



Commonwealth Ports Authority



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JOB VACANCY ANNOUNCEMENT # 07-2024

Opening date: May 15, 2024

Closing date: June 5, 2024

Location: **SAIPAN**

SALARY

Position(s): **(1) STAFF ENGINEER**

UNGRADED

Nature of Work

Highly responsible for all engineering programs and activities of CPA.

This employee is responsible for the management and supervision of engineering programs and activities at the Commonwealth Ports Authority (CPA). Work is technical in nature and reviewed through conferences with the Executive Director or his designee and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no precedents exist. This position is unclassified.

Minimum Qualifications

Graduation from high school (or G.E.D.) and a four (4) year degree in civil engineering from an accredited U.S. college or university with no less than five (5) years of progressively responsible experience in a professional engineering level of which three (3) years pertain to supervisory experience.

Shall have no record of felony or criminal conviction.

(1) STAFF ATTORNEY

UNGRADED

Nature of Work

Under the general direction of the CPA Board of the Directors and the Executive Director to provide legal assistance and advice on a day-to-day basis and to render such legal services as may be requested. Required to perform such services as may be designated, including but not limited to, all or any portion of the employer's administrative, supervisory, planning and other obligations in the operations of the airports and seaport of the Commonwealth of the Northern Mariana Islands. This position is unclassified.

Minimum Qualifications

1. Must be a U.S. citizen.
2. Member (active) of the CNMI Bar.
3. Graduated with Juris Doctor degree from an accredited U.S. law school.
4. At least five (5) years work experience in either the government or private practice, and at least three (3) years experience in civil litigation, including jury trials.
5. Have never been convicted of a felony or a misdemeanor involving moral turpitude, in any jurisdiction.
6. Shall have no felony or criminal conviction.

(1) COMPTROLLER

UNGRADED

Nature of Work

Difficult and highly responsible professional accounting work involving the management and supervision of CPA's major accounting program.

This employee is responsible for the management and supervision of all phases and functions of CPA's accounting program consisting of several numbers of subordinate accountants and account clerical personnel. Work is technical in nature and reviewed through conferences with the Executive Director or his designee and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no clear precedents exist. This position is unclassified.

Minimum Qualifications

Must possess four (4) year degree in Accounting, Finance, or related field from an accredited U.S. college or university with no less than seven (7) years of progressively responsible experience in professional Accounting, Finance or managerial level of which three (3) years pertain to supervisory experience. Accounting experience in autonomous agencies and/or U.S. Certified Public Accountant is preferred.

Shall have no record of felony or criminal conviction.

Employment Application must be accompanied with a copy of all required diploma/certificates and/or official sealed transcripts, original copy of recent police record not more than six (6) months old, original copy of U.S. Department of Defense Form DD214 for retired members or veterans of our Armed Forces, and other documents as required for the position. Public Law 11-70 requires that all male applicants age 18 to 25 years old must submit documentation evidencing his registration with the Federal Selective Service System. All applications and required documents must be submitted to the **CPA Administration Office, 2nd Floor Arrival Building, Francisco C. Ada/Saipan International Airport or CPA Administration Office, Tinian International Airport, or Benjamin Taisacan Manglona International Airport**. Failure to provide any of the required documents will result in automatic disqualification. Certain vacancies may require written and/or physical test. Selected applicants will be subjected to pre-employment drug screening, 10-year Criminal History Record Check and 49 CFR Part 1542.209(d) Requirements. CPA reserves the right to waive or implement other qualifications to meet its needs. The deadline for submission of applications and required documents to the CPA Administration Office (Saipan) or at the Tinian International Airport or Benjamin Taisacan Manglona International Airport is no later than **5:00 P.M. on Wednesday, June 05, 2024**.

Detailed information on qualifications and position descriptions for the above positions may be picked up along with the application form from Monday-Friday, 8:00 A.M. to 5:00 P.M., except on holidays and austerity, at the CPA Administration Office (2nd Floor) of the Francisco C. Ada/Saipan International Airport, Arrival Terminal or CPA Admin. Office at the Tinian International Airport or at the Benjamin Taisacan Manglona International Airport. For additional information, please contact the CPA Human Resources Office by email at lorna.robert@cnmiports.com and hrrspecialist@cnmiports.com or by phone at (670)237-6500.

CPA is an Equal Opportunity Employer and CPA hires those who are legally entitled to employment in the CNMI.

