



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153  
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HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 16-108**

**OPENING DATE: 05/18/16**

**CLOSING DATE: 06/01/16**

**\*RE-ANNOUNCEMENT\***

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:** Special Assistant to Secretary

Ungraded  
\$1,569.23 B/W – \$40,800.00 P/A

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

**LOCATION:** Department of Public Lands, SAIPAN  
Administration

**DUTIES:**

Reviews and prepares written comments and/or recommendations in all correspondences and other written and verbal communication. Prepares correspondences for the Secretary, and reviews other written drafts to ensure grammatical accuracy and contents. Assists the Secretary in developing Standard Operating Procedures for programs with the Department and its divisions. Assists in developing or amending Department Rules and Regulations. Assists in provision of technical assistance to Directors to insure program management accountability, and work with staff to prepare technical correspondence and to ensure accuracy and timely completion. Assists the Secretary in advising and recommending to the Governor the adoption of administrative policies and procedures, approval of organizational set-up, staffing, budgets, management approaches and methods required to accomplish the DPL's goals and objectives. Assists and drafts comments and makes recommendations to the Legislature on matters pertaining to the management of public lands, natural resources, land development and land-use planning matters. Assists in maintaining good public relations by means of press releases, conducting interviews with the news media, and appearing before community and professional groups. Is responsible for directing and coordinating the preparation and publication of the Department's Annual Report and other publications. Attends meetings and conferences on behalf of the Secretary as requested. Participates in Department management meetings. Performs other related duties as assigned by the Secretary.

**QUALIFICATION REQUIREMENTS:**

Graduation from and accredited college or university with a Bachelor's Degree in Public or Business Administration. Copy of degree OR 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 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	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952