

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 CMNI 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 for the Public School System.

POSITION/TITLE: Data Specialist

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-101**

OPENING DATE: **September 15, 2021**

CLOSING DATE: **September 29, 2021**

SALARY: PAY LEVEL/GRADE: **10 STEP(S): 01-12; \$24,976.39 - \$42,718.10 Per Annum**

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

LOCATION: **Office of Accountability, Research & Evaluation**

ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for schools and other program data.
- Provide assistance in tracking data pertinent to the daily functions and activities of the schools (Ex: Student attendance data)
- Assist the data and record program manager in the yearly implementation of the student information system.
- Assist schools in inputting assessment data and other related data in the student information system
- Responsible for developing, inputting, analyzing, interpreting, and providing reports on data collection.
- Prepare statistical reports, which include tables, charts, and graphs, narratives, power point presentations and other visual aide upon request.
- Develops new database as needed to collect, analyze data and for reporting purposes.
- Develops, distributes, and collects various student information data for weekly, monthly, quarterly biannual and annual report.
- Updates and maintains computerized related service forms.
- Edits statistical reports on or before the established deadlines.
- Maintains data collection, entry, and management requirements by the student information system
- Conducts presentations on data collection as requested.
- Train's school staff users on use of equipment and software.
- Train's school staff to collect data processing, formatting, and reporting.
- Communicate with school personnel on data information requirements.
- Secure information by completing database backups.
- Prepare and sort documents/data sheets for the purpose of data entry.

- Check document sources against entered data to ensure data integrity at every stage.
- Read, interpret and follow appropriate protocol for data reporting and develop systems for working with large amounts of data.
- Collaborate with all CNMI Public Schools data stewards and other staff to ensure data integrity, consistency, security and privacy in all database and software projects.
- Provide support to faculty and administrative staff in using and understanding student information system.
- Work collaboratively with other team members in developing and improving standardized data management operations and improving data quality control methods.
- Meet the Accountability, Research, and Evaluation data submission deadlines and provide regular progress reports to schools' administrators, managers and stakeholders.
- Ensure that standard practices and processes are followed while accomplishing all work activities.
- Utilize statistical techniques to perform analysis on collected data and the ability to conduct research and interpret data.
- In conjunction with technical staff, maintains systems configurations and conducts regular periodic system and feature upgrades.
- Must have experience working with Microsoft Office and other data management software.
- Coordinate, plan, and implement professional development related to student information system, data collection, and reporting requirements.

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 (PSS) operates on a 40-hour work week. 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 a U.S. accredited college or university with an AA degree, plus four (4) years related work experience or graduation from a U.S. accredited college or university with a BS degree, plus two (2) years related work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Must be knowledgeable in student information system, assessments, and data collection and reporting.
- Must be knowledgeable in the data collection and reporting requirements for the federal reporting including but not limited to Consolidated Grants reports, American Rescue Plan, and other federal grant reporting.
- 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.

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: Non-Exempt	Salary Grade/Step: 10/01-12	Duty Station/Location: Saipan