



JOSEPH PATRICK FITIAL
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153

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

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JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT: 26-044

OPENING DATE: 9/04/2026

CLOSING DATE: 9/03/2027

"CONTINUOUS"

RE-ANNOUNCEMENT REFERENCE EA. NO. 26-012

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 national 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:

Energy Auditor -

Ungraded

Weatherization Assistance Program

\$ 827.15 B/W - \$ 21,506.00 P/A

LOCATION AND DIVISION: Energy Division, Department of Public Works, Saipan

DUTIES:

Prepares the necessary forms/documentations for program services. Conducts, performs a detailed energy audit in clients dwelling. Conducts follow-up tasks with clients. Assist clients during the intake with the application if documents are complete. Compiles data, documents and manages data information for each client. Use energy monitoring technology equipment to obtain energy consumption data. Prepare cost analysis and work plans per residential household. Assists 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.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from a recognized college or university with 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.

CONDITION REQUIREMENT:

This position is "COVERED" Is eligible to receive overtime payment for overtime hours performance pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) 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 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
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