

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands for the Public School System

POSITION/TITLE: Data & Research Analyst (CNMI State Longitudinal Data Systems (SLDS) Grant Project)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-084**

OPENING DATE: **December 19, 2025** CLOSING DATE: **January 02, 2026**

SALARY: Pay Level/Grade: **Ungraded**; Step(s): **Ungraded**; **\$45,000.00-\$55,000.00 Per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Office of Accountability, Research, and Evaluation**

OVERVIEW:

Under the general direction of the SLDS Project Director, the Data and Research Analyst supports the P20W component of the SLDS program by conducting hands-on data analysis, preparing research datasets, generating visualizations, and contributing to cross-agency reports. The analyst helps uncover meaningful patterns in student and workforce data, translating these findings into clear and accessible data stories that support interagency planning and decision-making. This position plays a key role in maintaining analytical accuracy, documentation, and data preparation for P20W research products and reports.

DUTIES & RESPONSIBILITIES:

Conduct Cross-Agency Data Analysis

- Clean, prepare, and analyze P20W data spanning early childhood, K–12, postsecondary, and workforce sectors.
- Generate descriptive statistics, trend analyses, visualizations, and summary tables for recurring and ad hoc research needs.
- Identify meaningful patterns and contribute to developing data stories that highlight student pathways and outcomes.

Support Development of P20W Research Products

- Assist in producing research briefs, dashboards, and reports by preparing data outputs and drafting explanatory text.
- Maintain accurate documentation, including methodological notes, codebooks, and data dictionaries for assigned analyses.

- Support updates to the SLDS P20W Researcher Portal, including preparing content, visuals, and metadata.

Provide Analytical Support to P20W Partners

- Assist with cross-agency data requests by preparing datasets, figures, and summaries consistent with privacy requirements.
- Create user-friendly charts, tables, and data summaries for use in P20W presentations, meetings, and planning.
- Support agency partners by helping them interpret assigned analyses and understand key findings.

Ensure Quality and Consistency in P20W Analytics

- Follow established analytical procedures and standards to ensure accuracy, reproducibility, and consistency.
- Document code, steps, and decisions used in analyses to support continuity and transparency.
- Conduct quality checks and review data against expected trends or known business rules.

Contribute to P20W Research Processes

- Participate in P20W analytic work sessions and meetings as assigned.
- Recommend small improvements to analytical workflows, templates, or visuals to enhance clarity and usefulness.
- Support evaluation activities and special research projects through data preparation and analysis.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40 hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed

herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree in statistics, economics, social sciences, data science, public policy, education research, or a related field, plus two (2) years of analytical or research experience; OR
- Master's degree in related field, plus one (1) year of analytical or research experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Strong quantitative analysis skills; able to work confidently with large datasets.
- Proficiency with tools such as Excel, SQL, R, SPSS, Stata, Python, or BI dashboards.
- Ability to create compelling data visualizations that clearly communicate key messages.
- Ability to “find the story in the data” and communicate analytic findings in accessible language.
- Strong attention to detail and accurate documentation habits.
- Ability to follow analytical processes and manage multiple tasks under defined timelines.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS
- Ability to work collaboratively across agencies and adapt to evolving priorities.
- Knowledgeable on federal and local laws protecting the privacy of student data (e.g., Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99, Protection of Pupil Rights Amendment (PPRA), and 1 CMC § 2378 the Division of Youth Services (DYS) Access to Student Records)

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFIC CLEARANCE
5. NATIONAL BACKGROUND CHECKS
6. National Federal Bureau of Investigation criminal history checks with fingerprints
7. National Sex Offender Registry (SORNA) Check.
8. In-state (CNMI) Background Checks
9. In-state Criminal History Check with fingerprint.
10. In-state Sex Offender Registry Check
11. In-state Child Abuse and Neglect Registry Check.
12. Inter-state (out of the CNMI) Background Check
13. Inter-state Criminal History Check.
14. Inter-state Sex Offender Registry Check.
15. Inter-state Child Abuse and Neglect Registry Check.

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3031.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan