



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-069

POSITION:	<b>Organizational Data Integrity Manager</b>	OPENING DATE:	<b><u>05/06/2025</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>05/12/2025</u></b>
SALARY:	<b>\$50,000.00 - \$65,000.00 P/A</b>		
PAY LEVEL:	<b>UNGRADED</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Finance Department, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

Under the general direction/supervision of the Commonwealth Healthcare Corporation, Comptroller, the Organizational Data Integrity Manager is responsible for ensuring the accuracy and security of personnel and financial data; ensuring that personnel and financial data comply with all applicable policies, rules, and/or regulations; as well as developing, implementing, tracking, and monitoring action plans, as needed, to rectify or address any personnel or financial data that is inaccurate, incomplete, or noncompliant.

#### DUTIES:

- Support the mission of the Commonwealth Healthcare Corporation (CHCC) hospital.
- Collecting and compiling Human Resource (HR) metrics and data from a variety of sources including the human resource information system and payroll outputs, management, and employee surveys, exit interviews, employment records, government labor statistics, best practices, and other sources.
- Analyze data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
- Prepare reports on findings and communicating those findings to relevant stakeholders.
- Design, maintain and manage advanced reporting, analytics, dashboards, and other Business Intelligence (BI) solutions.
- Perform routine reports and analysis for HR management such as headcount, turnover, absenteeism, and overtime.
- Assist in the development and implementation of human resource policies.
- Ensure compliance with data privacy regulations and best practices.
- Analyze personnel and financial data for accuracy and completeness, and identify deficiencies, if any.
- Ensure compliance of personnel and financial data with internal policies and rules, as well as compliance with applicable laws or regulations.
- Ensure and maintain the confidentiality and security of all personnel and financial data, as well as any other data assigned for analysis.
- Develop relevant action plans to resolve any inaccuracies, incompleteness, or noncompliance of personnel or financial data.
- Implement action plans and monitor and track progress.
- Communicate effectively and work collaboratively with relevant internal parties/departments to ensure issues with data are addressed and resolved timely and appropriately.
- Maintain clean audit records of personnel and financial data to include any issues identified, action plans, and final resolutions.
- Performs other related duties as assigned.

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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.

## **QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's degree in business management, or other related degree.

**Experience:** Minimum of two (2) years' experience in the analysis of personnel, finance, or other business data. A combination of education and experience will be considered.

**Licenses/Certifications:** None.

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

- Intermediate to advance knowledge of business concepts.
- Intermediate to advance knowledge of types of personnel, financial, or other business data.
- Intermediate to advance knowledge and understanding of data confidentiality and security.
- Intermediate to advance knowledge of personnel, financial, or other business data analysis.
- Critical Thinking – Using logic and reasoning to identify discrepancies and develop action plans.
- Detail-Oriented – Ensuring personnel and financial data are accurate, complete, and compliant.
- Time Management – Allowing timely review of personnel and financial data, as well as timely resolution of discrepancies or issues.
- Interpersonal Skills – Interacting and collaborating with colleagues within department, as well as in other internal departments.
- Communication – Verbal and written. Presenting findings, solutions, and progress effectively and coherently.
- Systems Analysis and Evaluation – Determining deficiencies in processes that may have resulted in inaccurate, incomplete, or noncompliant data.
- Technology – Intermediate to advance skills in the operation of a computer with intermediate to advance skills in software for developing reports and spreadsheets, as well as for communication (i.e., word, excel, outlook, etc.).
- Written Comprehension and Expression – Ability to review and understand personnel or financial data, and to communicate findings in written form.
- Oral Comprehension and Expression – Ability to listen and understand information given verbally, and to communicate findings so that others will understand.

## **OTHER PHYSICAL FUNCTIONS:**

Sedentary work. Exerting up to ten pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

## **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 “**Exempt**” or is NOT 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.

### ***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.*

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**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.*