



RAYMOND M. MUNA  
Chairperson, CSC

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  
OPM TEL. NO: (670) 234-6925 / 6958 / 8036 | FAX NO. (670) 234-1013  
CSC website: <http://www.cmicsc.net> | OPM website: <http://www.cnmiopm.net>



JOSEPH M. PANGELINAN  
Acting, Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 21-002**  
**OPENING DATE: 01/11/21**  
**CLOSING DATE: 01/25/21**

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: Director, Workforce Investment Agency**

**PL 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: Department of Labor, Saipan**  
**Workforce Investment Agency**

**DUTIES:**

Coordinates workforce development planning and implementation consistent with the CNMI Workforce Development Board's (CWDB) mission in accordance to the mandates of the Workforce Innovation and Opportunity Act or WIOA. Integrates requirements of the WIAO mandated Core Partners or One-Stop Operators Partnership Agreement with the CWDB, the CWDB-bylaws and policies, in development of the WDB and its sub-committee members that fulfills federal WIOA legislation and state requirements and grant funding commitment. Reviews and maintains compliance with legislative mandates of grant funds received to ensure allowable use of local funds. Oversees development of annual budget and audit, efficient operation of financial and record-management reporting systems ensuring performance, fiscal outcomes, and programmatic integrity. Develops and leads staff to ensure effective implementation of the CNMI's workforce development programs by means of performance planning and evaluation systems for all employees. Identifies gaps in performance, anticipates and addresses internal and external factor that control success. Administers in cooperation with the CWDB and state agency partners, the chartering, contract-management, and continuous quality improvement of One-Stop Center. Develops and implements plans and programs related to the CWDB and partner organization efforts, including the development of a public relations/marketing plan that promotes the identity and mission of the CWDB. Prepares policy documents and correspondence for effective system performance consistent with WIOA and state requirements, State Workforce Development Board (SWDB) Strategic Plan and partner programs. Collaborates closely with community, regional partners, and other organizations to ensure workforce development efforts are successful in addressing the economic priorities of the CNMI. Identifies funding and grant opportunities that develops partnerships in response to solicitations from state and federal government agencies as well as other funding providers. This may be completed in collaboration with regional workforce Development Boards and partners, and departments related to workforce development and industry sectors.

Leads sector base efforts, including supervising staff related to CWDB's convening of high priority industry representatives and others in order to successfully coordinate activities of employers, community colleges, universities, trade associations, related training organizations and other organizations. Represents the CWDB at regional, state and federal policy forums and speaking engagements regarding workforce development. Performs other duties as requested by the CWDB. Works closely with the Secretary of Labor in the implementation of the Workforce Innovation and Opportunity Act program. Meets regularly with the Secretary of Labor regarding WIOA and departmental matters. Attends meeting with the Secretary or on Secretary of Labor's behalf if necessary. Provides monthly report to the Secretary of Labor. Is responsible for the overall performance and attendance of all WIOA staff. May be assigned other duties to accomplish the goals and missions of the Department of Labor.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to a graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Political Science, Business Management or related field plus; six (6) years of management work experience, two (2) years of which must be at a supervisory level. Copy of degree, diploma, or official transcript and police clearance must be attached to the application.

**CONDITIONAL REQUIREMENTS:**

This position is **"EXEMPT"**; Appointee **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  
Songsong Village  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952