 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC25-023

RELATIVE TO REVISING FISCAL MANAGEMENT ROLES AND CREATING THE POSITION OF CHIEF FINANCIAL OFFICER

WHEREAS, the Judiciary of Guam is responsible for managing multiple revenue sources, including legislative appropriations, special funds, federal grants, fines, fees, and trust accounts, each of which requires coordinated oversight and effective financial governance; and

WHEREAS, the Judiciary of Guam continues to face an increasing need to strengthen internal controls, improve fiscal accountability, and enhance the reliability of its financial systems. As audit requirements grow and expectations for transparency rise, it is essential to separate financial oversight from daily fiscal operations. Those responsible for oversight cannot also perform routine accounting functions without creating conflicts that compromise audit integrity making it necessary to create the position of a Chief Financial Officer to provide independent, executive-level oversight while the Finance Administrator continues managing daily operations; and

WHEREAS, the Judiciary's long-term strategic goals, modernization initiatives, capital projects, and increasing demands from legislative and oversight bodies necessitate a dedicated senior official who can provide comprehensive financial planning, forecasting, data analytics, and executive decision support; and

WHEREAS, this role will strengthen the Judiciary's ability to maintain transparency, accountability, and compliance with applicable statutes, regulations, and internal controls.

WHEREAS, revising the job standard for the Finance Administrator is necessary to align responsibilities with the new financial leadership structure and to ensure clear separation between strategic oversight and daily financial operations;

WHEREAS, the Human Resources Division has conducted a study and reported to the Judicial Council that the position of Chief Financial Officer should be created and filled as described in the attached **Exhibit A**; and

WHEREAS, Title 4 GCA § 6303 requires that the position description for the requested position of Chief Financial Officer is posted on the Judiciary's Website.

NOW THEREFORE, BE IT RESOLVED that the position of Chief Financial Officer is hereby approved as a position at the Judiciary of Guam, which duties are reflected in the job description shown in the Attached Exhibit A.



BE IT FURTHER RESOLVED, that the Chief Financial Officer shall report directly to the Chief Justice and the Administrator of the Courts and shall serve as the Judiciary's principal advisor on financial strategy, fiscal policy, internal controls, and resource planning;

BE IT FURTHER RESOLVED that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303;

BE IT FURTHER RESOLVED, that the Finance Administrator and Deputy Finance Administrator shall continue to administer the daily operational functions of the Judiciary's financial system under the strategic oversight of the Chief Financial Officer;

BE IT FURTHER RESOLVED, that the job standard for the Finance Administrator shall be amended as shown in **Exhibit B**, which reflects the revised scope of duties consistent with the new fiscal management structure;

BE IT FURTHER RESOLVED, that the amended duties for the Finance Administrator shall take effect only upon the filling of the Chief Financial Officer position and the reclassification to a lower pay grade shall take effect in accordance with 7.011 of the Judiciary's Personnel Rules and Regulations;

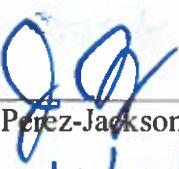
BE IT FURTHER RESOLVED, that the Administrator of the Courts, in collaboration with the Human Resources Administrator and Division, is authorized to take all necessary actions to implement this Resolution, including conducting any necessary recruitment, job evaluation, and compensation adjustments in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

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

Administrative Office of the Courts
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910
Tel: (671) 475-3544



HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

MEMORANDUM

To: Chief Justice Robert J. Torres
Members, Judicial Council of Guam

From: Danielle T. Rosete, Administrator of the Courts

Date: December 17, 2025

Subject: **Creation of Position and Revision of Job Standards**
Ref: Chief Financial Officer (Creation of Position)
Finance Administrator (Revision of Job Standard)
Senior Systems Program (Revision of Job Standard)

Chief Justice and Members of the Judicial Council:

Pursuant to 4 GCA § 6303(a), I respectfully request the Judicial Council's approval to:

1. Create a new position, **Chief Financial Officer**, within the Court Administrative Services Division.
2. Revise the job standards for the **Finance Administrator** in the Financial Management Division and **Senior Systems Programmer** in the Management Information Systems Division.