LEO B. TUDELA
Executive Director

COMMONWEALTH PORTS AUTHORITY
Position Description

STAFF ENGINEER

Code 120

Nature of Work

Highly responsible for all engineering programs and activities of CPA.

This employee is responsible for the management and supervision of engineering programs and activities at the Commonwealth Ports Authority (CPA). Work is technical in nature and reviewed through conferences with the Executive Director or his designee and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no precedents exist. This position is unclassified.

Examples of Duties (Illustrative)

1. Develops, coordinates and directs the overall CIP program.
2. Develops scope of work on CPA projects.
3. Participates in the selection process in awarding projects and reviews the procurement of contracts for architecture and engineering services, construction management consultants and construction firms.
4. Follows CPA and applicable federal procurement rules and regulations.
5. Coordinates with governmental agencies, Army Corps of Engineers, U.S. EPA, FAA and other cognizant agencies on CPA projects.
6. Coordinates and reviews designs developed for CPA projects to determine whether technical and engineering, federal and CPA requirements are met.
7. Advises the Executive Director or his designee on substantial changes to technical requirements, budgets, priorities, and/or services on specific projects and recommends a course of action to resolve the situation.
8. Coordinates with accounting department in monitoring project funding, budgeting, processing of contractors' invoices and project status.
9. Holds discussions with Executive Director, architectural and engineering firms, construction management consultants, and officials of CPA tenants to effectively direct the overall engineering program.
10. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of the specific functions of each department at CPA.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles and practice of Engineering.
4. Knowledge of applicable local ordinances, federal and FAA standards and regulations.
5. Ability to apply principles and theories of engineering proficiently.

Code 120 continuation

6. Ability to organize, assign and direct assignments to subordinates.
7. Ability to motivate personnel.
8. Ability to establish and maintain a cooperative relationship with tenants, supervisors, employees and other personnel.

Minimum Qualifications

Graduation from high school (or G.E.D.) and a four (4) year degree in civil engineering from an accredited U.S. college or university with no less than five (5) years of progressively responsible experience in a professional engineering level of which three (3) years pertain to supervisory experience.

Shall have no record of felony or criminal conviction.

Pay Range

UNCLASSIFIED

Adopted by CPA Board on October 25, 1995.

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Last updated : 1/99

COMMONWEALTH PORTS AUTHORITY
Position Description

STAFF ATTORNEY

Code 102

Nature of Work

Under the general direction of the CPA Board of the Directors and the Executive Director to provide legal assistance and advice on a day-to-day basis and to render such legal services as may be requested. Required to perform such services as may be designated, including but not limited to, all or any portion of the employer's administrative, supervisory, planning and other obligations in the operations of the airports and seaport of the Commonwealth of the Northern Mariana Islands. This position is unclassified.

Examples of Duties (Illustrative)

1. Devotes full time and attention to the practice of law on behalf of CPA.
2. Faithfully represents the interests of the CPA as its general counsel.
3. Acts, under the title of Staff Attorney, as attorney for the CPA.
4. Renders to CPA, its officers and directors, legal advise.
5. Examines abstracts of title, contracts, leases, and other instruments.
6. Renders legal opinions on all legal matters as the CPA or its authorized officers may request or require.
7. Works closely with CPA's retained Legal Counsel on all matters which have been assigned to retained Legal Counsel.
8. Drafts written communications as requested by the Executive Director and/or the Board of Directors.
9. Performs special review of studies or analysis relating to the airports and seaports as requested by the Executive Director.
10. Complies with provisions of CPA's enabling statute, Public Law 2-48 as amended.
11. Maintains a high degree of confidentiality on information or records which are specifically noted or labeled as such by the Executive Director or his designee.
12. Performs any and all legal duties entrusted by the Executive Director.

Minimum Requirements of Work

1. Knowledge of the specific functions of each department of CPA.
2. Knowledge of CPA statute, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of airport and seaport operations.
4. Knowledge of applicable local ordinances, federal and FAA standards and regulations.
5. Ability to apply principles and theories of airport and seaport operations proficiently.
6. Ability to communicate effectively in writing and orally on matters relating to air and sea navigation and transportation.

Code 102 continuation

7. Ability to establish and maintain a cooperative relationship with tenants, federal agencies, members of the Board, officials of the CNMI Government, CPA department heads, employees and other personnel.

