



Commonwealth Utilities Corporation



JOB VACANCY ANNOUNCEMENT

JVA No. 19-027

Opening Date: Friday, April 5, 2019

Closing Date: Until Filled

Human Resources Generalist **(Re-announcement)**

DUTIES: Under the direct supervision of the Human Resources Manager or his/her designee. The Human Resources Generalist gathers and analyzes pertinent employee information. Inputs data into system in a timely manner, monitors and maintain information stored in data system and update data whenever it is needed. Generates all daily reports in a timely manner, i.e., daily, weekly, monthly, quarterly, and annual reports to the immediate HR manager. Maintains and updates electronic and paper documents for the purpose of public information, trainings, meetings, case management and client information to the HR Manager. Responsible for keeping and organizing of filing system of all incoming and outgoing correspondences. Compiles and assist HR Manager in preparation and finalization of letters, memos and reports for each division. Prepares request for personnel actions for signature of approving authority. Assists and/or participates in the preparation of applications and other documents and forms. Provides technical, analysis, research assistance of computer activities, problems, and issues. Familiarize and be able to maintains electronic technology provided by the department such as printers, fax, scanners, etc.. Must be able to troubleshoot certain issues pertaining to electronics. Performs other duties of a similar nature and level as assigned.

LOCATION : Human Resources Division, Saipan, Northern Mariana Islands, USA.

SALARY : \$37,756.00 to \$45,122.00 per annum, Exempt (Commensurate with Qualification and Experience)

POSITIONS : One (1)

CONTRACT : Two Years, subject to renewal.

MINIMUM REQUIREMENTS: Education: Bachelor's degree in Business, Public Relations, Human Resources or directly related field and four (4) years of general professional human resources-related experience. Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. **Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Human Resource principles and practices; Program administration principles; Customer service principles; Mathematical concepts; Research methods; Database and records management principles; Modern office technology. **Skill In:** Interpreting and applying applicable laws, codes, regulations and standards; Administering and monitoring programs, policies and processes; Coordinating the implementation of human resource services; Researching and analyzing program-related data and resource information; Providing customer service; Interpreting policies and providing relevant information and guidance; Prioritizing work in order to meet time-sensitive program deadlines; Tracking and auditing data, forms, records and documentation; Preparing reports, correspondence, and program support materials; Updating and maintaining information systems and confidential records; Coordinating and assisting with projects; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.. Applicant maybe tested. Subject to a pre-employment drug screening.

You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. application and resume can also be e-mailed to:

employment.applications@cucgov.org

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

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CUC is an Equal Opportunity Provider and Employer.