These recommendations follow a comprehensive classification and organizational review using the Hay Guide Chart Method, which evaluates Know-How, Problem Solving, and Accountability, incorporating audit recommendations, and examining similar staffing organizations and positions from government of Guam entities and court jurisdictions. The recommendations are based on an objective assessment of the duties, responsibilities, and competencies required to support and enhance the Judiciary's operational efficiency and strategic capacity.

The recommendations are as follows:

1. Chief Financial Officer – Creation of Position

The Judiciary has reviewed its fiscal management structure to address the evolving needs and demands of court operations. Using the Position Description Questionnaire (PDQ), a standard assessment used when evaluating job standards, we assessed job content, supervisory relationships, decision-making and problem-solving responsibilities, and frequency of duties.

Over the years, the Judiciary's financial responsibilities have grown significantly, including managing a larger budget, administering grants and fiduciary funds, overseeing accounts, and complying with complex audit and reporting requirements. The division regularly prepares internal and external reports, such as tax filings (including 1099 and payroll-related reporting), Federal Financial Reports, legislative-mandated reports on travel, staffing, and financial statements, and audited financial statements required under loan covenants.

The Finance Administrator currently handles these duties, including implementing audit recommendations affecting court operations and improving internal controls. Audit recommendations have emphasized the need for stronger monitoring, documentation, and internal controls for the court's debit card purchases as well as the need to improve monitoring of court fines and fees to ensure legal and timely write-offs of aged cases. The PDQ review indicates that consolidating these responsibilities under one role is not sustainable.

The PDQ review and broader assessment of fiscal management roles demonstrated the need to revise the Judiciary's financial leadership structure. To ensure effective oversight, I propose separating strategic financial leadership from daily operations. The Chief Financial Officer (CFO) will provide executive-level oversight of financial policy, compliance, planning, analysis and high-level decision support, while the Finance Administrator will focus on daily financial operations and management. This structure aligns with practices in other courts and government of Guam entities.

The CFO role would enable the Finance Administrator to focus on daily operational fiscal management while ensuring that strategic financial oversight remains objective and structurally independent. The CFO will also recommend and implement technological and procedural advances to the Judiciary's financial management practices and court functions. Taken together, these proposed changes reinforce the Judiciary's commitment to transparency and fiscal responsibility.

Accordingly, I am requesting the Judicial Council's approval to create the CFO position with a proposed **pay grade of T, on the Executive Pay Plan**. This pay grade assignment is a result of the evaluation of the duties and responsibilities of the position. Pursuant to Judicial Council Resolution No. 05-007, this position is recommended for Unclassified status in accordance with Standard 1, covering positions of a confidential or fiduciary nature, and Standard 2, covering policy making or policy formulating positions.

2. Finance Administrator – Revision of Job Standard

With the CFO assuming strategic oversight, the Finance Administrator's role will shift to operational fiscal management, including staff supervision, accounting operations, payroll, procurement processing, financial transactions, and administrative fiscal support.

This represents a realignment of the job's scope, authority, and decision-making responsibility. The Hay Method evaluation confirms that the Finance Administrator's revised functional role aligns with a lower complexity and accountability level than its current designation. Therefore, a pay grade reassignment from **Grade T to Grade S on the Executive Pay Plan** is recommended to reflect the updated responsibilities and ensure consistency with the Judiciary's classification standards.

3. Senior Systems Programmer – Revision of Job Standard

The current Senior Systems Programmer classification no longer reflects the technical complexity and demands of the Judiciary's IT infrastructure and environment. The Judiciary's reliance on an advanced on-premises datacenter, virtualization platforms, cybersecurity systems, network infrastructure, and enterprise applications requires skills well beyond traditional programming.

