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MEMORANDUM

TO: Director, OTSP

May 5, 1977

FROM: Howard N. Mantel

SUBJECT: Key Executive and Managerial Positions in the Commonwealth Government

Attached is a list of fifty key positions at the executive and managerial levels. It largely does not cover managerial positions in line departments, other than department head. It also does not include most professional or specialist positions, such as curricula specialists in education, medical or allied medical specialists, or agricultural specialists.

The list includes select professional positions that are part of key staff or executive units, principally three planners in the executive office of the governor, the attorney general, two senior assistant attorneys general, public auditor, inter alia. It does not include specialist planners in coastal zone management, law enforcement, health planning. The list also does not include officials or specialists for any development corporation or development bank that may be established.

We are recommending that there be developed a critical new category of senior management specialist. This would be a core of 10 well qualified professionals, who could be assigned as and wherever needed to key administrative or line positions. They would have considerable mobility within the Commonwealth government and would receive regular and intensive training and report to the chief administrative officer. It is important that the budget for the new government provide for these positions. The base salary level will range between \$12,000-\$20,000 depending on education and background, past experience, and related criteria. Some positions in this category will be recruited from among NMIG or TT personnel; others must be recruited from the mainland and should include a mix of younger as well as more experienced professionals with training in public administration, public finance, law and business administration.

Additional key positions will be identified as we pursue more detailed examination of line departments.

We have not separately identified such positions as supply and procurement officer but perceive that such positions could be filled within the senior management specialist category.

I am preparing a list of a smaller number of the positions identified in the attachment to this memorandum for which a search process should begin immediately. I have in mind the judges of the Commonwealth trial court, public auditor, chief administrative officer, and key department heads, among others.

FIFTY KEY EXECUTIVE, ADMINISTRATIVE, AND
MANAGERIAL POSITIONS IN THE COMMONWEALTH
GOVERNMENT IDENTIFIED AS OF MAY 5, 1977

I. Judiciary

1. Chief Judge, Commonwealth Trial Court*
2. Senior Associate Judge, Commonwealth Trial Court*

II. Legislature

3. Administrative Officer, Legislature
4. Legislative Counsel
5. Assistant Legislative Counsel
6. Senior Research Associate, Legislature
7. Senior Fiscal Analyst, Legislature

III. Executive Branch

Office of the Governor

8. Chief Administrative Officer
9. Deputy Chief Administrative Officer
10. Assistant to the Governor (Budget Officer)
11. Assistant to the Governor (Programs and Legislation)
12. Assistant to the Governor (Planning Officer)
13. Associate Planner (Economist)
14. Associate Planner (Physical Planning)
15. Assistant to the Governor (Grants Coordinator)
16. Assistant Chief Administrative Officer (Training Officer)
17. Assistant to the Governor (Public Information and Protocol)

Staff Agencies

18. Attorney General*
- 19-20. Senior Assistant Attorneys General (2 positions)
21. Personnel Director
22. Public Auditor*
23. Deputy Public Auditor

Line and Independent Agencies

24. Director of Community Affairs
25. Director of Economic Development
26. Superintendent of Education*
27. Director of Police (Director of Emergency Services)
28. Director of Corrections
29. Director of Fire Services
30. Director of Financial Administration

* = Constitutional Position

31. Director of Health Services
32. Director of Natural Resources
33. Agricultural Officer
34. Director of Public Works
35. Executive Officer, Marianas Public Land Corporation
36. Director, Airport Authority
37. Director, Housing Authority
38. Director of Public Utilities
39. Public Defender
40. Business manager, public utilities
- 41-50. Senior Management Specialist (10 positions)