



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\* Promotional Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 24-150

POSITION:	<b>Human Resources Specialist III</b>	OPENING DATE:	<b><u>10/23/2024</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>10/29/2024</u></b>
SALARY:	<b>\$32,000.00 P/A</b>		
PAY LEVEL:	<b>UNGRADED</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Human Resources Office, Administration Services, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

Under the direct supervision of the Human Resources (HR) Visa Processing Coordinator the employee in this position performs highly specialized duties and responsibilities directly related to the processing of immigrant and non-immigrant employment visas in compliance with federal and local regulations which includes but is not limited to recruitment and other HR responsibilities as necessary.

#### DUTIES:

- Interprets and advises human resources policies, procedures, laws, standards, or regulations with leaders and employees.
- Coordinates the efficient maintenance of employment records related to events, such as and not limited to hiring, termination, leaves, transfers, or promotions related to non-immigrant and immigrant visa petitions such as (CW-1, H-1B, and Employment-Based Green Card applications/Permanent Residency).
- Reviews and monitors job postings on such as Corporation website, partner networks, internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals to ensure compliance with policies and regulations.
- Analyzes employment-related data and prepares required reports related to visa processing.
- Collaborates with leadership to develop and implement recruiting strategies to meet current or anticipated staffing needs relative to immigrant and non-immigrant visa processing.
- Confers with leadership to assist develop or implement personnel policies or procedures.
- Provides direction and guidance to Specialists and Clerks assigned to support visa processing transactions when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Prepares and maintains employment records related to nonimmigrant and immigrant processing for employees.
- Review and assist in preparing Form I-129CW Nonimmigrant Transitional ONLY application process for all CW1 workers.
- Review and assist in preparing Form I-129CWR Semi-Annual Reports for all CW1 workers.
- Review and assist in foreign workers petition processes, including CW1 Petitions for all CW1 workers, and other related-nonimmigrant documentation requirements.
- Explains the Federal and Local Laws to employees or job applicants relating to CW1 Program, Permanent Resident (EB Petition) and H1B Petition.
- Reviews and assists with preparing required forms and reports related to all non-immigrant and immigrant petitions processing for employees.

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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.

- Responds to questions, concerns, feedback received with professional and respectful behavior.
- Maintains confidentiality of all information in all aspects of the Commonwealth Healthcare Corporation and the Human Resources Office.
- Establishes and maintains positive partnership with representatives of the US and CNMI offices of Department of Labor, USCIS, Division of Employment Services, US Customs Border & Patrol and other related agencies and offices.
- Generates periodic reports for dissemination to department leaders.
- Reviews and prepares vendor invoices and check payment memos as needed.
- Coordinates and communicates with Travel section for supporting documents of all incoming new employments and/or employee repatriation.
- Maintains oversight of timely completion and reverification of form I-9 documentation for all CW-1 and H-1B non-immigrant visa holders.
- Perform other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to graduation from a recognized college or university with Bachelor's degree in public or personnel administration, business administration, psychology or related field.

**Experience:** Plus, two (2) years of specialized human resources experience in one or more components of human resources.

**Other:** HR-related training/certification highly desired.

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

- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- 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. Excellent time management skills with the proven ability to meet deadlines.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government – Knowledge of all federal and CNMI laws, government regulations, court procedures and agency rules.
- Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- 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.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Speaking – talking to others to convey information effectively.
- Judgement and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to function well in a high-paced and at times stressful environment.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand. Strong analytical and problem-solving skills.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense. Excellent interpersonal and conflict resolution skills.
- Speech Clarity — The ability to speak clearly so others can understand you.
- 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. Ability to take in constructive feedback and manage to resolve the concerns moving forward.

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- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**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. 3444/3410/3427/3583/3584  
 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.*

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

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