



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 17-313
OPENING DATE: 12/22/17
CLOSING DATE: 01/05/18

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: Industrial Hygiene Consultant Technician

Ungraded
\$1,107.98 B/W-\$28,807.51 P/A

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

LOCATION: Department of Labor, SAIPAN
CNMI-OSHA Consultation

DUTIES:

Conducts work site audits by identifying existing or potential safety and health hazards and recommends action to eliminate and/or control the hazards. Evaluates effectiveness of injury and illness prevention programs by analyzing existing management system components and recommends action to improve these systems. Gathers information from the employer prior to the on-site visit so that the systems in place at the work site can be thoroughly evaluated. Reviews and analyzes the data provided by the employer and appropriate technical references to identify areas for injury and illness prevention program assistance. Reviews appropriate standards and sampling methods to select the instruments and equipment that will be needed and to prepare them using standard sampling and calibration methods. Assembles all reports, forms, and other materials in sufficient quantity to conduct the on-site survey to provide quality and professional service. Uses all necessary personal protective equipment to protect one's safety and health and observes all safety and health rules and practices of the employer to lead by example. Prepares and writes report to the employer to report the results of the safety and health audit and injury and illness prevention program evaluation. Tracks and monitors the employer's progress in correcting the hazards identified and achieving an effective injury and illness prevention program to assure that the employer corrects hazards and has an effective injury and illness management system to prevent accidents. Collects and handle samples of dust, mold, gases, vapors or other potentially hazardous materials. Anticipates employer and employee training and education needs based on the work processes and potential hazards of the workplace and provides informal instruction on the information gathered as part of the on-site consultative process to assist the employer in identifying and controlling hazards and in developing an effective injury and illness prevention program. Provides training and education based on the results of the safety and health audit and in conjunction with a training and assistance visit at the request of the employer for the same purpose as informal training and education. Develops training and education curriculum and prepares materials, such as handouts, workbooks, or computer presentations, to provide quality and professional training and education. Responds to telephone requests for information on workplace safety and health to serve the employer, employee, and public. Promotes an effective injury and illness management system as an economical and practical approach to continually address the hazards of the workplace, solve safety and health problems, and prevent accident to generate inquires and requests for on-site consultative services. Engages in outreach activities, such as making presentations to employers, associations, employee groups, and participating in cooperative training seminars, roundtable discussions safety and health conferences, association meetings, and etc., to promote workplace safety and health. Attends OSHA training classes. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with an Associate's degree in Science math, Engineering or related fields plus three (3) years of experience in professional, technical or other work involved in gathering and analyzing sampling data and preparing written materials.

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
Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952