

# 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: Data Privacy Officer (CNMI State Longitudinal Data Systems (SLDS) Grant Project)**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-106**

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:

The CNMI Public School System has a goal of increasing the amount of information and data that it makes available to educators, other stakeholders, and the public. Doing so requires fulfilling legal obligations to ensure individual privacy is protected and data are adequately secured. This position, under the supervision of the SLDS project director, is responsible for monitoring the district's compliance with data privacy and security laws, establishing and enforcing privacy and security policies and procedures, and providing awareness-raising, training, and audits.

### DUTIES & RESPONSIBILITIES:

- Create and enforce organizational privacy policies that govern PSS's data collection, sharing, and use including but not limited to:
  - User access policies that limit access to only those with a legitimate need,
  - Data retention and destruction schedules that are based on the uses of the data,
  - Data minimization guidelines that ensure that the organization collects the minimum amount of data necessary to fulfill stated need(s), and
  - Statistical methods for disclosure avoidance of identifiable information regarding any publicly reported data
- Provide training on privacy best practices and legal compliance.
- Develop and oversee implementation of data incident response.
- Create and implement a cybersecurity plan that is in line with industry standard best practices
- Support procurement of technology and data tools and systems by:

- Providing guidance during the evaluation process to ensure that products that meet the standards of the organization's privacy and security policies,
- Training third parties on the organization's privacy and security policies and standards, and
- Ensuring contracts and data sharing agreements include appropriate privacy and security protections.
- Review and approve data that have been requested by external parties as well as data systems that will include sensitive information prior to release to ensure they comply with the organization's policies.
- Coordinate privacy and security audits.
- Provide guidance to executive team and staff on how to achieve their goals while protecting privacy as well as develop privacy advocates throughout PSS to ensure effective implementation of privacy protections.
  - Conduct an annual data security training for all data governance members and stakeholders with access to PII

**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:

- Graduation from an accredited college or university with a Bachelor's degree plus ten (10) years related work experience in privacy and confidentiality, student information management, or information security in an educational setting; OR
- Graduation from an accredited college or university with a Master's degree plus eight (8) years related work experience in privacy and confidentiality, student information management, or information security in an educational setting.

### 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)

- Knowledge of educational theories, trends, structures and processes
- 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
- Familiarity with relevant federal student privacy laws including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and the Protection of Pupil Rights Amendment (PPRA)
- Familiarity with relevant local student privacy laws including but not limited to the § 60-20-428 on Student Records, and 1 CMC § 2378 the Division of Youth Services (DYS) Access to Student Records
- Experience in data protection and legal compliance with the ability to handle confidential information
- Experience developing and implementing cybersecurity plans that are in line with industry standard best practices

**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