Minimum Qualifications

1. Must be a U.S. citizen.
2. Member (active) of the CNMI Bar.
3. Graduated with Juris Doctor degree from an accredited U.S. law school.
4. At least five (5) years work experience in either the government or private practice, and at least three (3) years experience in civil litigation, including jury trials.
5. Have never been convicted of a felony or a misdemeanor involving moral turpitude, in any jurisdiction.
6. Shall have no felony or criminal conviction.

Pay Range

Unclassified

Adopted by CPA Board on February 19, 1999.

Revised and adopted by CPA Board on December 21, 2016

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COMMONWEALTH PORTS AUTHORITY
Position Description

COMPTROLLER

Code 111

Nature of Work

Difficult and highly responsible professional accounting work involving the management and supervision of CPA's major Accounting program.

This employee is responsible for the management and supervision of all phases and functions of CPA's accounting and financial division consisting of several numbers of accountants and other personnel. Work is technical in nature and is reviewed through conferences with the Board of Directors, Executive Director or his designee, and submission of reports. Employee exercises proper judgment in solutions to situations or problems in which no clear precedents exist. This position is unclassified.

Examples of Duties

1. Plans, assigns, and directs the activities of centralized accounting and financial management information system.
2. Implements policies and procedures.
3. Responds to crisis or urgent situations.
4. Plans and coordinates financial studies or analyses which may be required of consultants, Executive Director or the Board of Directors.
5. Issues financial statements, statistical and operational or other reports as may be required by the Executive Director or Board of Directors on a timely basis.
6. Prepares annual budgets for the operation and maintenance of CPA for review and approval of the Board in accordance with the budget act and CPA's by-laws.
7. Supervises and instructs all accounting personnel in the application of proper accounting and financial procedures and techniques.
8. Develops the detailed internal accounting procedures.
9. Studies the accounts, reports or procedural instructions within the CPA accounting system to determine the nature of distribution and recording of revenues and expenses.
10. Holds discussions with personnel, department supervisors and program officials to learn detail of work processes and procedures.
11. Attends Board and committee meetings and presents financial reports in a form and manner as required by the Board of Directors.
12. Develops new systems together with the necessary forms, manual and procedures.
13. Complies with CPA procurement and personnel rules and regulations and grant assurances established under Federal grants.
14. Supervises year-end closure and accounting books and required audit projects of CPA.
15. Studies and upgrades accounting program on a regular basis.
16. Reviews merit and other salary increases and determines whether increases are authorized per approved budget.
17. Issues financial statements in conformity with generally accepted accounting principles.

Code 111 (continuation)

18. Issues management discussion and analyses in conjunction of annual financial statements.
19. Reorganizes work to increase effectiveness, productivity, and job satisfaction.
20. Justifies substantial changes to staffing levels, budgets, priorities and/or services.
21. Assigns and reassigns accountants and account clerical personnel based on special qualifications, departmental capabilities, or resources.
22. Explains work requirements to accounting personnel; trains on complex accounting procedures or principles and solves technical problems.
23. Applies accounting and finance theories, methods and techniques necessary for favorable results.
24. Ensures accounting and/or finance training programs are provided for employees on a regular basis.
25. Performs other related duties as assigned by the Board of Directors.

Minimum Requirements of Work

1. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
2. Knowledge of theories, principles, and techniques of governmental accounting.
3. Knowledge of the preparation and analysis of financial statements in accordance with generally accepted accounting principles.
4. Knowledge of applicable Federal grant conditions and guidelines on financial assistance.
5. Ability to apply accounting theories, principles, practices and procedures to complex accounting problems.
6. Able to travel abroad for financial meetings and workshops.
7. Ability to direct the preparation of comprehensive financial statements and reports on a timely basis.
8. Ability to interpret applicable regulations, tariff, ordinances, etc.
9. Ability to organize, assign and direct assignments to personnel.
10. Ability to motivate personnel.
11. Ability to communicate effectively both orally and in writing.
12. Ability to establish and maintain a cooperative relationship with the Board of Directors, employees and the public.

Minimum Qualifications

Possess A four (4) year degree in accounting, finance or related field from an accredited U.S. college or university with no less than five (5) years of progressively responsible experience in professional accounting, finance or managerial level of which three (3) years pertain to supervisory level. Accounting experience in autonomous agencies and/or a certified public accountant is preferred.

Shall have no record of criminal conviction.

Pay Range

UNCLASSIFIED

Revised and adopted by CPA Board on February 1, 2008.

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Last updated : 2/1/08