

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.cnmicsc.net> | OPM website: <http://www.opm.cnmi.gov>



RAYMOND M. MUÑA
Chairperson, CSC



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 24-106

OPENING DATE: 10/25/24

CLOSING DATE: 11/08/24

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: Director, Enforcement & Compliance

PL 20/01 – 20/08

\$38,106.41 - \$53,619.54 P/A

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

**LOCATION: Department of Labor, Saipan
Enforcement and Compliance**

DUTIES:

Implements the provision of the Protection of Resident Workers Act and Fair Labor standards Act. Plans organizes, develops, directs, and supervises CNMI-Wide Employee Services in locating job opportunities for individuals with appropriate skills. Prepares, plans, and develops policy statements, regulations, rules, and legislation relating to non-resident workers and occupational safety and health hazards. Enforces in the court of the Commonwealth any arguments or conditions agreed to by the employee and the employer, upon action taken by an aggrieved party. Establishes occupational categories for application occupations minimum qualifications standards; minimum wage requirements for workers in certain occupational categories as appropriate. Assigns and reviews the work of subordinate employees. Review and approve applications for certification of alien laborers. Develop performance standards and evaluate employee performance every quarter. Prepares and submits comprehensive reports to the Secretary of Labor about Labor Division activities. Meets regularly with the Secretary of Labor regarding departmental matters. Ensure monthly reports are prepared and submitted to the Secretary's office promptly. Responsible for the overall performance and attendance of all Enforcement staff. May be assigned other related duties to accomplish the goals and missions of the Department of Labor.

MINIMUM QUALIFICATION REQUIREMENT:

Any combination equivalent to graduation from an accredited college or university with a Bachelor's Degree in Law Enforcement, Business Administration, or other related field plus six (6) years of experience in regulatory inspection or investigative work and two (2) years of which must have been in a supervisory position. 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).

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
Former Rota High School Bldg. Dist #4
Songsong Village, Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952