



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-066

POSITION:	<b>Junior Network Administrator</b>	OPENING DATE:	<b><u>05/01/2025</u></b>
NO. OF VACANCIES:	<b>2</b>	CLOSING DATE:	<b><u>05/14/2025</u></b>
SALARY:	<b>\$35,682.40 - \$41,308.80 P/A</b>		
PAY LEVEL:	<b>05/04 – 05/07</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Health Information Technology Department, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

Under the direct supervision of the Senior Network Administrator and the general supervision of the Director, of Health Information Technology (HIT). The incumbent will analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption.

#### DUTIES:

- Perform data backups and disaster recovery operations.
- Configure security settings or access permissions for groups or individuals.
- Analyze and report computer network breaches or attempted breaches.
- Identify and resolve causes of network problems using diagnostic testing software and equipment.
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
- Configure, monitor, and maintain email applications or virus protection software.
- Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Develop training materials and procedures, or train users in the proper use of hardware or software.
- Provides 24/7 on-call support for the Network Operations team on a rotation basis.
- Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** Any combination equivalent to an Associate's degree in computer science or information technology or related field or Bachelor's degree in information technology or computer science, management information system or related field.

**Experience:** If with Associate's degree, must have three (3) years' experience in network administration. One (1) year experience in CCNA, or related certification; or equivalent combination of education and experience. COMPTIA A+ and/or COMPTIA Network preferred. Related Microsoft certifications preferred. Proven knowledge and experience with computer applications/systems utilized in a healthcare organization highly preferable.

*Or*

If with Bachelor's degree, must have one (1) year of experience in network administration. One (1) year experience CCNA, or related certification; or equivalent combination of education and experience. COMPTIA A+ and/or COMPTIA Network preferred. Related Microsoft certifications preferred. Proven knowledge and experience with

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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.

computer applications/systems utilized in a healthcare organization highly preferable.

**Licenses/Certifications:** None.

**Other:**

- Excellent communication skills.
- Excellent attention to detail.
- Able to prioritize tasks and meet deadlines.
- Strong interpersonal skills.
- Able to work in a team environment.
- Knowledge of adult learning, instructional design, and curriculum development.
- Advanced computer and training skills.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to read and understand information and ideas presented in writing.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**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.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

**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

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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.

**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) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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*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.*