



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: 18-132
OPENING DATE: 06/29/18
CLOSING DATE: 07/13/18

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: Federal Program Manager

Ungraded
\$36,000.00-\$40,000.00 P/A

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

LOCATION: Office of the Governor, Saipan
Coastal Resources Management

DUTIES:

Manages all federal financial assistance (grants and cooperative agreements) awarded to the Division of Coastal Resources Management. Oversees the DCRM Administrative Section and ensures that all administrative processes are executed in a timely manner. Certifies availability of funds for active awards, and ensures charges are being made against correct accounts. Installs proper internal controls to ensure that federally funded projects and tasks are carried out in compliance with both local and federal regulations. Prepares and submits all application packages for related grants and cooperative agreements, including project narratives, budget narratives, and OBM standard forms. Compiles and submits performance progress reports, performance measures, and any other required reporting for all grants and cooperative agreements. Identifies other funding opportunities that are beneficial to the coastal resources management program. Act as DCRM's grants liaison for federal, local NGOs, agency partners, and stakeholders. Represent DCRM in Finance and Accounting meetings, workshops and other related forums. Assists the DCRM Director in ensuring that project leads and principle investigators stay on task and complete projects and grant tasks in a timely manner and within the award's performance period. Assists the DCRM Director and Planners with coordination of plans and strategies to implement the CZMA program in the CNMI. Assists the DCRM in coordinating, planning and implementing all aspects of the CNMI Coral Reef Program. Provides support to the Coral Reef Point of Contact (i.e. write, submit, manage and compile grant proposals and semi-annual grant progress reports). Coordinates actions between the CNMI local regulatory agencies including the Division of Coastal Resource Management (DCRM) and the Division of Fish and Wildlife (DFW) in support of the CMUI coral reef management priorities. Facilitates improved interagency and agency stakeholder collaboration, coordination, and communication. Utilizes JD Edwards system, Grants Online, Grants.gov, CAMMP, Sam.gov, and other online portals for grant application and reporting. Identifies learns and uses financial management methods, software, and technology, in managing and administering the awards. Performs other related duties as assigned by the DCRM Director.

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QUALIFICATION REQUIREMENTS:

Any combination equivalent to a graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Finance, or Accounting plus two (2) years of broad professional experience in grants management, finance, and accounting. Copy of diploma, 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	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