



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 24-053

POSITION: **Security Manager** OPENING DATE: **02/07/2024**

NO. OF VACANCIES: **1** CLOSING DATE: **02/21/2024**

SALARY: **\$35,682.40 P/A – \$41,308.80 P/A**

PAY LEVEL: **06/01 – 06/04**

LOCATION: *The salary given will be determined by the qualifications of the appointee.*  
Security Unit, Facilities Management,  
Commonwealth Healthcare Corporation, Saipan

#### NATURE OF WORK:

This position is located in the Commonwealth Health Center (CHC), Security Office. Incumbent works under the direct supervision of the Chief Operations Officer (COO) for Ancillary & Support Services. This position is responsible for the safety and security for Commonwealth Healthcare Corporation (CHCC). The incumbent in this position oversees the organization's security functions, including physical security and safety of employees and facilities. This position is located at the Security Unit.

#### DUTIES:

- Analyze and evaluate security operations to identify risks or opportunities for improvement through auditing, review, or assessment.
- Assess risks to mitigate potential consequences of incidents and develop a plan to respond to incidents.
- Attend meetings, professional seminars, or conferences to keep abreast of changes in directives or new technologies impacting security operations.
- Communicate security status, updates, and actual or potential problems, using established protocols.
- Conduct physical examinations of property to ensure compliance with security policies and regulations.
- Coordinate security operations or activities with the guidance of the CHCC Public Health and Hospital Emergency Preparedness (PHEP) program and in coordination with Public Law enforcement such as Department of Public Safety (DPS), Fire Department, and other agencies.
- Create or implement security standards, policies, and procedures.
- Develop, arrange for, perform, or assess protection activities to reduce security risks.
- Develop, conduct, support, or assist in governmental reviews, internal corporate evaluations, or assessments of the overall effectiveness of facility and personnel security processes.
- Develop, recommend, or manage security procedures for operations or processes, such as security call centers, access control, and reporting tools.
- Direct or participate in emergency management and contingency planning.
- Identify, investigate, or resolve security breaches.
- Monitor and ensure a sound, ethical environment.
- Monitor security policies, programs, or procedures to ensure compliance with internal security policies.
- Plan security for special and high-risk events.
- Plan, direct, or coordinate security activities to safeguard company employees, guests, or others on company property.
- Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies, and procedures.
- Purchase security-related supplies, equipment, or technology.

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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.

- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Supervise or provide leadership to subordinate security guards, performing activities such as participating in the hiring, investigating, training, assigning work, evaluating performance, or disciplining.
- Support efforts to ensure no illegal activities in the workplace.
- Train subordinate security guards or other organization members in security rules and procedures.
- Write or review security-related documents, such as incident reports and complaints.
- Uses good judgment in dealing with visitors, employees, and patients.
- Conducts constant surveillance to prevent fires, theft, vandalism, illegal parking, and authorized entries into restricted areas.
- Constantly tours outside and inside the CHC building to ensure that all windows, doors, gates, etc. are properly secured and have not been tampered with.
- Conducts constant surveillance around CHCC grounds and parking areas to ensure that CHCC property and personnel properties are protected from damage or loss due to vandalism and/or theft.
- Reports to maintenance personnel on all unusual conditions and malfunctions of the heating, plumbing, or electrical systems.
- Participates in all disaster emergencies such as fire disaster and safety drills conducted by CHCC or by the Commonwealth Government.
- Calls the CHCC Operator and alert hospital staff in the event of emergency such as fire. The CHCC established code for FIRE is “Code Red (Dr. Red)”.
- Assists hospital staff in crowd control during fires, bombs threats and/or simulated and/or actual disaster.
- Raises flag at 6:00 AM and lowers the flags at 6:00 PM daily.
- Secures all Administration & Public Health doors / gates at 6:00 PM and secures all courtyard doors at 8:00 PM.
- Unlocks all Administration & Public Health doors / gates at 5:00 AM daily except Saturdays, Sundays, and Holidays unless a specific clinic is in progress.
- Inspect all vehicles departing CHCC secured compound to ensure that CHCC property is not being removed without authorization.
- Detains all individuals suspected of removing property without authorization for DPS arraignment.
- Performed other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to graduation from an accredited college or university with bachelor’s degree in law enforcement or related field.

**Experience:** Plus, two (2) years of management work experience, to include reporting and emergency response planning.

**Others:** None.

**Licenses/ Certifications:** None.

#### **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.

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**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) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8951 ext. 3583/3584/3443

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.*