

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.

POSITION/TITLE: Federal Program Officer

EXAMINATION ANNOUNCEMENT NO: **PSS-2023-032**

OPENING DATE: **April 27, 2023**

CLOSING DATE: **May 11, 2023**

SALARY: PL - **Ungraded**; STEP(S) - **Ungraded**; **\$75,000.00 - \$85,000.00** Per Annum

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

LOCATION: **Office of the Commissioner of Education**

DUTIES & RESPONSIBILITIES:

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.

- Develops and oversees the preparation and timely submission of federally funded proposals, grant applications, application amendments, and budget modifications/transfers.
- Maintains familiarity with, and adheres to, all current Federal Education Programs and the laws applicable to the Commonwealth to ensure compliance with federal and local statutes and regulations, policies, and non-regulatory guidance through the use of the Federal Register and other information dealing with funding sources.
- Ensure that all projects under Federal Programs are properly monitored and that evaluation and fiscal audits are conducted in accordance with federal laws, rules and regulations.
- Prepares or oversees the compiling of all federal quarterly, semi-annual, and annual programmatic and financial reports to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely submission of time certifications and personnel reimbursements.
- Reviews content of project proposals for conformity with regulations before submission for Federal approval.

- Coordinates the Federal component of the annual CNMI PSS budget requests and assists with the development, presentation, and negotiation of Indirect Cost proposals and various special projects.
- Serves as the liaison for internal and external monitoring and audits for Federal awards.
- Maintains close liaison with Federal department and regional officials.
- Collaborates with school and district staff to support school improvement initiatives and processes, ensuring supplemental projects and programs are aligned to the district's strategic goals, particularly to improve learning and achievement outcomes for academically disadvantaged students.
- Supervises the Federal Programs Office Staff.
- Performs other related duties, as assigned.

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 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.

QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with a Bachelor's degree, plus six (6) years OR Master's degree, plus three (3) years administrative experience.
- Must possess a valid administrator certificate

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

- Knowledge of Federal Education Programs' specific and general compliance requirements and allowable costs;
- Knowledge of Government financial/cost accounting;
- Knowledge of grants development, proposals, applications, and administration;
- Knowledge of JDE Edwards or the Tyler Munis financial management software to include spreadsheets and databases;

- Knowledge and experience in using data to inform decisions, establish the vision for projects and outcomes, use work plans, and evaluate impact and return on investment;
- Knowledge of ESSA provisions pertaining to Title 1 accountability, school improvement requirements, and other Federal Education Programs;
- Knowledge and skill in program monitoring and evaluation;
- Ability to interpret complex grant funding requirements, submissions, and budget projections;
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration;
- Ability to communicate verbally and in writing, with ability to transform ideas into text;
- Ability to organize own work, setting priorities and meeting critical deadlines;
- Ability to use sound judgment and good organizational 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 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) 237-3052, 3064, or 3079.

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: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan