



Commonwealth Utilities Corporation



Job Vacancy Announcement

(RE-ANNOUNCEMENT)

JVA No. 22 – 029

Opening Date: June 16, 2022

Closing Date: June 30, 2022

POSITION TITLE:	Human Resources Technician, Senior
DEPARTMENT:	COA/Human Resources
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$24,904.00 - \$33,620.00 per annum, Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Human Resources Manager or his/her designee.

Duties:

- Provides specialized administrative and paraprofessional human resources support services related to recruitment, employment testing, classification, compensation, benefits and training.
- Responds to inquiries and provides assistance of internal staff, external customers and vendors.
- Responds to questions and information requests and provides technical assistance, guidance and support regarding programs, services, policies and/or procedures.
- Performs research and verifies information; performs calculations; processes timekeeping information; compiles and maintains data for audit purposes.
- May process job vacancy announcements, schedule and conduct pre-employment testing and assist in employment interview process.
- Enters, updates and maintains employee data in information system; assists in streamlining processes and data collection procedures.
- May serve as open records custodian.
- Prepares and routes documents, certifications, meeting minutes, forms, correspondence, and information tracking documents; monitors and maintains schedules, files, logs, reports, and records; processes and distributes forms, applications and documents.
- Monitors and maintains office supplies, inventory and equipment needs; initiates purchase requisitions and tracks orders.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma or GED or ABE Program AS and 3 years of office/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, unless otherwise subject to any other requirements set forth in law or regulation.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Education and training; 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; Providing customer service; Responding to information requests and providing specialized administrative support; Researching and verifying information; Compiling data and processing timekeeping information; Scheduling and coordinating appointments; Filing, organizing, imaging and maintaining records and files; Preparing reports, minutes, correspondence and documentation; Managing time and prioritizing requests; Proofreading documents and forms for accuracy and completion; Performing audits, identifying errors, making corrections and recommendations; Reviewing and researching database information; Monitoring and maintaining supplies; Maintaining confidentiality of records and employment information; 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 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

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CUC is an Equal Opportunity Provider and Employer.