

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

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JAKE MARATITA
Chairperson, CSC

FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-019

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: Job Placement Assistant

PL 09/01

\$856.92 B/W - \$22,280.03 P/A

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

**LOCATION: Department of Labor, SAIPAN
Employment Services**

DUTIES:

To prepare and maintain records and case files, including documentation such as client's personal and eligibility information, service provided, narratives of client contacts and relevant correspondence. Develop career strategy plans according to client's aptitudes, education levels, physical activities, and career goals. Monitor and record clients progress to ensure that goals and objectives are met. Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy. Analyze information from the interviews, educational and medical records, consultation with other professionals and diagnostic evaluation to assess clients' abilities, needs and eligibility for services. Develop and maintain relationships with community referral sources, such as schools and community groups. Locate barriers to client employment, such as inaccessible work sites, inflexible schedules, and transportation problems and work with clients to develop strategies for overcoming these barriers. Monitor, supervises, and evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively. Provide direct service and support to individuals or clients, such as handing a referral conducting a needs evaluation or resolving complaints. Establish and maintain relationship with other agencies and organizations in the community to meet client's needs. Established and oversee administrative procedures to ensure case management services is in compliance with the regulations. Direct activities of professional and technical staff members and volunteers. Runs office errands. Performs other related duties as assigned by supervisor.

MINIMUM QUALIFICATION REQUIREMENTS: Any combination equivalent to graduation from an accredited college or university with an AS Degree plus two (2) years of work experience in either Labor Relations or Personnel Management, Employment Counseling/Vocational Guidance or related area. 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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Antonio C. Atalig Public Library Bldg.	San Jose Village
Saipan, MP 96950	Office of the Mayor, Tatachog	Tinian, MP 96952
	Rota, MP 96951	