

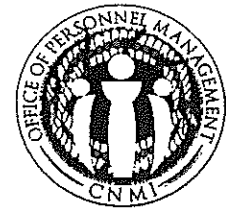


COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
**CIVIL SERVICE COMMISSION OFFICE OF
 PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153
 CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

OPM TEL. NO: (670) 234-6925 / 6958 / 8036 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmisc.net> | OPM website: <http://www.cnmioom.net>



ISIDRO K. SEMAN
 Director of Personnel

CATALINA L. TEBIT
 Acting Chairperson, CSC

EXAMINATION ANNOUNCEMENT NO: 19-098

OPENING DATE: 10/23/19

CLOSING DATE: 11/06/19

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: Public Information Officer

15/01-15/07

\$29, 857.36 - \$40, 011.72 P/A

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

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

DUTIES:

Plans, develops, conducts or directs public information programs designed to create and maintain favorable public image of DPL and to keep public informed of DPL's objectives, goals, activities, accomplishments and/or current events. Prepares fact sheets, news releases, newsletter, photographs and any other necessary visual materials for publication. Acts as the liaison and maintains rapport with media representatives and other agencies. Responds to media inquiries by recommending information strategies to management. Arranges and conducts public-contact programs designed to meet DPL's objectives, utilizing knowledge of changing attitudes and opinion of target audience. Promotes goodwill through publicly efforts such as speeches, exhibits, films, tours and question/answer sessions. Prepares monthly reports, special project reports, official speeches and other reports as required. Organizes and supervises official functions, ceremonies, and conferences conducted by MPLA. Plans and develops production ideas based on assignment and conducts research to determine the most appropriate format, approach, content and media which will be most effective, meets objectives and remains within budget limitation. Researches, recommends and develops marketing strategy and disseminates information to market DPL's programs, objectives, and goals. Photographs events, locations, people or other illustrative activities for agency use or as requested. Maintains cameras and other audio-visual equipment in good working order and conducts regular inventories of equipment and supplies. Plans, develops, and coordinates activities of visiting officials, clients, and media representation. Develops procedures to carry out the public information activities. Attends public meetings on behalf of the Secretary. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA Degree in journalism, speech, audio-visual, or other related field; plus, five (5) years of work experience in the field of public information or public relations. Copy of diploma, degree or official transcript and police clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is "**EXEMPT**"; Appointee 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