



JOSEPH PATRICK FITIAL
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**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: T26-011

OPENING DATE: 04/10/2026

CLOSING DATE: 04/24/2026

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 national 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 – 09/08
\$ 856.92 - \$ 1,205.78 B/W
\$ 22,280.03 - \$ 31,350.24 P/A

The salary given will be determined by the qualifications of the appointee

LOCATION AND DIVISION: Department of Labor, Tinian

DUTIES:

Assists with the monitoring of databases with respect to jobs that will become available for citizen placement. Assists with maintaining and analyzing reports from employers and employees on jobs currently active in the economy. Assists with monitoring compliance with NAICS and O-NET classification requirements. Assists with operating the JVA (Job Vacancy Announcement) system if assigned. May be assigned to manage the work with individuals' citizens, CNMI permanent residents, and U.S. permanent residents to match persons seeking jobs to jobs that are or will become available. Assists with finding and coordinating resources from other agencies for job readiness including any necessary training, internship, practice, or other prerequisites to placing citizens in jobs. May be assigned to manage the Department's information technology services including the automation system and the interactive website (www.labor.cnmi.gov). Assists with and may be assigned to search out grant opportunities for the Department of Augments its CNMI budgeted funds and coordinate the preparation of grant applications. Coordinates grant activities with CNMI Department of Labor, Saipan. May assists with or assigned as the Department's liaison with all employers in the Commonwealth as to their employments of U.S. citizens, CNMI permanent residents, U.S. permanent residents, FAS citizens, foreign national workers, transitional workers, and immediate relatives qualified to work. May be assigned or assists with the Department's employment census under the new legislative requirements and coordinates with the CNMI Department of Labor, Saipan. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from college with an AS degree. And Two (2) years of work experience in either labor relations or personnel management, employment counseling/vocational guidance or related areas. Copy of Degree, or Official Transcript and Criminal Record must be attached to the application.

CONDITION REQUIREMENT:

This position is "COVERED" Is eligible to receive overtime payment for overtime hours performance pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standard 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
Spring Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Dept. of Lands & Natural Resources Office Building
Former Rota High School, District #4 Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952