

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153

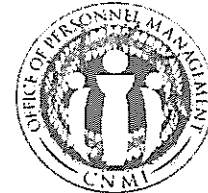
CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

OPM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmicsc.net> | OPM website: <http://www.cnmiopm.net>



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 21-177

OPENING DATE: 11/19/21

CLOSING DATE: 12/03/21

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Labor Law Enforcement Specialist II

PL 12/01

\$992.00 B/W - \$25,791.92 P/A

The salary given will be determined by the qualification of the appointee.

**LOCATION: Department of Labor, SAIPAN
Enforcement and Compliance**

DUTIES:

Answers the telephone and answers inquiries from the public either by phone or in person. Conducts investigations on all cases assigned to him/her responsibility through interviews of employees, employers, reviews payroll/employment records and prepares investigation reports specifying citations of applicable laws, regulations and or contracts. Assists investigators in conducting compliance check of business establishments. Verifies in the system if a company is in good standing. Investigates and regulates activities for compliance with all CNMI Labor Laws and follow up individuals' violations, interview plaintiffs, witness's or representatives of business or government to gather facts relating to alleged violation. Receives documents requested by investigators in reference to the compliance and monitoring program. Prepares for and schedules cases for good faith settlement conference and tracks outcome of the conference. Serves documents to clients, intakes of complaints, and conducting settlement conference when necessary. Reports to work in accordance with the Personnel Service System Rules and Regulations (PSSR&R). Conducts himself/herself in accordance with the Personnel Service System Rules and Regulation (PSSR&R). May be assigned to other divisions as necessary. Performs other related duties as assigned to accomplish the goals and objectives of the Department of Labor.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an BA Degree in Business Administration, Police Science or related field plus three (3) years of responsible work experience in industrial relations, employment administration or related work experience. Copy of Degree or Official Transcript and Police Clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is "**COVERED**"; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Antonio C. Atalig Public Library Bldg.
Office of the Mayor, Tatachog
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952