

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

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

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CSC website: <http://www.cnmisc.net> | OPM website: <http://www.cnmiopm.net>



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-084

OPENING DATE: 07/29/22

CLOSING DATE: 08/12/22

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: Eligibility Worker III

PL 11/01 – 11/05

\$24,563.73 - \$29,857.37 P/A

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

**LOCATION: Department of Community and Cultural Affairs, Saipan
Nutrition Assistance Program Division**

DUTIES:

Interviews individuals or family applicants seeking public assistance; receives and processes applications. Notifies clients either orally or in writing of certification actions (denial, eligibility reduction, or benefits, termination, and other changes) as required. Interviews and investigates applicants for public assistance to gather information pertinent to their application. Records and evaluates personal and financial data to determine initial or continuing eligibility. Records and evaluates personal and financial data to determine initial or continuing eligibility. Prepares regular and special reports, keeps records of assigned cases, and submits individuals recommendations. Reviews applications in accordance with established procedures, determines initial and continuing eligibility for individuals or families. Enters vital data into the computer. Reviews Turn-Around Documents (TAD) and an Authorization to Participate (ATP) Checks. Maintains necessary schedules and logs to manage assigned caseloads. Reviews randomly selected eligibility cases for errors; reviews specific cases involving grant allocations to ensure that all law, regulations, and policies pertaining to eligibility determination are correctly applied and that actions taken is supported by documentation and properly completed forms. Travel to Tinian and Rota for NAP clients' related work. Authorizes emergency assistance as necessary. Responds to questions in person or by telephone regarding public assistance. Ensures correct benefits levels to maintain adequate control of variety of changes and referrals. Processes requests for fair hearings. Secures Certification Unit files against unauthorized access and use. Coordinates with NAP agents in Rota and Tinian as necessary. Reviews and certifies cases processed by NAP agents in Rota and Tinian. Refers cases for fraud investigation as necessary. Refers applicants or recipients to other agencies for additional financial support. Assists in compilation of documentation and information for appeals and fair hearings. Conducts NAP Orientation to New and Re-open clients. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in Social Science, Education or related field; plus three (3) years of work experience of which one (1) year must be Eligibility Worker II. Copy of Degree or Official Transcript and Criminal Record 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, Tatachog,
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952