

# 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 for the Public School System

## **POSITION/TITLE: SLDS Technical Project Manager (CNMI State Longitudinal Data Systems (SLDS) Grant Project)**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-104**

OPENING DATE: **September 22, 2021**

CLOSING DATE: **October 6, 2021**

SALARY: Pay Level: **Ungraded STEPS(S): Ungraded; \$55,000.00 - \$65,000.00 Per Annum**

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

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

### OVERVIEW:

This position, under the supervision direction of the SLDS project director, is responsible for planning, organizing, managing, controlling and communicating on all phases of the SLDS project and knowledge transfer from the vendor to the CNMI PSS.

### DUTIES & RESPONSIBILITIES:

- Maintain the SLDS Project Plan with the team and manages the team's performance of project tasks
- Secure acceptance and approval of deliverables from the Project Director and Stakeholders
- Lead project communications, including status reporting, risk management, escalation of issues that cannot be resolved by the project team.
- Track the project financials
- Manage the vendor relationships and oversee the vendor execution of the SLDS infrastructure.
- Collaborate with the data governance committee, data stewards within the CNMI PSS and its partnering institutions, to ensure data integrity, consistency, security and privacy in all database and software projects.
- Meet deadlines and provide regular progress reports to schools administrators, managers and stakeholders.
- Collaborate with project team and other CNMI PSS staff to ensure data needs are met in a timely fashion.

- Ensure that standard practices and processes are followed while accomplishing all work activities.
- Oversee SLDS knowledge management and transfer from the vendor, including:
  - Define and implement a standard and effective approach to capturing and transferring knowledge of the SLDS infrastructure from the vendor to the CNMI PSS.
  - Establish and communicate standards for effective knowledge capture, transfer, and sharing
  - Implement methodologies to promote knowledge transfer, sharing, and access to information in the CNMI PSS.
- Close the project in a controlled manner, including obtaining customer and vendor sign-off for the project closure document.

#### JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

#### 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 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:

- High school diploma with at least 24 college credits from an accredited college or university plus eight (8) years related work experience in project management or similar role overseeing and executing large IT-related projects on time and to budget; OR
- Graduation from an accredited college or university with a Bachelor's degree plus six (6) years related work experience in project management or similar role overseeing and executing large IT-related projects on time and to budget; OR
- Graduation from an accredited college or university with a Master's degree plus four (4) years related work experience in project management or similar role overseeing and executing large IT-related projects on time and to budget.

### 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 Certified Personnel and Fair Labor Standards Act.

### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Project and process management experience, which may include project lifecycle management, enterprise implementations, system migrations, requirements definition & analysis, project scheduling, team building & leadership, project budgeting & cost controls, and quality assurance.
- Excellent written and verbal communication skills, including giving and receiving feedback; ability to communicate clearly with internal and external audiences, translating policies and procedures into plain language
- Awareness of and sensitivity to cultural issues and local community practices
- Adaptability and resilience; ability to remain calm, focused, and optimistic when stakes are high and information is incomplete, imperfect or ambiguous
- Record of successful coordination across teams and ability to motivate others to reach their fullest potential
- Ability to work as part of a team - strong staff collaboration is a standard at the PSS
- Ability to work independently and produce high-quality results with limited resources and efficiency
- Knowledgeable on federal and local laws protecting the privacy of student data (e.g., Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99, Protection of Pupil Rights Amendment (PPRA), and 1 CMC § 2378 the Division of Youth Services (DYS) Access to Student Records)

**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](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 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