

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JAKE MARATITA  
Chairperson, CSC

**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>



FRANCES T. TORRES-SALAS  
Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 23-017**  
**OPENING DATE: 03/14/23**  
**CLOSING DATE: 03/28/23**

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: Labor Law Enforcement Specialist II**

**PL 12/01**  
**\$992.00 B/W - \$25,791.92 P/A**

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

**LOCATION: Department of Labor, SAIPAN**  
**Division of Enforcement & Compliance**

**DUTIES:**

Answers the telephone and answers inquiries from the public either by phone or in person. Conduct investigations on all cases assigned to him/her through interviews of employees and employers. Reviews payroll/employment records and prepares investigation reports specifying citations of applicable laws, regulations and or contracts. Assist investigators in conducting compliance check of business establishments. Verifies in the system if a company is in good standing. Investigates and regulates activities for compliance with all CNMI Labor Laws and follow up individuals' violations, interview plaintiffs, witness's or representatives of business or government to gather facts relating to alleged violation. Receive documents requested by investigators in reference to the compliance and monitoring program. Prepare and schedule cases for good faith settlement conference and tracks outcome of the conference. Serves documents to clients, intakes of complaints, and conducts the settlement conference when necessary. Reports to work in accordance with the Personnel Service System Rules and Regulations (PSSR&R). Conducts himself/herself in accordance with the Personnel Service System Rules and Regulation (PSSR&R). May be assigned to other divisions within the Department of Labor as it becomes necessary. Performs other related duties as assigned to accomplish the mission of the Department of Labor.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Business Administration, Police Science or related field plus three (3) years of responsible work experience in industrial relations, employment administration or related work experience. 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, 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
--	---	--