



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 19-167

POSITION:	DATA MANAGEMENT SPECIALIST	OPENING DATE:	<u>10/03/2019</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>10/16/2019</u>
SALARY:	\$27,000.00 P/A - \$30,000.00 P/A		

The salary given will be determined by the qualifications of the appointee.

LOCATION: Breast & Cervical Screening Program, Non-Communicable Disease Bureau, Division of Public Health Services, Commonwealth Healthcare Corporation

DUTIES:

This position is located under the Non-Communicable Disease (NCD) Bureau within the Division of Public Health, Commonwealth Healthcare Corporation. The person in this position is supervised by the NCD Bureau Administrator or assigned designee. This person is responsible for managing the collection and aggregation of all program related data. The incumbent in this position is expected to collect and enter all required data for entry into the program's Cancer Screening and Tracking (CaST) database system. This responsibility extends to the management of Rota and Tinian program data. The duty station of this position is Saipan. Maintain and enhance program data quality, surveillance, tracking and follow-up mechanism. Ensures accurate and complete information on program clients are collected. Identifies and retrieves missing data for entry into program database. Enters and maintains quality standardized data elements into database system. Analyze and evaluate program data to ensure performance indicators are being met; provide reports and feedback on all program performance indicators especially those not being met. Monitors and maintains data quality on program database system. Ensures confidential information in program database is secured; conduct routine back up of database. Produces monthly program reports. Prepare and submits required bi-annual Minimum Data Elements (MDE) report to CDC. Monitors and tracks state-wide population-based information on the demographics, incidence, staging at diagnosis, and mortality due to breast and cervical cancer. Works with key internal and external stakeholders and partners to identify high risk populations. Works with partner clinics to collect and report baseline and annual breast cancer and cervical cancer screening rates. Prepare and disseminate data reports as requested by the Program Coordinator. Trains staff on data collection and entry into program database system. Prepares journal memos for reimbursement of program services. Conducts regular program data audits for Saipan, Rota and Tinian. Attends and participates in all pertinent health education/promotion workshop, outreach clinic, training, conference, and seminars (on island, inter-island and outside of the CNMI) to augment knowledge and skills. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination of an Associate's degree in Information Technology. Must have at least three (3) years experience in data analysis, reporting, or relevant work experience.

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 Implementing Collaborating Projects to Reduce Cancer Incidence, Mortality and Modifiable Risk Factors in the CNMI, not to exceed 06/29/2020.

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.*

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
Direct Line: (670) 236-8205/8210/8729/8202
Trunk Line: (670) 234-8950 ext. 3580/3581/3583
Fax Line: (670) 236-8756

