

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153

CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

PM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmisc.net> | OPM website: <http://www.opm.cnmi.gov>



RAYMOND M. MUÑA  
Chairperson, CSC



JOSEPH M. PANGELINAN  
Acting Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 24-074**

**OPENING DATE: 06/21/24**

**CLOSING DATE: 06/21/25**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY: Watershed Coordinator**

**Ungraded**

**\$1,730.77 B/W - \$45,000.00 P/A**

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

**LOCATION: Office of the Governor, Saipan  
Division of Coastal Resources Management (DCRM)**

**DUTIES:**

Coordinate watershed projects on Saipan in priority watersheds identified through water quality integrated reports, Watershed Working Group meetings, and Conservation Action Plan (CAP)/Watershed Management Plan (WMP). Assist with CRI outreach for citizens interested in volunteering in watershed management and conservation projects, with a focus on building awareness and support for restoration intervention in Achugao. Contribute in building local community and agency support and involvement in natural resource and coral reef conservation and management measures by conducting community meetings, creating best management practice guidelines, and existing as a liaison for standing and ad-hoc CNMI interagency natural resource groups, including the Watershed Working Group (WWG). Complete support and logistical tasks as necessary including identifying funding, reviewing past work, procuring supplies, releasing and reviewing proposals, and working with contractors as necessary. Meet and coordinate with partner groups, tracking the progress of activities, summarizing monitoring data and preparing reports. Coordinate with the point of contact (POC) on the development of grant proposals related to watershed protection, tracking and reporting on expenses and progress related to CRI funded projects' Perform other related duties, as assigned by the DCRM Director.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science/Studies, Natural Resources Management, Planning, Marine/Terrestrial Biology, or other related field plus four (4) years of project management experience in work relevant to natural resources environmental planning or coordination, community water shed planning, assessment, or implementing nonpoint pollution program. A Master's degree with two (2) years of experience may be substituted. Copy of Degree or Official Transcript and Criminal Record must be attached to the application.

**CONDITIONAL REQUIREMENTS:**

\*This position is **"COVERED"**; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standards Act (FLSA).

**NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must Be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

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

Office of Personnel Management  
Springs Plaza, Gualo Rai  
Saipan, MP 96950

Office of Personnel Management  
Antonio C. Atalig Public Library Bldg.  
Office of the Mayor, Tatachog,  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952