



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 21 – 038

Opening Date: April 26, 2021

Closing Date: May 7, 2021

POSITION TITLE:	Human Resources Generalist
DEPARTMENT:	COA/Human Resources
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$37,756.00 - \$50,970.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The Commonwealth Utilities Corporation (“CUC”) is seeking for a qualified Human Resources Generalist. Under the direct supervision of the Human Resources Manager or his/her designee the responsibilities will be as follows:

Duties:

- Gathers and analyzes pertinent employee information.
- Inputs data into system in a timely matter monitors and maintain information stored in data system and update data whenever it is needed.
- Generates all daily reports in a timely matter, 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 maintain 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.
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Minimum Requirements:

Successful candidates for the position must have the following:

Education: Bachelor’s degree in Human Resources or directly related field and 4 years of general professional human resource-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.

Licensing:

- Valid CNMI Driver’s License with appropriate class.

Physical Demands:

- Occasional lifting of objects, Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org

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

Tel: (670) 664-4282 • Fax: (670) 235-5131

CUC is an Equal Opportunity Provider and Employer.