

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

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

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



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-004

OPENING DATE: 01/26/23

CLOSING DATE: 02/09/23

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: Chief Enforcement Officer

Ungraded

\$1,538.46 B/W - \$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:

Manage, supervise, and oversee the day-to-day enforcement operations of assigned staff under the DCRM Enforcement Section. Ensure that assigned staff are professional, motivated, trained, and appropriately supervised. Oversee the work of Enforcement Officers in ensuring compliance with DCRM permits and in identifying unpermitted activities. Coordinate with the Permit Section to develop and implement standard operating procedures to monitor compliance. Develop routine and targeted inspection schedules, supervise inspection activities, monitor the performance of Enforcement Officers, provide or arrange for necessary training, and ensure that inspection reports are accurate and prepared in a timely manner. Lead the preparation of enforcement documents, such as warning notices and notices of enforcement. Conduct follow-up inspections with investigating officers or Permit staff as deemed necessary. Actively participate in enforcement hearings to answer questions or present evidence related to DCRM actions. Conduct follow-up reviews on enforcement actions taken by the DCRM Director to ensure compliance; takes action as necessary. Coordinate with CNMI and Federal government enforcement-related programs of other agencies to promote joint action, cross-agency training and awareness. Coordinate with DEQ, HSEM and other agencies on emergency and hazardous materials response. Attend meetings, workshops and training programs. Assist in conducting public outreach and education relating to DCRM enforcement. Prepare semi-annual performance progress reports on behalf of the Enforcement Section. Maintain internal records, violation notices, aerial photographs and permit documents. Perform other related duties, as assigned by the DCRM Director.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Management, Law Enforcement, Environmental Science, or related degree plus four (4) years of experience in regulatory compliance or law enforcement including two years of supervisory experience. Copy of Degree or Official Transcript and Criminal Record 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) 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, 2020. 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