

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 eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Personnel Specialist I-II

EXAMINATION ANNOUNCEMENT NO: PSS-2024-082

OPENING DATE: September 30, 2024 CLOSING DATE: Until Filled

SALARY: Pay Level: Ungraded; Step(s): Ungraded; \$19,569.65 - \$36,901.50 Per Annum

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

LOCATION: Human Resources Office

NATURE OF WORK:

This position is under the supervision of the Human Resources Officer and is responsible for the employment application, compensation, and classification process. The Personnel Specialist provides support for the HR Officer, HR staff, and all PSS employees and deals with diverse groups including applicants, other government agencies and the community.

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 in the administration of PSS Policies and Procedures.
- Assist, participate, and monitor in the refinement and maintenance of the PSPS Classification Plan.
- Assist in preparing drafts of class specification, job descriptions, and qualifications for further review by immediate supervisor.
- Assist with walk-ins for employment applications and answers inquiries regarding job vacancies, application status, and eligibility lists.
- Review and assess applicants' employment applications to ensure they meet the requirements of the positions.
- Establish eligibility lists and forwards them to respective schools and programs.
- Inform applicants on a timely basis of application status.
- Establishes and maintains filing system.
- Prepares, keeps records, and distributes necessary documents for contract processing.
- Assist in conducting special HR studies and prepares reports including analysis and recommendations.
- Assist and participate in other personnel assignments as requested.

- Assist all staff and customer inquiries regarding employment, benefits, classification & compensation, and employment contract renewal processing.
- Assist in facilitating and improving the workflow with the HR Office.
- Safeguards confidential information and other HR related issues.
- Reviews and answers routine correspondences.
- Attends staff meetings and staff professional development and training opportunities.
- Performs other related duties as required and assigned.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime 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.

EDUCATION AND EXPERIENCE:

- Personnel Specialist I – Graduation from a U.S. accredited college or university with a Bachelor Degree in Human Resources Management, Business Management, or related field with at least two (2) years work related experience OR High School diploma with six (6) years’ work related experience.
- Personnel Specialist II – Graduation from a U.S. accredited college or university with a Bachelors Degree in Human Resources Management, Business Management, or related field with at least three (3) years work related experience OR High School diploma with seven (7) years’ work related experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Record Keeping Skills | Filing & Document Management
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to perform multi-tasks and meet deadlines in a timely manner.
- Ability to adapt to changing situations.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.
- 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 AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NO. (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