

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 | FAX NO. (670) 234-1013

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



JAKE MARATITA
Chairperson, CSC

FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-015

OPENING DATE: 03/10/23

CLOSING DATE: 03/24/23

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: Managing Director, Cannabis Commission

Ungraded

\$1,923.08 - \$50,000.00 P/A

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

LOCATION: CNMI Cannabis Commission, SAIPAN

DUTIES:

Oversees the regulation and licensing of all aspects of cannabis as regulated by the Commission. Oversees the inspection, audit, and investigation of licensees, and the development and implementation of secure tracking systems for licensees, and maintenance of all records of the Commission. Serves as the liaison to the Legislative, Judicial, and Executive branches of government on cannabis-related matters, as well as the primary media contact and chief spokesperson for the Commission. Responsible for the maintenance of yearly expenses of the Commission. Prepares yearly budgetary submissions to the Office of Management and Budget for Fiscal appropriation purposes. Provides consultation and educational outreach for public officials, public employees, and lobbyists on the application of the CNMI's cannabis laws. Oversees the complete and proper reporting of financial interest information and any other data required by the CNMI Public Law 20-66 and Public Law 21-05. Terminates and/or hires staff necessary to carry out the purposes of the Commission. In the interim of the hiring of an Executive Assistant, serves as the secretary of the Commission, often providing copies of administrative rules, policies, procedures and meeting minutes of the Commission as needed. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from a United States accredited college or university with a Bachelor's Degree plus five (5) years of work experience – professional, administrative or management in the government or private sector; and good ethical and moral character; and not having been convicted of a crime in any jurisdiction of the United States, or any foreign country carrying a minimum sentence of imprisonment of more than six months, excepting traffic offenses. The Managing Director shall not have any interest, directly or indirectly, in any business under the jurisdiction of the commission. 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, Tatchog
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952