

Attn: Gloria Castro

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
 OFFICE OF THE GOVERNOR  
 OFFICE OF PERSONNEL MANAGEMENT

P.O. Box 5153 CHRB, SAIPAN, MP 96950 -5153  
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**EXAMINATION ANNOUNCEMENT NO: 08-074**

**OPENING DATE: 05/21/08**

**CLOSING DATE: 06/04/08**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY: Manager, Clean Air Branch**

**PL-UNGRADED**

**\$33,000.00 - \$42,000.00 P/A**

The salary given will be determined by the qualification of the appointee.

**LOCATION: Office of the Governor, Saipan  
 Environmental Quality Division**

**DUTIES:**

Implement the CNMI Alternate Title V Operating Permitting Program. Review all submitted Standard Air Permit Application Forms. Review all submitted air quality impact analysis (both conservative and refined) and provide recommendations as needed. Conduct air quality impact analysis using both conservative (screen 3) and refined (Industrial Source Complex Short Term 3-ISCST3 air modeling methods for agency verification runs on submitted air models and permitting purposes. Identify, provide comments, recommendations, and guidelines to facilities that are classified as major, minor, backup, or Prevention of Significant Deterioration (PSD) sources. Perform emissions calculations for all sources of air emissions that include generators, boilers, incinerators, rock crushers, asphalt plants, cement plants, and others. Conduct public hearings for major stationary sources of air emissions. Write air permits that consist of both Standard and Specific Conditions based on proposed operation limitation submittals or agency recommended limitations. Review submitted semi-annual and annual monitoring reports from all permitted sources and provide comments for both complaint and non-complaint reporting. Develop the Branch's annual operating program plan that will be submitted to the U.S. Environmental Protection Agency. Perform the applicable tasks, and delegate other tasks to the Branch staff according to the approved Program Plan. Develop an annual budget plan for the Branch operations and personnel payroll. Create weekly reports for the Director that serves as updates of the Branch's latest completed or addressed tasks. Create quarterly reports of the Branch's progress using specific formatting as proposed on the Branch's Program Plan, which is a required submittal to the U.S. Environmental Protection Agency for program review purposes. Attend the semi-annual program review sessions conducted by the U.S. Environmental Protection Agency. Draft various types of Branch-specific documents such as enforcement letters, notice of violations, administrative orders, public outreach information, etc. Enforce both the federal Clean Air Act (its applicable sections to the CNMI) and the CNMI Air Pollution Control Regulations. Enforce the Federal New Source Performance Standards on applicable sources. Conduct site inspections for permitting, verification, and enforcement purposes. Review and comment on submitted performance test plans for major stationary sources of air emissions and minor sources as necessary. Witness performance tests. Conduct performance testing as necessary for both enforcement and training purposes. Administer the Semi-annual opacity certification for Branch personnel and other required personnel. Conduct in-house training for the Branch staff on air quality related issues. Conduct or facilitate workshops for stakeholders as needed. Conduct public outreach activities as requested by schools or other interest groups. Produce an emission sources inventory of each facility based on actual releases. Access and publish reported actual releases on the U.S. Environmental Protection Agency's National Emissions Inventory. Database that serves as the CNMI's reported pollution contribution based on an annual basis. Develop a day-to-day activity schedule for Branch personnel that serves as the Branch's Plan of the Day, which include scheduled and unannounced inspections, trainings. Conduct annual performance evaluation for all applicable Branch personnel. Supervise all motor vehicle emissions certification tests and conduct emission tests as needed. Supervise all Branch personnel. Works closely with DEQ's Legal Counsel concerning enforcement actions or administrative orders. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

BS Degree OR Five (5) years experience in the environmental field preferably someone knowledgeable with the Clean Air Act and hands-on experience in air modeling, emissions calculation, and with good communication skills. Copy of degree/official transcript and police clearance must be attached to the application.

**CONDITIONAL REQUIREMENTS:**

This position is "**EXEMPT**"; is not eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE:** Education and training claimed under item 25(A) through (F) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. **FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Personnel Management  
J.M. Building, Garapan  
Saipan, MP 96950

Office of Personnel Management  
Songsong Village  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952