The position became vacant due to promotion, and because of recruitment difficulties, the promoted employee continues to perform these duties out of necessity, underscoring the critical need for a dedicated technical specialist. The proper classification title for the position is **Systems Specialist**, with responsibilities centered on systems administration, virtualization, networking, security, datacenter operations, and enterprise systems support.

A review of the classification and associated duties indicates that the complexity and accountability levels remain consistent with the current grade assignment. Therefore, I **recommend that the pay grade remain unchanged** upon reclassification. Accordingly, I request your approval to revise the **Senior Systems Programmer** position to **Systems Specialist**, with the existing pay grade remaining status quo.

Subject: **Creation of Position and Revision of Job Standards**
Ref: Chief Financial Officer (Creation of Position)
Finance Administrator (Revision of Job Standard)
Senior Systems Program (Revision of Job Standard)

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In summary, I respectfully request the Judicial Council's approval to: (1) create the Chief Financial Officer position to provide independent executive-level financial oversight; (2) revise the Finance Administrator job standard and adjust its pay grade from T to S to reflect the realigned operational scope; and (3) revise the Senior Systems Programmer position to Systems Specialist while maintaining its current pay grade to accurately align the role with the Judiciary's technical and infrastructure needs. Approval of this petition will provide the Judiciary with an organizational structure that supports accountability, transparency, operational efficiency, and long-term strategic planning.

Senseramente,


DANIELLE T. ROSETE
Administrator of the Courts

Attachments



Judiciary of Guam

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DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

PRESS RELEASE CREATION OF POSITION PURSUANT TO 4GCA § 6303 (a) & 6303.1

The Judiciary of Guam is creating a new position, **CHIEF FINANCIAL OFFICER**, in the **UNCLASSIFIED SERVICE**, at pay grade EX-T, with a salary range from \$92,949.36 to \$140,135.30. A copy of the position description is available on the **Judiciary of Guam's website at www.guamcourts.gov**. This notice is made in order to comply with 4GCA § 6303.1.

For more information regarding this release, please contact **BARBARA JEAN T. PEREZ**, Human Resources Administrator at (671) 475-3344.

**DANIELLE T. ROSETE
Administrator of the Courts**

	JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: CHIEF FINANCIAL OFFICER		ESTABLISHED DATE: December 2025
PAY GRADE: EX-T	TOTAL HAY EVALUATION POINTS: 994	POSITION STATUS: [] Classified [X] Unclassified [X] FT [] PT
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: Administrator
REPORTS TO: Administrator of the Courts		APPROVED BY: DANIELLE T. ROSETE Administrator of the Courts

NATURE OF WORK:

This is an executive management level position responsible for ensuring strategic financial leadership for the Judiciary of Guam. The incumbent ensures the integrity, accountability, and effective management of all fiscal operations, with a strong emphasis on auditing, compliance, internal controls and long-term fiscal sustainability.

An employee in this class administers the financial policies, systems, and programs in alignment with the Court's mission, strategic goals, and statutory and regulatory requirements, including the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

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.)

Provides strategic oversight, technical expertise, and internal controls necessary to safeguard public funds and support informed decision making at all levels of court administration.

Aligns all fiscal operations with the Judiciary's strategic direction, mission, and long-term financial objectives.

Organizes, plans and coordinates the negotiation of high value contracts and financial borrowing.

Provides in consultation with management, the development and negotiation of contract terms and conditions, and the management of contract performance while ensuring value for money and compliance with relevant laws and standards.

Monitors all facilities maintenance and improvement projects and provides financial planning for high value purchases and replacement of fixtures, equipment and other capital assets.

Ensures sound financial, budgeting, and procurement practices in the management of court resources.

CHIEF FINANCIAL OFFICER

PAY GRADE: EX-T

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Leads fiscal forecasting, multi-year budget modeling, and resource allocation to support executive and policy level decision-making.

Serves as the Court's primary advisor on fiscal sustainability, investment planning, and financial risk management.

Directs financial modernization initiatives, including automation and technology-driven solutions to improve efficiency and reporting.

Develops and recommends fiscal policies to the Judicial Council and executive leadership.

Ensures compliance with statutes, regulations, accounting standards, and fiscal policies through systematic monitoring, auditing and oversight frameworks.

Establishes and maintains strategic internal controls and accountability systems across all fiscal operations.

Prepares high-level executive reports on financial performance, capital projects, and funding outcomes.

Presents complex financial data and recommendations in a clear and persuasive manner to inform policy and operational decisions.

Represents the Judiciary before oversight bodies and legislative committees on fiscal matters.

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

Performs other related duties as required.

COMPETENCIES:

1. Visionary Leader & Strategist.
2. Innovative & Resourceful.
3. Results Driven.
4. Diplomatic & Politically Astute.
5. Initiates & Leads Change.
6. Exceptional Business Acumen.
7. Motivates & Inspires Others.
8. Establishes & Executes Multiple Priorities.

Competencies are the capabilities or skill sets essential for all employees who work for the Judiciary of Guam. They are consistent with the Judiciary's Strategic Plan and organizational values. It is essential for all employees to be skilled in these areas so as to help the Judiciary achieve our short and long term goals and objectives.

Managers are expected to develop additional capabilities and skills. Through training, they are expected to demonstrate behaviors in these additional areas. Each manager, in collaboration with the Judicial Educator, is expected to develop an Individual Development Plan.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of principles and practices of public administration, including budgeting, supervision, and management.

Knowledge of principles and processes involved in organizational planning, coordination, and execution, including strategic planning, resource allocation, leadership techniques, and production methods.

Knowledge of federal and/or local legal requirements with respect to accounting for government funds.

Knowledge of economic principles and practices affecting public finance and resource allocation.

Knowledge of electronic data programming equipment and systems analysis (to inform modernization and system integration decisions).

Ability to analyze, identify, and implement information technology solutions in a complex setting.

Ability to evaluate operational effectiveness and recommend and implement changes to improve efficiency, accountability, and transparency.

Ability to evaluate and analyze program plans and operations and make strategic recommendations regarding policies and operational methods for improvement.

Ability to work and communicate effectively with executive leadership, the legislature, external auditors, and network agencies, both orally and in writing

Ability to make high-level decisions consistent with fiscal policies, statutory requirements, and strategic priorities.

Ability to interpret and apply appropriation laws and other laws relating to accounting systems to inform policy and strategic decisions.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from an accredited college or university with a master's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester credit hours of accounting/auditing courses; plus seven (7) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; OR
- B. Graduation from an accredited college or university with bachelor's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester

CHIEF FINANCIAL OFFICER

PAY GRADE: EX-T

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credit hours of accounting/auditing courses; plus eight (8) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; OR

C. Any equivalent combination of experience and training which provides the minimum, knowledge, abilities and skills.

PREFERRED LICENSES/CERTIFICATES:

1. Certified Public Accountant (CPA) License or Certified Government Financial Manager (CGFM)
2. Financial Management Grant Administration Training approved by the Office of Justice Program

	JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: FINANCE ADMINISTRATOR		ESTABLISHED DATE: May 1988 REVISED DATE: May 2002/ August 2017/ December 2025
PAY GRADE: EX-S	TOTAL HAY EVALUATION POINTS: 830	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: Administrator
REPORTS TO: Administrator of the Courts		APPROVED BY: DANIELLE T. ROSETE Administrator of the Courts

NATURE OF WORK:

This management level position directs the daily financial operations of the Judiciary, including accounting, revenue disbursement, collections, cash management, payroll and other related financial services, ensuring compliance with financial policies, applicable laws, and accounting standards.

An incumbent in this classification functions under administrative direction and performs duties in accordance with applicable statutes, court policies, practices, procedures, including the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

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.)

