



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: 18-127**  
**OPENING DATE: 06/29/18**  
**CLOSING DATE: 07/13/18**

**RE-ANNOUNCEMENT REF: EA 18-094**

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:** Safety Inspector

10/01  
\$899.77 B/W - \$23,394.03 P/A

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

**LOCATION:** Department of Community and Cultural Affairs, SAIPAN  
Secretary's Office/CCLP

**DUTIES:**

Assists the Licensing Program Supervisor and CCDF Program in entertaining Child Care Provider applications. Is responsible in ensuring that applications are complete, accurate and conforms to child care regulations. Conducts Licensing/CCDF Survey. Assists in the maintenance of the child care database through interaction and coordination with the Public School System (PSS) Early Childhood/Child Care Program representative(s). Assists in public hearings for child care licensing programs on all three islands of Saipan, Rota, and Tinian. Evaluates new applications and child care facilities to issue licenses and registrations. Monitors licensed and registered child care facilities, documents compliance or noncompliance with standards using agency forms, and notifies child care providers of required corrective or adverse actions being taken. Investigates complaints, serious incidents and reports in licensed, registered and unregulated child care facilities. Participates in training and technical assistance on child care related Health & Safety sessions. Provides information to providers and the general public about licensed and registered child care. Responds to emergency complaints of abuse/neglect in licensed/registered and illegal child care operations. Is knowledgeable of the CNMI Administrative Code laws relating to regulation of Child Care. Is skilled in effective verbal and written communication. Is skilled in establishing and maintaining effective working relationship. Possesses the ability to initiate and participate in enforcement of regulations concerning child care facilities. Possesses the ability to evaluate facility's operations in relation to Department guidelines for management of child care facilities. Possesses the ability to work with diverse groups of people with conflicting goals and priorities. Possesses the ability to operate basic office equipment including fax and copy machines and camera/AV equipment. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to a graduation from an accredited college or university with an Associate Degree plus two (2) years of experience in health and safety work or related field. Copy of diploma 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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952