



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Amendment to MQR\**

### EXAMINATION ANNOUNCEMENT NO. 24-084

POSITION:	<b>Junior Data Scientist/Analyst</b>	OPENING DATE:	<b><u>07/09/2024</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>07/22/2024</u></b>
SALARY:	<b>\$35,682.40 - \$43,374.24 P/A</b>		
PAY LEVEL:	<b>06/01 – 06/05</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Health Information Technology Department, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

This position is under the general supervision of the Director, Health Information Technology or designee. The incumbent will conduct needs assessments, systems, and applications of Information and Communication Technology (ICT) applications.

#### DUTIES:

- Design and validate clinical databases, including designing or testing logic checks.
- Process clinical data, including receipt, entry, verification, or filing of information.
- Generate data queries, based on validation checks or errors and omissions identified during data entry, to resolve identified problems.
- Develop project-specific data management plans that address areas such as coding, reporting, or transfer of data, database locks, and work flow processes.
- Monitor work productivity or quality to ensure compliance with standard operating procedures.
- Evaluate data quality.
- Create databases to store electronic data.
- Prepare data for analysis.
- Analyze data to identify or resolve operational problems.
- Develop procedures for data management.
- Perform other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** Any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in information technology, computer science, management information system, statistics, mathematics or related field.

**Experience:** Two (2) years' experience in evaluating data and preparing data for analysis. Data base management system software: Microsoft (MS) SQL Analytical or scientific software: Power BI, Statistical Analysis System (SAS) software. Data base user interface and query software: Microsoft (MS) Access, Excel, R, or Power BI.

**Other:** Experience in extracting and evaluating data quality, creating and querying database, preparing data for analysis. Good working knowledge of database structures and knowledge of Personal Computer (PC) troubleshooting. Proficient in the use of desktop software, such as Microsoft Office, and integrated development environments for application development. Strong English literacy and reading, writing and communication skills. Exceptional organizational skills with attention to detail. Ability to problem solve, organize and prioritize workload to meet project schedule and benchmarks.

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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.

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

- 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.
- 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.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- 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.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

### **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.

### ***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) 234-8951ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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*\*Amendment to Minimum Qualification Requirement (MQR)\**

**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.

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