

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 System, Human Resources Office 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: Disaster Project Specialist

EXAMINATION ANNOUNCEMENT NO.: **PSS-2023-016**

OPENING DATE: **March 17, 2023**

CLOSING DATE: **March 30, 2023**

SALARY: Pay Level/Grade: **Ungraded**; Step(s): **Ungraded**; **\$45,000.00 - \$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: **Facilities Development and Management**

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.

- Assist Disaster Project Manager in the preparation of contract documents for projects, including the review of drawings and specifications with third-party A&E firms and construction contractors;
- Assist with the coordination of regular meetings with PSS, third-party A&E firms, third-party construction contractors, regulatory agencies, external agencies, and other stakeholders involved, as required.
- Assist with the preparation of detailed reports, logs, worksheets, and other supporting documentation to ensure financial award provisions and conditions are in compliance and as required by FEMA, CDBG-DR, EDA and any other applicable agency;
- Assist with the coordination of permitting with construction contractors and regulatory agencies and ensure permitting compliance with construction contractors;
- Assist with the cost-estimation of individual projects and providing recommendations to PSS on construction factors related to cost and on matters associated with the overall project budget;
- Assist with the coordination project schedule development, including adjustments based on progress of work;
- Assist with the response to RFI's (Request for Information) from the designer on record (DOR) or from PSS, as applicable, to be received by prospective contractors during the bidding process, or to be received by third-party construction contractors during the course of construction;
- Prepare close-out documentation for review by the Disaster Project Manager, including pre-final punch-list items and ensure performance of corrective work;

- Perform other tasks as required and attend to matters relating to the project management of all CNMI disaster projects.
- Performs other related duties as assigned.

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.

MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with a Bachelor's degree plus two (2) years' work-related experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR

Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations.

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: THE HUMAN RESOURCE OFFICE PSS@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			
Application Type: Non-Certified	FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan