



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
CIVIL SERVICE COMMISSION  
OFFICE OF PERSONNEL MANAGEMENT  
P.O. BOX 5153 CHRB SAIPAN, MP 96950  
TEL NOS. (670) 234-6925/6958/8036  
FAX NO. (670) 234-1013



EXAMINATION ANNOUNCEMENT NO: 14-119  
OPENING DATE: 10/08/14  
CLOSING DATE: 10/22/14

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:** Manager, Solid Waste Branch (Waste Diversion Coord.)

PL 31/01-31/08  
\$23,706.21 – \$33,345.42 P/A

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

**LOCATION:** Department of Public Works, Saipan  
Solid Waste Management Division

**DUTIES:**  
Administers the Division's recycling and composting programs including planning, contract administration, budgeting, provision of financial incentives and monitoring the success of recovery efforts. Promotes waste diversion through Public Education and Outreach by promoting the increased participation in recycling, composting and waste minimization and expanding environmental awareness within the community. Provides educational support to public and private schools in the promotion of awareness of recycling and composting activities and opportunities. Oversees the research and development of the new markets for products made from recycled material. Coordinates the development of the off-island markets for collected recyclables. Maintains the program information database; monitors recycling rates; evaluates success of programs and collates recycling summary information and evaluations for review and assessment efforts. Maintains the programs technical resource library and promotes its use among the public and private sector. Trains on the job newly assigned personnel on existing procedures regarding Solid Waste Management Program recycling procedures and policies. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**  
Any combination equivalent to graduation from an accredited college or university with an A.S. degree plus six (6) years of progressively responsible supervisory position, of which at least two (2) years of work experience in the operation of Solid Waste collection and disposal programs. Copy of degree/official transcript and police clearance 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), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE: Education and training claimed under item 19(A) through (F) 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
J.M. Building, Garapan	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952