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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: 18-133
OPENING DATE: 07/13/18
CLOSING DATE: 07/13/19
(CONTINUOUS)

RE-ANNOUNCEMENT (18-111)

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: Employment Specialist

Ungraded
\$1,038.47 B/W-\$27,000.00 P/A

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

LOCATION: Office of Vocational Rehabilitation, SAIPAN
Office of the Governor

DUTIES:

Employer-Related: Networks with and develops/maintains positive relationships with employers to promote the employment of qualified individuals with disabilities and creates training/employment opportunities in integrated settings. Accesses and utilizes information regarding economic trends and opportunities in the labor market. Promotes the agency as a resource to help employers meet their business needs while accurately explaining VR program and services. Acts as a consultant and/or resource to employers in job accommodation and/or problems solving. Understands and be able to effectively engage employers in ongoing discussions about the benefits of hiring qualified individuals with disabilities and moving in a direction toward the development and implementation of innovative strategies that promote competitive integrated employment (such as customized training/employment). Assists in the coordination and facilitation of disability employment training to employers. Helps businesses in their efforts to diversify their workplace. Reaches out, participates in, and presents to local Chambers of Commerce and other businesses, HR, and industry associations. Collaborates, coordinates, and attends meetings sponsored by partners and/or various relevant stakeholders, including Disability Network Partners and American Job Centers (aka One-Stop Center).

Client-Related: Develops individualized jobs based on consumer's abilities, interests, and needs. Works with vocational rehabilitation counselors to identify and secure training and/or job placements for clients. Accesses, utilizes and shares information regarding economic trends and opportunities in the labor market with clients, VR staff, and other relevant collaborator. Provides vocational counseling and guidance as well as information and referral (benefits planning, support services, etc.) to clients and family members as appropriate. Assists in the coordination and services delivery of Pre-employment Transition Services to WIOA-defined high school students with disabilities. Prepares activity or progress reports that will be made part of the client's case service record. Provides job coaching services to clients with most significant disabilities needed. Tracks clients' progress from placement to successful closure and up to one year after exit from the VR program.

Internal Management-Related/other: Tracks and reports the impact of marketing activities related to VR clients going to work or keeping a job. Assists in developing and/or enhancing community rehabilitation programs to ensure adequate number of appropriate providers needed for services. Participates in case service record and quality assurance reviews as well as program evaluation activities. Keeps abreast of latest developments in assistive technology and best practices/strategies in competitive integrated employment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a BA Degree in a field of study reasonably related to vocational rehabilitation, to indicate a level of competency and skill demonstrating basic preparation in a field of study such as vocational rehabilitation counseling, social work, psychology, disability studies, business administration, human resources, special education, supported employment, customized employment, economics, or another field that reasonably prepares individuals to work with consumers and employers plus one (1) year hands-on professional experience working with people with disabilities, as well as conducting job development and placement activities. Solid volunteer work or internship program experience working with people with disabilities will be considered in lieu of professional experience. Copy of Degree or Official Transcript and Police Clearance must be attached to the application.

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Continuous Announcement

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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