



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT



P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153
 CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096
 PM 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: 21-179
OPENING DATE: 11/19/21
CLOSING DATE: 12/03/21

****PROMOTIONAL ONLY****

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: Chief, Regulatory & Compliance 20/01 – 20/07
\$38,106.41 - \$51,066.23 P/A

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

LOCATION: Office of Personnel Management/Civil Service Commission, SAIPAN

DUTIES:

Ensures departments are in compliance with the regulations. Provides guidance to departments on regulations, laws, both federal and local, and policies. Makes recommendations to the Director on issues related to the regulations and policies. Brings issue or problem to the table for discussion on statutes and provides findings for resolution. Identify effectiveness or inefficiencies in regulations or policies. Takes the lead on performing and overseeing audits. Analyzes information gathered through audits to determine appropriate changes necessary. Determines appropriate pay levels and steps are in line with the employee's duties and responsibilities after an audit has been performed. Provides recommendation on audit findings. Works collaboratively with colleagues and the DOP. Encourages team work and provides guidance to subordinates/co-workers. Conducts trainings as necessary. Reviews and provides comment to the DOP on proposed legislation relative to employee benefits, salaries and overall government employment. Develops long and short-term plans and implements plans that are immediately required to fulfill needs of the section. Prepares and submits written PMP reports to the DOP on an annual basis. Participates in regularly scheduled OPM Chiefs and staff meetings. Performs other related tasks and duties relative to the human resource function.

MINIMUM QUALIFICATION REQUIREMENT:

Any combination equivalent to graduation from an accredited college or university with a BA or BS degree in Human Resource, Public Administration, Political Science, Business Management, Psychology or other related field, plus six (6) years of personnel/human resource management experience. Copy of degree or official transcript and police clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is **"EXEMPT"**; Is not 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, Tatchog Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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