



JOSEPH PATRICK FITIAL
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

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JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT: R26-009

OPENING DATE: 09/04/26

CLOSING DATE: CONTINUOUS

(RE-ANNOUNCEMENT REFERENCE EA NO.: R26-005)

This examination announcement 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 national as defined by the Northern Marianas Commonwealth regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY:

Energy Auditor – Weatherization Assistance Program

Ungraded

\$ 21,506.00 PA

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

LOCATION AND DIVISION:

Department of Public Works (Energy Division), Rota

DUTIES:

Prepares the necessary forms/documentation for program services. Conducts, performs a detail energy audit in client's dwelling. Conduct follow-up task client's. Assist client's intake with the application if documents are complete. Compile data, documents and manage data information for each client's. Use energy monitoring technology equipment to obtain energy consumption data. Prepare cost analysis and work plans per residential household. Assist in planning, coordination and implementation of weatherizing client's homes. Coordinate WAP activities on timely and efficient services. Compiles and submits report as needed. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from a recognized college or university with an AS degree. Plus two (2) years of related work experience. Copy of degree or official transcript and Criminal Record must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is "COVERED". Appointee 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), Part 1.7c of the Excepted Service Regulation (ESR) and the Fair Labor Standard Act (FLSA).

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

INTERESTED PERSONS SHOULD SUBMIT THEIR CURRENT APPLICATION FORM TO:

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

Office of Personnel Management
Dept. of Lands & Natural Resources Office Building
Former Rota High School, District #4, Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952