



**Commonwealth Healthcare Corporation**  
Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' St. Garapan, Saipan, MP 96950



**HUMAN RESOURCES**

**EXAMINATION ANNOUNCEMENT NO. 25-045**

POSITION:	<b>Data Management Specialist</b>	OPENING DATE:	<b><u>03/19/2025</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>04/02/2025</u></b>
SALARY:	<b>\$30,823.52 P/A</b>		
PAY LEVEL:	<b>05/01</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Community Guidance Center, Population Health Services, Commonwealth Healthcare Corporation, Saipan		

**NATURE OF WORK**

Under the direct supervision of the Program Manager, the general supervision of the Director of Behavioral Health Services and Chief Operations Officer (COO) Population Health Services (PHS).

This position is located under the Prevention Training & Outreach Services under the Community Guidance Center, Commonwealth Healthcare Corporation. Through supporting the delivery of project activities, the objectives of the position are:

- To develop and implement efficient data management systems to collect, organize, and analyze data related to prevention, training, and outreach services, ensuring compliance with organizational standards and federal regulations such as Health Insurance Portability and Accountability Act (HIPAA).
- To collaborate with program staff and stakeholders to create actionable reports and dashboards that monitor project outcomes, evaluate the effectiveness of interventions, and guide data-driven decision-making for continuous quality improvement.

**DUTIES:**

**1. Database Management**

- Assist the Operations Manager and Program Manager in overseeing data collection and information entered into the CGC's electronic health record system (AWARDS), including the SAMHSA's Performance Accountability and Reporting System.
- Stay current and up to date on new AWARDS features, CSAP Online Reporting Tool and Programmatic Progress Report requirements and other functionalities and provide recommendation on how to use the systems features.
- Conduct regular program data audits to ensure accuracy, consistency, and completeness of data entry by programs, sites and users.
- Ensure confidential information in the program database is secured; conduct routine backup of the database.
- Analyze and interpret data to identify data gaps, and successes.
- Work with CHCC/CGC programs to ensure accurate and complete information on clients is collected.
- Supports the team in Continuous Quality Improvement (CQI) activities including using data to make data informed decisions, improving program quality, and revising databases to reflect updated in programming.

**2. Training & Staff Support**

- Train staff on how to navigate the AWARDS system and its features.
- Assist in writing and maintaining technical documentation and training materials.

---

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Support teams or users with technical assistance related to data entry and quality assurance techniques and troubleshoot data collection challenges that may be encountered.

### **3. Data Analysis & Reporting**

- Develop and submit timely reports as required but not limited to bi-weekly updates, monthly reports, grant required reports, program metric reports and quarterly surveillance reports.
- Develop and maintain reports and dashboards.
- Provide and present ad-hoc data reports as needed for internal and external stakeholders.

### **4. General**

- Oversee the coordination and implementation of all activities, tasks, and responsibilities established in the State Epidemiological Workgroup (SEW).
- Participate in and support all pertinent behavioral health education/promotion workshops, outreach activities, training, conference, and seminars (on island, inter-island and outside of the CNMI) to augment knowledge and skills.
- Support training activities with emphasis on monitoring and measuring performance, implementing lessons learned, enforcing standards, and test scenarios.
- Perform other related duties as assigned.
- Performs other related duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to graduation from a recognized college or university with an Associate's Degree in computer technology.

**Experience:** Plus three (3) years' experience in database administration such as creating user accounts, creating custom objects, running reports, data entry, data reporting and trouble -shooting issues and/or related experience.

**Other:** Ability to work independently as well as to function effectively and collaboratively in a team environment. Skills in demonstrating sensitivity to the effects of culture and ethnic background on health issues. Knowledge in using Microsoft Word, Excel, PowerPoint. Knowledge in creating program related social media campaigns/posts.

## **KNOWLEDGE/SKILL/ABILITIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Instructing - Teaching others how to do something.
- Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management — Managing one's own time and the time of others.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral expression - the ability to communicate information and ideas in speaking so others will understand.

## **CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

## **OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is **“Non-Exempt”** or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; *subject to funding availability through federal funds awarded to the CNMI Partnerships for Success Project not to exceed 09/29/2025.*

**Note(s):**

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 234-8951ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

03/19/2025 rus

**Note:** *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*