



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**

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DEPT. OF PUBLIC LANDS

10/04/17 Time: 8:46

Prepared By: Madonna J.



Doc #:

HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 17-261**

**OPENING DATE: 10/03/17**

**CLOSING DATE: 10/17/17**

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: System Administrator**

**PL 18/01-18/06**

**\$34,563.64- \$44,112.93 P/A**

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

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

**DUTIES:**

Administers/Manages department's LAN by planning, devising, designing, and monitoring organization's network layout. Administers/Manages Internet usage, Website, email accounts, including district offices in the islands of Tinian and Rota. Administers servers desktop computers, printers, routers, switches, firewalls, phones, software deployment, security updates and patches. Recommends and develops database and programs by developing, testing and implementing of customized programs for DPL. Provides support for all database users and resolve all technical issues related to database. Installs new/rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements. Repairs and recovers from hardware or software failures. Coordinates and communicates with impacted constituencies. Performs daily system monitoring, verifying the integrity and availability of all hardware, a server resources. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media. Prepares users to operate equipment by providing training, support and resolving application or technical problems encountered, responds to telephone calls and emails with regards to any technical issues by users in Saipan, Tinian and Rota. Reviews and recommends purchase or modifications of computer and peripheral equipment; planning or revising layout. Ensures operation of equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment, system upgrade, patches and techniques. Maintains computer supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies. Creates changes and deletes user accounts per request in the Active Directory. Creates and updates Department's templates and forms. Maintains office confidence and protects operations by keeping information confidential. Maintains technical knowledge by attending workshops and reviewing publications to ensure office efficiency. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a Bachelor of Science in computer science or closely related field; plus four (4) years of work experience in IBM AS/400 or Mid-Range Computer System. Copy of diploma/degree or official transcript and police clearances 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 1.7C 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  
Springs Plaza, Gualo Rai  
Saipan, MP 96950

Office of Personnel Management  
Songsong Village  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952