

COMMONWEALTH OF THE NORTHERN MARIANAS ISLANDS  
 CIVIL SERVICE COMMISSION  
 P.O. BOX 150 CHRB  
 SAIPAN, MP 96950

**POSITION DESCRIPTION**

**A. EMPLOYEE DATA**

<b>1. Name (Last, First, Middle Initial)</b>		<b>2. Position Description No.</b>
<b>3. Department/Organization</b>  Department of Public Works	<b>4. Division/Branch/Section</b>  Flood Hazard Mitigation	<b>5. Organizational Title of Position (If any)</b>  Roads Mapping and Mitigation Project Analyst (Saipan, Tinian, Rota)

**B. CLASSIFICATION (To Be Completed By Personnel Office)**

<b>1. Classification Action</b>			<b>2. Official Class Title of Position</b>	
<b>3. Class Code</b>	<b>4. Pay Level</b>	<b>5. Initial</b>	<b>6. Date</b>	<b>7. Allocation by</b>

**C. DUTIES AND RESPONSIBILITIES**

**Nature of Work:**

Under the guidance of the Department of Public Work’s (DPW) Floodplain Administrator and the general supervision of the Roads Mapping and Mitigation Planner & Project Coordinator (Project Coordinator), the employee will support data collection and analysis needs of the Road Hazards Mapping and Assessment project in coordination Interisland Road Mapping Working Group (IRMWG). At the instruction of the Floodplain Administrator and Project Coordinator, employee will support mapping and analysis and capacity building efforts to ensure mapping and assessment activities align with long-term sustainable development goals and objectives reflected in the Comprehensive Sustainable Development Plan and 20-year Highway Master Plan as well as hazard mitigation goals and efforts.

**Duties and Responsibilities:**

- Participates in weekly project team meetings and monthly Interisland Road Mapping Working Group (IRMWG) planning meetings, including taking notes to provide Project Coordinator documentation of meeting minutes and tracking of project needs, next steps, and deliverables;
- Works closely with project team and selected contractor to build GIS mapping capacity within the IRMWG and with other relevant DPW and Mayor staff members that support roads assessment, design, and maintenance activities;
- Implements assigned work plan components including supporting procurement of supplies and materials as needed;
- Studies and learns about “Smart, Safe Growth” planning principles to support project communication needs and incorporation of these concepts into roads hazards assessment and mitigation planning documents, guidance, and other appropriate analysis, recommendations, and reports;
- Works closely with the Floodplain Administrator, Project Coordinator, and IRMWG to identify and implement high-priority hazard mitigation projects;
- Drafts project and island-specific components of quarterly grant reports to ensure timely completion of project deliverables in close coordination with the IRMWG, Project Coordinator, and the Floodplain Administrator;
- Supports compilation of planning information and local reports as well as regulatory review and revision recommendation efforts once they are initiated;

And performs other related duties as assigned to support the CNMI’s mission to build and maintain “complete street” systems and promote sustainable growth throughout CNMI specific to road infrastructure systems.

**Skills and Qualifications:**

Strong written and oral communication skills and note-taking capabilities are required. Candidate must demonstrate computer literacy, interpersonal communication skills, proactivity, time management and critical thinking abilities. Knowledge of and skills in compliance procedures, capital planning principles, and proficiency of Microsoft Office, Analytical and Budgeting, and at least basic working knowledge of ArcGIS and/or QGIS and relevant geospatial data collection and analysis tools are necessary. Relevant Industry Knowledge preferred but not required. At minimum an Associate’s Degree is required; a Bachelor’s Degree is recommended.