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

HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-009

POSITION:	**Data Management Specialist**	OPENING DATE:	**02/05/2026**
NO. OF VACANCIES:	**1**	CLOSING DATE:	**02/19/2026**
SALARY:	**$30,283.52 P/A**		
PAY LEVEL:	**05/01**		

The salary given will be determined by the qualifications of the appointee.

LOCATION: Public Health Services, Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK

This position is located under the Data, Surveillance, and Performance Management unit under Public Health Services (PHS), Commonwealth Healthcare Corporation (CHCC). Under the direct supervision of the Program Administrator and Program Coordinator I. Through supporting the delivery of the Modernization of the Immunization Information System (IIS) activities, the objectives of the position are to support the project's priority areas of focus, which includes the following:

- Strengthen data systems in improving/enhancing towards modern/efficient data system such as increased availability and use of public health data operability to improve overall infrastructure on being able to prevent, prepare, and respond to emerging public health threats rapidly.
- Support ongoing assessment on data infrastructure through strategic processes and workflows.
- Support creation and implementation of data modernization plans through strategic processes and workflows to progress into modern public health information systems.
- Strengthen and progress meeting public health data standards and measures and improve systems and processes.
- Improve overall public health outcomes and health equity.

DUTIES:
Database Management

- Assist the Program Administrator and Program Coordinator I in overseeing data collection and information entered in the CNMI's Immunization Registry (WebIZ).
- Stay current and up to date on news IIS features, Center for Disease Control and Prevention Center (CDC) requirements and other functionalities and provide recommendation on how to use the systems features.
- Conducts regular program data audits to ensure accuracy, consistency, and completeness of data entry by programs, sites and users.
- Ensures confidential information in the program database is secured; conduct routine backup of the database.
- Analyzing and interpreting data to identify data gaps.
- Work with CHCC programs to ensure accurate and complete information on patients is collected.
- Supports team in Continuous Quality Improvement (CQI) activities including using data to make data informed decisions, improving program quality, and revising databases to reflect updated programming.
- Support development of workflows, processes, and strategies that strengthen systems and sustainability.

Collaboration and Capacity Building

- Train staff how to navigate the IIS and its features, along with providing technical assistance on other data standards, tools, and systems use.
- Assist in writing and maintaining technical documentation and training materials.

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

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.
- Support timely and accurate collection, management, and analysis of public health data.
- Provide ad-hoc data reports as needed for internal and external stakeholders.

Data Systems Strengthening and Modernization
- Support the CNMI IIS comprehensive assessment project aimed at identifying and implementing opportunities for enhancements and modernization in data quality, data management, and interoperability.
- Support strategies proposed and activities to align with national IIS standards.
- Collaborate with program staff and partners to integrate systems and tools that support data modernization.
- Support evaluation of program (s) using data measure effectiveness and input.

General
- Participate in and support all pertinent health education/promotion workshops, outreach clinics, trainings, conferences, 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.
- Performs other 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: Three years' (3) experience database administration such as creating user accounts, creating custom objects, running reports, and trouble-shooting issues.

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 Suite such as Word, Excel, PowerPoint. Strong analytical, problem-solving and project management skills. Knowledge of data standards Health Level 7 (HL7), Fast Healthcare Interoperability Resources (FHIR), etc. preferred.

KNOWLEDGE/ SKILL/ ABILITIES:
- Database administration, including user account maintenance, creating custom objects, running reports, and troubleshooting problems.
- High-level computer proficiency, including working with data management systems and Excel spreadsheets.
- Strong communications skills with demonstrated experience presenting data cross-functionally.
- Proven team player, delivery-focused, yet flexible and creative when called upon.
- Well-developed facilitation and collaboration skills.
- Work collaboratively with staff to determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed, and acted upon on a regular basis.
- Be proactive, always thinking of new ways to implement data systems throughout the organization.
- Maintain professional behavior and act as a role model both at the work site and in the community.
- Consider all points of view and works toward decisions that reflect the greater good of the organization.
- Understands the organization and its programs to manage outcomes.
- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- Dependability — job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

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 Limited Term 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 Workforce Infrastructure Enhancement Project, Public Health Services* not to exceed 11/30/2027.

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