

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System (PSS), Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands for the Public School System.

POSITION/TITLE: Legal Counsel

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-006**

OPENING DATE: **January 29, 2021** CLOSING DATE: **February 12, 2021**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$75,000.00** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

FUNDING SOURCE: Local

LOCATION: **PSS, Office of the Commissioner of Education**

NATURE OF WORK:

The PSS Legal counsel shall report directly to the Office of the Commissioner of Education. The incumbent of this position performs legal duties and a responsibility that includes, but not limited to advising and representing the Commissioner of Education and the Public School System on all Equal Employment Opportunity matters, Special Education legal matters, capital improvement projects and government procurement issues and in all litigation against the Commissioner of Education and Public School System.

DUTIES AND RESPONSIBILITIES:

The Public School System Legal Counsel is responsible for representing the Commissioner of Education on legal matters involving the Public School System. The primary responsibilities of this position include advising and representing the Commissioner of Education and the Public School System in the following:

- Legal Counsel shall draft proposed legislation, policies and regulations pertaining to the Public School System for the Commissioner's review and approval by the Board of Education.
- The Legal Counsel must ensure that draft legislations, policies and regulations are in compliance with the law.
- Legal Counsel shall conduct research and issue legal opinions on a variety of issues involving public entity, human resources, government contracts and other education law issues.
- When appropriate, Legal Counsel shall provide training to the Public School System staff on a variety of legal issues.

- Upon request, Legal Counsel will prepare memos and correspondences for the Commissioner of Education. Legal Counsel will also be expected to perform other related duties as assigned by the Commissioner of Education.

Equal Employment Opportunity (EEO):

- Reviews periodically PSS EEO policies and makes necessary recommendation to the Commissioner of Education for consideration and eventual submission to BOE for approval; ensuring compliance with Federal EEO mandates
- Advises and trains PSS Administrators, program managers and supervisors on effective EEO practices
- Serves as a liaison between PSS and Federal Equal Employment Opportunity Investigator and affected PSS Officials in communicating and facilitating any EEO cases.
- Advises the Commissioner of Education on all legal matters relating to personnel contracts and EEO matters
- Conducts periodical training on relevant policies affecting PSS
- Reviews PSS employment practices and contract for legal sufficiency

Special Education:

- Works collaboratively with Special Education Coordinator to ensure PSS are in compliance with the OSEP mandates
- Represents PSS on all legal matters involving Special Education programs;
- Advises the Commissioner of Education on all legal matters involving Special Education

Facilities Development and Management:

- Reviews all FDM contracts to ensure compliance with PSS Procurement regulations;
- Represents PSS on all legal matters involving FDM projects
- Advises the Commissioner of Education on all legal matters involving FDM projects

PSS Procurement:

- Works collaboratively with the PSS Procurement and Supply Officer to ensure compliance and proper implementation of PSS Procurement policies and regulations
- Represents PSS on all legal issues involving PSS procurement programs
- Advises the Commissioner of Education on all legal matters involving procurement practices
- Reviews procurement contracts with vendors to ensure legal sufficiency

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System operates on a 40-hour workweek. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

QUALIFICATION REQUIREMENTS:

- Graduation from an U.S. accredited college or university with a Juris Doctorate degree. Applicant must be a member in good standing of the CNMI bar or a member of a state bar and qualify to practice law in the CNMI. The applicant must also have at least one (1) years legal work experience, preferably for government entities handling government contracts and/or education issues.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team.
- Strong staff collaboration is a standard at the PSS.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills

CONDITIONAL REQUIREMENTS:

This position is considered “EXEMPT STATUS”: Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG, THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan