



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### **EXAMINATION ANNOUNCEMENT NO. 25-092**

POSITION: **Surveillance Specialist** OPENING DATE: **06/30/2025**

NO. OF VACANCIES: **1** CLOSING DATE: **07/14/2025**

SALARY: **\$30,823.52 P/A**

PAY GRADE: **05/01**

LOCATION: Communicable Disease Programs, Public Health Services,  
Commonwealth Healthcare Corporation, Saipan

#### **NATURE OF WORK:**

This position is located under the HIV/STD/VH/TB Program within Public Health Services, Commonwealth Healthcare Corporation. This position is supervised by the Program Administrator or assigned designee. Through supporting the delivery of project activities, the objectives of the positions are:

- The identification, collection, aggregation and reporting of all HIV/STD/VH/TB related data as it pertains to the CNMI;
- Tracks, monitors, and conducts data analysis to keep programs and community informed of health status;
- Support or undertake case management duties to improve patient outcomes.

#### **DUTIES:**

##### ***1. Data Gathering & Monitoring***

- Collect data utilizing Electronic Health Records, registries, surveys, assessments and other related platforms
- Works with key internal and external stakeholders and partners to identify high-risk populations.
- Conducts regular program data audits for Saipan, Rota and Tinian.
- Ensures confidential information in the program database is secured; conduct routine backup of the database.
- Analyzing and interpreting data to identify data gaps, and successes
- Work with CHCC programs to ensure accurate and complete information on clients is collected.
- Monitors and tracks state-wide population-based information on the demographics, incidence, staging at diagnosis, and mortality due to communicable diseases (HIV/STD/VH/TB).

##### ***2. Reporting/Presenting***

- Develop and submit timely reports as required by the Surveillance and Evaluation Team Lead including but not limited to bi-weekly updates, monthly reports, grant required reports, program metric reports and quarterly surveillance reports.
- Works with the Program Administrator and CHOW III to provide data updates and presentations to stakeholders
- Present program outcomes and disseminate surveillance and evaluation findings at statewide, regional, and national meetings as needed.

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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.

### **3. General**

- Participate in and support all pertinent health education/promotion workshops, outreach clinics, 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.

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to graduation from a recognized college or university with an Associate's degree information technology or related field.

**Experience:** Three (3) years of experience using electronic data systems, performing data entry, data gathering and extraction, data mining/cleaning and analysis.

**OTHER:** Must have a valid CNMI Driver's License.

#### **KNOWLEDGE/SKILL/ABILITY:**

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- 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.
- Use of Microsoft Office and google docs- must be proficient in Microsoft Excel most especially.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- 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.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Systems Analysis— Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- 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.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Written Expression - The ability to communicate information and ideas in writing 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 CHCC Program Collaboration & Service Integration (PCSI), not to exceed 12/31/2025.*

***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) 236-8951 ext. 3410/3416/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

07/01/2025 tcs

***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.*