

**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 Personnel System shall be applied and administered according to the principles of equal employment opportunity as defined by the Northern Marianas Commonwealth Public Law 6 – 10, regardless of age, race, sex, religion, political affiliation or belief, marital status, disabilities or place of 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: CERTIFICATION and LICENSURE OFFICER**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-049**

OPENING DATE: **May 25, 2021**

CLOSING DATE: **June 8, 2021**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded \$40,000.00 - \$50,000.00 Per Annum**

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

LOCATION: **PSS, Office of the State Board of Education**

**SCOPE OF WORK:**

The Certification and Licensure Officer (CL Officer) is a position located within the Office of State Board of Education (State Board). The incumbent of this position reports directly to the State Board and is responsible for the overall operation of the Certification & Licensure Office (CLO) of the CNMI Public School System (PSS). The scope of work includes, but is not limited to, ensuring the effective and efficient operation of the CLO, ensuring all employees possess valid, required, certification requirements and all other related duties.

**DUTIES AND RESPONSIBILITIES:**

- **Managerial:** Oversees the management responsibilities of the CLO to ensure optimum service efficiency. Reviews and assesses various program needs and makes recommendations to improve program effectiveness; Conducts periodic reviews of the certification policies and regulations and recommends necessary changes or amendments to the State Board to improve program efficiency; Provides seminars to schools and programs on the certification process; Coordinates with higher learning institutions to develop and provide PSS certification courses.
- **Compliance:** Ensures all certified employees of PSS hold valid certification and will continue to qualify to hold valid certification; Reviews and assesses all supporting documents to ascertain the authenticity of the documents; Reviews college transcript to ensure courses taken are aligned with required certification courses; Reviews relevant professional development content to ensure required number of hours is met; Searches the internet and other sources to make sure the required courses/seminars/workshops are in line with the requirements of PSS; Conducts research and reviews other literature to ensure PSS certification requirements are being kept up to date with current education trends.

- **Monitoring:** Implements systemic accountability of all certification documents; Maintains databases for reporting purposes; Maintains accurate and up-to-date certification records of all PSS certified employees; Compiles and maintains a complete and thorough filing system for all certified employees and certification documents both electronically and physically; Monitors and reviews employee's certification files to make sure all certification requirements are met in a timely fashion; Monitors the expiration dates of all certification and issues reminder notices to employees on certification renewals;
- **Administrative:** Prepares certification applications and submits recommendation for approval by the State Board; Disseminates accurate information about PSS Certification to the applicants; Assists applicants with their inquiries regarding certification; Issues, receives and reviews applications from certification and licensure applicants; Ensures that all applications received contain the required documents. Communicates with the applicants via telephone, email, or letters to follow up on missing required documents for certification.
- Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with a Bachelor's Degree in Human Resources Management, Business Management, Education or related field with at least three (3) years work related experience.

ADDITIONAL QUALIFICATIONS:

Familiar with Human Resources principles and practices. Ability to perform multiple tasks. Demonstrate integrity and impartiality. Professional, 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.

JOB RELATED SKILLS AND EXPERIENCE:

This section further describes the position by listing key skills and experience. The proficiency levels range from lowest to highest: Basic, Intermediate, Advanced, and Expert.

Office Automation Skills | Microsoft Word | Advanced  
 Office Automation Skills | Microsoft Excel | Advanced  
 Office Automation Skills | Microsoft Outlook | Advanced  
 Office Automation Skills | Access | Basic  
 Oral & Written Skills | Grammar/Style | Advanced  
 Record Keeping Skills | Filing & Document Management | Advanced

CONDITIONAL REQUIREMENTS:

This position is considered "EXEMPT STATUS": It 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 DELEOEN GUERRERO AT [LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG](mailto:LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG), THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto: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