

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JOSEPH PATRICK FITIAL
Chairperson, CSC

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
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JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-037

OPENING DATE: 07/14/26

CLOSING DATE: 07/28/26

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: Eligibility Worker II (2 Positions)

**PL 9/01 - 9/03
\$22,280.03 - \$24,563.73 P/A**

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

**LOCATION: Department of Community & Cultural Affairs, Saipan
Nutrition Assistance Program (NAP)**

DUTIES:

Provides, explains, accepts, and reviews NAP Applications. Interviews NAP applicants and on-going cases. Processes applications for NAP clientele. Notifies clients orally or in writing of certification actions (denial, eligibility, reduction of benefits, termination, and any other changes. Enters vital data in the computer. Reviews data in the system (Maven) to ensure correctness prior to the benefit issuance. Maintains necessary schedule and logs to manage assigned caseloads. Correct case errors as noted by ME Units reviews, supervisory reviews, or as reported by clients or others. Initiates claims reports to CU supervisor as appropriated. Provides activity reports to CU Supervisor as required. Register clients for work registration at Employment Services. Requests home visits and or file investigation to ME Unit through CU Supervisor as required. Secure casefiles, applications, documents, etc. against an unauthorized access and use. Processes request for fair hearing. Initiates requests for fraud hearings. Coordinates with NAP agents in Rota and Tinian as necessary. Reviews and certifies cases processed by NAP agents in Rota and Tinian. Computes benefit adjustments and does all the necessary adjustments on an on-going case. Travels to Tinian and Rota to accept and interview clients. Performs other duties as assigned by the CU Supervisor.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA Degree plus one (1) year of experience in welfare related work. 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).

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	Former Rota High School Bldg. Liyo	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952