



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 20-118

POSITION: **DATA SPECIALIST** OPENING DATE: **06/09/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **06/18/2020**

SALARY: **\$25,000.00 P/A - \$30,000.00 P/A**  
*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Disaster Response Program, Community Guidance Center  
 Commonwealth Healthcare Corporation, Saipan**

#### DUTIES:

Under the general supervision of the Disaster Response Program Manager, the Data Specialist will monitor and ensure compliance with all federal and state data measurement, collection, recording, and filing requirements for the Disaster Response Program. Perform data collection, compilation, submission, and reporting for CHCC and federal grantors. Analyze program data and prepare data and/or statistical reports as required by federal grantors. Maintain accurate and updated data and files. Ensure the integrity and confidentiality of Disaster Response Program data and files. Assist in the planning, development, and implementation of policies and procedures for all program data functions, operations, and requirements. Monitor the Disaster Response Program data system to ensure all data are accurate, updated, and fulfill the grant data collection and measurement requirements and criteria. Ensure the timely completion of all Disaster Response Program grant data measurement and reporting requirements. Serve as the primary contact for data technical assistance providers; attend technical assistance conference calls, webinars, etc. and disseminate information to appropriate program staff. Perform other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Any combination of an Associate's degree in Information Technology plus two (2) years experience in data or IT management.

#### CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through federal funds awarded to the *CNMI CHC Disaster Response Program*, not to exceed 10/29/2021.

#### *Note(s):*

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

**OTHERS:**

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

*Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [humanresources@dph.gov.mp](mailto:humanresources@dph.gov.mp)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756

