

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 Human Resources System 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.

POSITION/TITLE: Compliance and Monitoring Program Manager

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-035**

OPENING DATE: **April 13, 2021**

CLOSING DATE: **April 27, 2021**

SALARY: PAY LEVEL - **Ungraded STEP(S) - Ungraded; \$55,000.00** Per Annum

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

LOCATION: **Office of Administrative Services, Facilities, Development & Management**

NATURE OF WORK:

Compliance and Monitoring oversees the Public School System, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures that the Board of Education, Commissioner, management and employees are in compliance with the rules and regulations, that school policies and procedures are being followed, and that behavior in the organization meets the Public School System's Standards of Conduct.

DUTIES & RESPONSIBILITIES:

- Examine permits, licenses applications, and records to ensure compliance with licensing requirements.
- Prepare, written, oral, and graphic reports summarizing requirements and regulations, including enforcement.
- Determine the nature of code violation; participate in enforcement hearings as necessary.
- Prepare, organize, and maintain inspection records.
- Verify that hazardous chemicals are handled, stored, and disposed of in accordance with regulations.
- Research and keep informed of pertinent information and developments in areas such as EPA laws and regulations.
- Learn and observe proper safety precautions, rules, regulations, and practices so that unsafe conditions can be recognized and proper safety protocols implemented.

- Monitor follow-up actions in cases where violations were founded, and review compliance monitoring reports.
- Inspect waste pretreatment, treatment and disposal facilities and systems for conformance to federal, state, or local regulations.
- Inform individuals and groups of pollution control regulations and inspection findings, and explain how problems can be corrected.
- Review and provide guidance in regards to hazardous materials, or for pollution control discharge permits.
- Determine which sites and violation reports to investigate, and manages compliance and enforcement activities with other government agencies.
- Collaborate with school administrators and other government agencies on harmful properties and related problems of water pollution and contaminated wastewater.
- Participate in the development of programs and hazardous waste rules and regulations, and recommend corrective actions.
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- File appropriate compliance reports with regulatory agencies.
- Conduct or direct the internal investigation of compliance issues.
- Identify compliance issues that require follow up or investigation.
- Report violations of compliance or regulatory standards to the Associate Commissioner of Administrative Services as appropriate or required.
- Disseminate written policies and procedures related to compliance activities.
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Serve as a point of contact for employees to communicate with management, seek clarification on issues or dilemmas, or report irregularities.
- Provide employee training on compliance related topics, policies, or procedures.
- Discuss emerging compliance issues with management or employees.
- Keep informed regarding pending industry changes, trends, and best practices and assess the potential impact of these changes on organizational processes.
- Advise internal management on the implementation or operation of compliance programs.
- Monitor compliance systems to ensure their effectiveness.
- Prepare management reports regarding compliance operations and progress.
- Provide assistance to internal or external auditors in compliance reviews.
- Design or implement improvement in communication, monitoring, or enforcement of compliance standards.
- Verify that software technology is in place to adequately provide oversight and monitoring in all required areas.
- Conduct environmental inspections to ensure adherence to school sanitation standards.

QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with a Bachelor's Degree, plus four (4) years related work experience; OR
- Graduation from a U.S. accredited college or university with a Master's Degree, plus two (2) years related work experience.

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.
- Must possess basic computer skills such as Microsoft Word, Excel, Outlook
- Must be able to prepare written reports, give oral reports
- Must be organized and have great record keeping skills

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Record Keeping Skills | Filing & Document Management
- Participate actively in Leadership Team meetings and shared decision-making process.
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to perform multi-tasks and meet deadlines in a timely manner.
- Ability to adapt to changing situations.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

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 501370CK, 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