

**NATURE OF WORK IN THIS CLASS:**

This is complex technical computer programming work.

Employees in this class perform the full range of complex technical computer programming duties of wide scope and complexity and serve as team or group leaders over subordinate technical staff.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Lead the review and analysis of complex software applications for completeness and compatibility with computer programming capabilities and agency specifications.

Lead the design and documentation of complex software systems using flowcharts and other graphic forms for basic logical flow.

Create software programs based upon software designed flowcharts, diagrams and documentation.

Confers with supervisors and systems analysts to correct flaws and improve efficiency in software design and output.

Participates in feasibility and system studies and provides advice on computer programming and design.

Leads programmers in preparing detailed documentation and operating instructions for application to be implemented or upgraded; designs, researches, writes and revises programming standards and procedure manuals.

Assess and troubleshoot local network connectivity issues and reports information on outages to System Programmers and Analysts; assist Systems Analysts in testing and de-bugging applications.

Prepare summary reports for implementation projects; provide end user training on system and network functions.

Make recommendations for improvements on application efficiency.

Responds to cybersecurity threats by recording and reporting suspicious activities or indicators of compromise; assists with the security of compromised systems.

Maintains data security compliance in the handling of confidential or sensitive data in accordance with the Internal Revenue Service (IRS), Social Security Administration (SSA), Health Insurance Portability and Accountability Act (HIPAA), and the Criminal Justice Information Services (CJIS).

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices, procedures and techniques of information technology.

Knowledge of computer programming principles, techniques, and practices.

Knowledge of computer operating capabilities and equipment operations.

Ability to apply sound judgment in analyzing and organizing problems or work processes for computer solutions.

Ability to lead the work of others.

Ability to work effectively with employees and the public.

Ability to communicate clearly and concisely, orally and in writing.

Ability to maintain records and prepare reports.

Ability to provide technical expertise in programming, troubleshooting and hardware/software configurations.

Skill in using computer programming principles and techniques.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Graduation from an accredited or recognized college or university with an Associate's degree in computer science or related field and three (3) years of experience as a computer programmer or technician; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam driver's license

**AMENDED:**                      **AUGUST 2025**

**ESTABLISHED:**                **July 1980**

**PAYGRADE:**                    **M (GPP)**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>E 1 1</b>	<b>200</b>
	<b>PROBLEM SOLVING:</b>	<b>D 3 (33%)</b>	<b>66</b>
	<b>ACCOUNTABILITY:</b>	<b>D 2 C</b>	<b><u>76</u></b>
	<b>TOTAL POINTS</b>		<b>342</b>

**This standard revises and supersedes the standard established in July 1980.**



**EDWARD M. BIRN**  
Director of Administration



**LOURDES A. LEON GUERRERO**  
Governor of Guam