

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>



JOSEPH PATRICK FITIAL
Chairperson, CSC



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-047

OPENING DATE: 09/29/26

CLOSING DATE: 10/13/26

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: Energy Technician I

PL 3/01 – 3/12

\$16,625.70--\$28,435.59 P/A

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

**LOCATION: Department of Public Works, Saipan
Energy Division**

DUTIES:

Conduct home site visits and basic field assessments to collect information on existing appliances, energy use, and household eligibility for rebate-supported upgrades. Inspect installed electrification and energy-efficient equipment, such as heat pump systems, electric appliances, and related measures, to confirm compliance with program requirements and safety standards. Assists with verifying contractor work, equipment specifications, serial numbers, and installation documents before rebate approval or payment processing. Gather, record, and maintain technical data, inspection results, photos, and supporting documents in program files, databases, and reporting systems. Provide technical support to program staff and participants by explaining the program requirements, eligible measures, and installation standards. Coordinate with contractors, vendors, households, and other agencies to schedule inspections, follow up on deficiencies, and support timely completion of rebate projects. Identify and report issues related to workmanship, missing documentation, safety concerns, and/or noncompliance with program guidelines, etc. Assist in monitoring program activities to ensure rebate-funded projects are completed according to approved scope, timelines, and applicable on building codes, regulations, and procurement, etc. Support outreach events, public education activities regarding the benefits of home electrification and energy-efficient appliance upgrades, and or energy measures, etc. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program and three (3) years of work experience in energy matters or related area. Copy of diploma or official transcript and criminal record must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is **“COVERED”**; Appointee **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
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Former Rota High School, Dist 4
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952