

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

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

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



RAYMOND M. MUÑA
Chairperson, CSC



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 24-087

OPENING DATE: 08/15/24

CLOSING DATE: 08/29/24

RE-ANNOUNCEMENT (EA 24-082)

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: Enforcement Officer

**Ungraded
\$25,000.00 - \$28,000.00 P/A**

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

**LOCATION: Office of the Governor, Saipan
Coastal Resources Management**

DUTIES:

Enforces DCRM rules and regulations. Responsible for data entry and updates of all Enforcement databases. Monitor areas of particular concern (APC), un-permitted projects, other law violations and related problems for permit violations and cites those operating without a valid coastal permit. Visits permitted sites and enforce violations on permit conditions and bring permittees back into compliance. Monitor all Marine Sports operations on the shoreline and in the lagoon for DCRM permit violations and DCRM regulations compliance. Conducts monitoring visits to permitted projects to ensure compliance with all permit conditions. Issues citation and notices of violations to all projects where violations of permit conditions, Litter Control Law, etc. are found. Works with Department of Public Safety, U.S. Coast Guard and other agencies when required. Conduct education and Outreach activities to school children, civic and business organizations and the general public. Prepares reports with minimal supervision. Keeps Supervisor abreast of the progress of all duties being undertaken. Good oral and written communication skills and can communicate effectively in writing. Complies comprehensive monthly and semi-annual report timely for the Enforcement Section and forward them to the Federal Programs Coordinator as required for inclusion in both the semi-annual performance progress reports and the annual comprehensive performance measures report. Proactively seeks ways to enhance office morale and capabilities by assisting colleagues in their duties as needed. Must have the ability to maintain professional demeanor and ability to stay calm, composed and respectful in stressful situations. Attend workshops and training, as required. Perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with an Associates Degree in Environmental Science, Natural Resource Management, Law Enforcement or related field plus at least two (2) years of experience in environmental work, law enforcement, or criminal justice. 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