Directs the day-to-day fiscal operations, including accounting, payroll, cash management, trust fund handling, collections, procurement, and contract administration.

Maintains compliance with statutory and regulatory financial requirements, including GASB and GAAP.

Implements approved financial policies and procedures, monitoring compliance and promoting consistent application of internal controls and established workflows.

Coordinates and supports internal and external audits, providing documentation, analysis and recommendations for corrective actions as needed.

Prepares, administers and monitors the Judiciary's annual operating and capital budgets in collaboration with the Chief Financial Officer (CFO).

FINANCE ADMINISTRATOR**PAY GRADE: EX-S****PAGE: 2**

Monitors expenditures, encumbrances, and fund balances, and identifies areas for reallocation or savings.

Manages fiscal reporting, including monthly, quarterly, and annual reports.

Oversees the payroll process to include preparation, processing and distribution.

Supervises accounting, payroll, and fiscal staff; conducts performance evaluations, manages training programs and fosters professional development and capacity-building programs; and identifies and resolves personnel issues.

Promotes process consistency, internal controls, and adherence to established workflows.

Oversees contract negotiations, renewals, and compliance.

Manages financial aspects of grant programs and reporting requirements.

Tracks and reports on capital assets, facility maintenance funding, and fixed asset depreciation.

Generates, analyzes, and interprets detailed operational and financial reports to support internal management decisions, identify trends, and provide information for management and the CFO's review.

Provides recommendations for process improvements, enhanced efficiency, and optimal allocation of financial resources.

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

Performs other related duties as required.

COMPETENCIES:

1. Visionary Leader & Strategist.
2. Innovative & Resourceful.
3. Results Driven.
4. Diplomatic & Politically Astute.
5. Initiates & Leads Change.
6. Exceptional Business Acumen.
7. Motivates & Inspires Others.
8. Establishes & Executes Multiple Priorities.

Competencies are the capabilities or skill sets essential for all employees who work for the Judiciary of Guam. They are consistent with the Judiciary's Strategic Plan and organizational values. It is

FINANCE ADMINISTRATOR**PAY GRADE: EX-S****PAGE: 3**

essential for all employees to be skilled in these areas so as to help the Judiciary achieve our short and long term goals and objectives.

Managers are expected to develop additional capabilities and skills. Through training, they are expected to demonstrate behaviors in these additional areas. Each manager, in collaboration with the Judicial Educator, is expected to develop an Individual Development Plan.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of government accounting, auditing, and economic principles, practices, and procedures.

Knowledge of generally accepted accounting principles and practices, and their application in the public sector.

Knowledge of principles and practices of public administration, including budgeting, supervision and management.

Knowledge of federal and/or local legal requirements with respect to accounting for government funds.

Ability to develop sound, practical, and modern accounting procedures and to plan and organize accounting activities to produce timely, comprehensive, and accurate financial reports.

Ability to prepare clear and comprehensive financial and budgetary reports.

Ability to supervise the work of professional, technical, and clerical staff engaged in accounting and related activities.

Ability to design and modify accounting systems to meet operational needs.

Ability to make decisions in accordance with program guidelines and requirements.

Ability to organize and supervise a fiscal unit effectively.

Ability to interpret and apply appropriation laws in preparing budgets and monitoring expenditures.

Ability to work and communicate effectively, orally and in writing, with Judiciary staff, external auditors, and agency partners on operational and compliance matters.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from an accredited college or university with a master's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester credit hours of accounting/auditing courses; plus five (5) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; OR

FINANCE ADMINISTRATOR

PAY GRADE: EX-S

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- B. Graduation from an accredited college or university with bachelor's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester credit hours of accounting/auditing courses; plus six (6) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; OR
- C. Any equivalent combination of experience and training which provides the minimum, knowledge, abilities and skills.

PREFERRED LICENSES/CERTIFICATES:

- 1. Certified Government Financial Manager (CGFM)
- 2. Financial Management Grant Administration Training approved by the Office of Justice Program