

# PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

**(PLEASE POST PHYSICALLY)**

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: Network Specialist (Re-announcement II)(Amendment I)**

EXAMINATION ANNOUNCEMENT NO: **PSS-2024-006**

OPENING DATE: **April 5, 2024** CLOSING DATE: **Until Filled**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$24,976.39 - \$42,718.10** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life/Health Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **State Infrastructure Technology**

### NATURE AND SCOPE OF WORK:

Provides technical assistance to Central Office personnel and the schools within the CNMI Public School System. Serves as a resource person for a wide range of technology related questions. Maintains personal and professional growth to keep up with the developing trends in technology. Assists and at times conducts research, tests, evaluates, and recommends system software and hardware. Must be able to provide professional development training for PSS teachers, staff, and administrators.

### ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform periodic maintenance and monitoring of the PSS network connectivity, network hardware, end user devices, and software.
- Provides responsive and effective technical support for all CNMI PSS staff.
- Communicate effectively with non-technical staff users to understand and resolve their issues.
- Provide staff training on technical areas such as proper technology use, cybersecurity, and computer hardware/software troubleshooting.
- Ability to work independently and as part of a team of technicians.
- Provide technical advice to schools and programs.
- Individual must be knowledgeable and proficient on all types Operating systems. (Windows, iOS, MacOS, Android, etc.)
- Performs routine updates/patches on hardware and software for networking and end user

devices. Monitoring and ensuring that the latest updates and patches are installed.

- Implement and enforce security measures to protect devices, systems, and networks.
- Respond to security incidents and breaches to ensure that proper procedures are executed and corrective actions are implemented.
- Provides input and assists in the development of standard operating procedures and policies for technology use and security for the CNMI PSS school district.
- Provides technical assistance/support for Audio/Visual and teleconferencing events.

#### FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

#### MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with an AA/AS degree in technology field;
- One (1) year work related experience;
- Preferred certification in related field.

#### OTHER REQUIREMENTS:

- Must have a valid CNMI Driver's License

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Ability to develop and maintain record keeping systems and procedures.
- Skill in the use of computers, both Windows OS and MAC OS.
- Ability to gather data, to compile information, and prepare reports.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in the community.
- Skill in organizing resources and establishing priorities.
- Ability to design and implement systems necessary to collect, to maintain, and analyze data.
- Ability to create, to compose, and edit written materials
- Ability to effectively communicate with co-workers and family members.
- Must be willing to and able to travel to meet program needs.
- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.
- Proficient in Microsoft Office.
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations.

**APPLICATION REQUIREMENTS:**

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM.
2. COPY OF DIPLOMA/DEGREE.
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052

*YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.*

<b>Human Resource Office Use ONLY</b>			
<b>Application Type:</b> Non-Certified	<b>FLSA Status:</b> Non-Exempt	<b>Salary Grade/Step:</b> Ungraded	<b>Duty Station/Location:</b> Saipan