



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. 19-171

POSITION: **DATA SPECIALIST** OPENING DATE: **10/11/2019**

NO. OF VACANCIES: **1** CLOSING DATE: **10/24/2019**

SALARY: **\$30,000.00 P/A - \$35,000.00 P/A**

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

LOCATION: Non-Communicable Disease Bureau, Division of Public Health Service,
Commonwealth Healthcare Corporation

DUTIES:

The Non-Communicable Disease Bureau (NCDB) Data Specialist is responsible for developing and maintaining the program's surveillance, tracking and follow up data system for reporting requirements. The NCDB Data Specialist focuses on ensuring all valid information are entered for program tracking and reporting. The NCDB Data Specialist will work closely with other core staff to train on the procedures and regulations of gathering data. Participates in the NCD Bureau's efforts to improve the health and well-being of the people in the CNMI. Oversee data collection processes for program performance measures. Monitor and review all data collected under the Non-Communicable Disease Bureau. Review and analyze data collected to ensure consistency, integrity and accuracy based on federal grantor requirements. Work with management and partners on data validation and analysis. Prepare and submit monthly, quarterly and annual performance measures reports to management. Develops and maintains the program's surveillance, tracking and follow up data system. Ensures that accurate and complete information on program clients are collected. Identifies and retrieves missing data for entry into program database. Prepares data compilation and dissemination of information between involved entities. Collects and compiles data for grant reporting including progress reports. Trains program staff on data collection and data entry into program database system. Assists all programs under NCDB with qualitative and quantitative data collection, assessment and reporting. Attends and participates in all pertinent health education/promotion workshop, training, conference and seminars (on island or international) to augment knowledge and skills. Assist with program's Continuous Quality Improvement (CQI) Indicators as identified in the program workplans. Participate in community needs assessment activities. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination of Associates Degree from an accredited college in Information Technology plus Three (3) years of work experience in information management or data collection/analytics. Preferred extensive data management knowledge and demonstrates functional use of Microsoft office products. Strong oral and written communication skills.

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 local funds awarded to the Tobacco Control Fund through PL20-32, not to exceed two (2) years after hire date.

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.

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

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