

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153

CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

PM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmiscsc.net> | OPM website: <http://www.cnmioipm.net>



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-009

OPENING DATE: 01/14/22

CLOSING DATE: 01/28/22

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: Computer Programmer I

**PL 13/01-13/03
\$27,081.51 - \$29,857.37 P/A**

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

**LOCATION: Department of Commerce, Saipan
Central Statistics Division**

DUTIES

Performs simple conversions and data transformations into cleaned dataset for tabulation. Assists in the design and development of database/relational database to house a wide variety of data collected and from administrative records for various statistical reports. Assists in the Development of required software and programs for the Central Statistics Division for use on multiple data collection platforms to support a wide range of data collection methods. Assists in compiling and writing user guides and documentation of a variety of applications for collection, editing, tabulation and archiving of datasets. Assists in data collection activities in training of survey workers, data collection, data cleaning, tabulation and report writing. Assists and supports existing statistical systems by finding ways to optimize, simplify and improve to maximize simplicity, efficiency, and efficacy. Candidate will be expected to continue to learn and develop new skills, software/hardware and languages as they require to support the needs of the CSD and the CNMI. Reports to work pursuant to the Personnel System Rules and Regulations (PSSRR). Conducts himself/herself in accordance with the PSSRR and 3CMC, Div. 4, Section 44134.10. Performs other related duties and responsibilities as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an Associate Degree in Computer or related field or certification of advanced computer courses; plus three (3) years of work experience in IBM AS/400 or mid-range computer system, two (2) years of which must be as a computer programmer trainee. Copy of Degree 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) and the Fair Labor Standards Act (FLSA).

*A COVID-19 Vaccination is mandatory for Executive Branch Employees as per Governor's Directive No. 2021-002 dated February 18, 2021. If selected/hired you are required to be vaccinated with the COVID-19 Vaccination.

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
Antonio C. Atalig Public Library Bldg.
Office of the Mayor, Tatchog
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952