



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Promotional Announcement

EXAMINATION ANNOUNCEMENT NO. 26-083

POSITION:	PROGRAM MANAGEMENT ANALYST	OPENING DATE:	<u>08/26/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>09/09/2026</u>
SALARY:	\$41,308.80 PA		
PAY LEVEL:	Ungraded		
LOCATION:	Data, Surveillance, and Performance Management (DSPM) Unit, Maternal, Infant, Child & Adolescent Health (MICAHA) Programs, Public Health Services, Population Health Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

The Program Management Analyst will be responsible for coordinating key quality improvement activities and projects aimed at promoting systematic outcomes in conjunction, and specifically focused on quality planning, quality control, and quality assurance for the Division of Public Health Services (DPHS) – Maternal, Infant, Child and Adolescent Health (MICAHA) Unit – Maternal, Infant, Early Childhood Home Visiting (MIECHV) Program.

The Program Management Analyst will collaborate with various CHCC-DPHS units, departments, and community partners that contribute to the Maternal, Infant, Child, and Adolescent Health (MICAHA) system serving women, infants, children, children and youth with special health care needs, adolescents, and families throughout the Commonwealth of the Northern Mariana Islands (CNMI). The incumbent's work will support systems that monitor and inform key performance measures, health outcomes, and quality indicators at both the local and federal levels, including but not limited to breastfeeding, well-child visits, prenatal and postpartum care, preventive screenings, and women's preventive health services. The Program Management Analyst will lead and support performance management, quality improvement, and systems development initiatives that strengthen the infrastructure, processes, and operational capacity of MICAHA programs. Through collaboration, data-driven decision-making, continuous quality improvement, and performance monitoring, the incumbent will help ensure programs consistently deliver high-quality, equitable, family-centered services that improve the health, well-being, and long-term outcomes of women, infants, children, adolescents, children and youth with special health care needs, and their families across the CNMI.

This position will work closely with the HOME Visiting Program Manager, Maternal, Infant, Child and Adolescent Health (MICAHA) Programs Administrator, Data, Surveillance and Performance Management (DSPM) Administrator, Performance Improvement Manager with Public Health Services, Commonwealth Healthcare Corporation Corporate Quality Performance Management Office and the State Systems Development Initiative Project.

DUTIES:

- Lead, coordinate, and support Maternal, Infant, Child, and Adolescent Health (MICAHA) quality improvement (QI), performance management (PM), and systems development initiatives to improve maternal and child health outcomes and program effectiveness.
- Design, implement, monitor, and evaluate quality improvement projects, performance management activities, and system-level interventions focused on improving health outcomes, service delivery, operational efficiency, and compliance with federal, local, and program-specific requirements.
- Serve as the lead for MICAHA Quality Improvement monitoring and tracking activities, including maintaining QI plans, performance measures, dashboards, project timelines, action plans, and outcome reporting.
- Develop, implement, and maintain quality management systems that incorporate quality planning, quality assurance, quality control, continuous quality improvement (CQI), and performance monitoring methodologies.
- Monitor program operations, activities, deliverables, and performance indicators to ensure compliance with grant requirements, policies and procedures, evidence-based model standards, accreditation standards, and applicable federal and local regulations.
- Coordinate, facilitate, and document quality improvement meetings, performance management reviews, workgroups, committees, and stakeholder meetings; prepare agendas, meeting materials, recommendations, and follow-up action plans.
- Collect, aggregate, analyze, interpret, and present qualitative and quantitative data to support program planning, decision-making, quality improvement initiatives, performance measurement, and evaluation activities.
- Develop and prepare monthly, quarterly, annual, and ad hoc reports, dashboards, presentations, and summaries for leadership, advisory groups, funding agencies, stakeholders, and grant reporting requirements.
- Coordinate program evaluation activities, including the development of data collection tools, surveys, focus groups, assessments, and evaluation reports to measure program effectiveness and outcomes.
- Collaborate with CHCC departments, community partners, contractors, advisory groups, and external stakeholders to strengthen systems of care and improve service delivery for women, infants, children, adolescents, children with special health care needs, and families.
- Provide technical assistance, training, coaching, and capacity-building support to MICAHA staff and partners on quality improvement, performance management, data collection, reporting, compliance, and program operations.
- Ensure all required trainings, certifications, professional development activities, and grant-mandated learning requirements are completed and maintained in accordance with organizational and funding agency expectations.
- Participate in federal, regional, local, and grantee meetings, conference calls, learning collaboratives, trainings, and technical assistance sessions; represent MICAHA Programs and disseminate relevant information to staff and leadership.
- Develop recommendations, policies, procedures, workflows, and process improvement strategies to strengthen program operations, increase efficiency, and address identified gaps or performance challenges.
- Support community needs assessments, strategic planning initiatives, program development efforts, and population health improvement activities through data analysis, stakeholder engagement, and project coordination.
- Demonstrate leadership, critical thinking, problem-solving, conflict resolution, and team-building skills to promote collaboration, accountability, and achievement of program goals and objectives.
- Maintain accurate, complete, and timely documentation of quality improvement activities, performance measures, evaluations, reports, meeting records, and project outcomes.
- Support and assist across all MICAHA Programs as needed, including participation in special projects, cross-program initiatives, grant activities, program monitoring, and other priority assignments that advance MICAHA goals and objectives.
- Travel as required for training, meetings, conferences, site visits, monitoring activities, technical assistance, and other program-related responsibilities.
- Perform other related duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS:

Must have a minimum of a bachelor's degree from an accredited university/college preferably a bachelor's degree in Public Health, Business, Public Administration or related field. Minimum of 5 years of related professional/work experience. Proficiency in PC operations and the use of email, internet browsers, spreadsheets, databases, and word processing software and other web-based collaboration tools. Must have a valid CNMI driver's license and have the ability to drive independently to fulfill the job duties.

KNOWLEDGE, SKILL & ABILITY:

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **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.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **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.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **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.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **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.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- Demonstrate excellent critical thinking and ability to work independently.
- Strong organizational and interpersonal skills, communicate effectively.

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, however facility hours are 24 hours / 7 day per week. The **Program Management Analyst** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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 *Maternal, Infant and Early Childhood HOME Visiting Grant Program*, not to exceed 09/29/2026.

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) 236-8951 ext. 3410/3444/3427/3584/3583/3443

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

08/24/26 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.

****Promotional Announcement is open only to current employees of the Commonwealth Healthcare Corporation****