



# CNMI CIVIL SERVICE COMMISSION

## FY 2021 CITIZEN-CENTRIC REPORT

OCTOBER 2020 - SEPTEMBER 2021



### OUR VISION

The Civil Service Commission represents the public interest in ensuring a fair and impartial civil service merit system, consistent with employment laws and regulations, free from coercion and political influence.



### OUR MISSION

To dispense prompt, fair, and impartial resolutions of employee grievances and appeals and to develop and promulgate regulations and processes necessary to uphold the civil service personnel system, free from coercion and political influence, in the delivery of quality services to the people of the Commonwealth.

The Civil Service Commission oversees the Office of Personnel Management and regulates personnel regulations of the Commonwealth government. The Commission also hear and decide appeals/grievances of any aggrieved civil service employee.

#### COMMISSIONERS

- Jake Maratita, Chairperson
- Bernadita C. Palacios, Vice Chairperson
- Valerie Q. Apatang, Secretary/Member
- Raymond M. Muña, Fiscal & Budget Officer/Member
- Felicitas "Tee" P. Abraham, Member
- Berthillia C. John, Member
- (VACANT), Member

#### STAFF

- Teresa Borja, Executive Assistant
- Kadianne S. Mangarero, Executive Secretary
- Frances Torres-Salas, Director of Personnel

## STRATEGIC GOALS

Goal 1. Appeals and Grievances: Timely Resolution of appeals and grievances.

Goal 2. Commission compliance with Public Law 17-80.

Goal 3. Commission compensation: To achieve a fair, impartial and effective compensation level to ensure a full attendance and involvement by Commission members.

Goal 4. Commission to ensure a fair impartial and effective civil service system.

Goal 5. Continuously ensure the well-being of civil service employees.





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There are 1,395 civil service employees & 561 excepted service employees, total of 1,957 Government employees -- excluding the Judiciary branch, Legislative branch, & Autonomous agencies.

### ADVERSE ACTION



### APPEALS/GRIEVANCE



There are active thirteen (13) appeals & one (1) grievance cases filed with the Commission. One (1) case appealed a separation and was later dismissed because the appellant was recalled to work. Among the 14 active cases, two (2) cases were filed prior to FY 2021.

### ACCOMPLISHMENTS

- Activated Commission's Standing Committees;
- Completed 2020 Citizen Centric Report;
- Completed 2020 & 2021 Executive Assistant performance evaluations;
- Adopted classification specification for Childcare Licensing Supervisor, Tax Disclosure Officer, Chief, Regulatory & Compliance Officer, and Administrative Data Specialist I and II;
- Adopted Reduction-In-Force procedures;
- Commission elected new Chairperson and assigned members to standing committees;
- Adopted the proper severance pay calculation to include all Government service and break-in service to the years of service for severance pay;
- Completed FY 2022 budget packet for submission;
- Completed 2020 Annual Report;
- Secured Hearing Officer services;
- Adopted Standard Operating Procedures and intake forms for appeals and grievances;
- Published mandatory vaccine bulletin;
- Registered expiry of austerity measures;
- Adopted Office of Personnel Management organizational chart;
- Dismissed one (1) appeal case.

### PROGRESS

- Update Personnel Service System Rules & Regulations
- Adoption of the New Classification Specification Hearing Office Clerk I and II, & Administrative Hearing Office Manager;
- Sick Leave Bank Amendments;
- Provide civil service employees, government leadership, and Civil Service Commission members adequate training on the appeal process and personnel regulations;
- Draft proposed amendments to Public Law 17-80 or Public Law 15-32 to increase compensation;
- Update & request to lift the Training & Education Leave regulation/agreement;
- Maintain full employment and benefits for civil service employees -- avoiding or minimizing austerity periods;
- Update conditions of employment contract for Director of Personnel;
- Secure services for legal counsel.



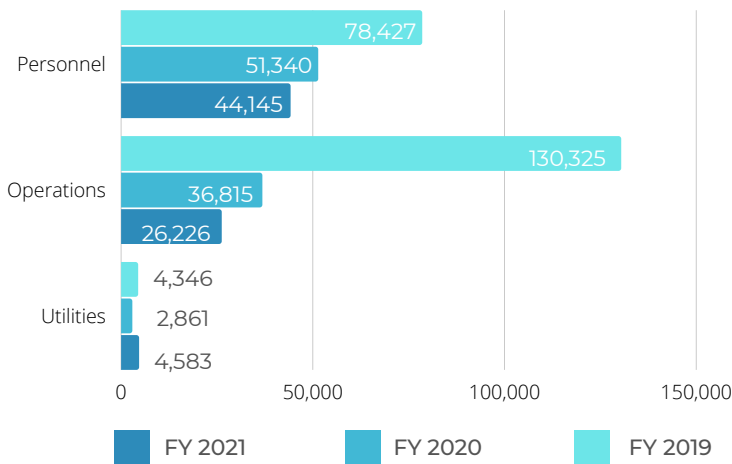
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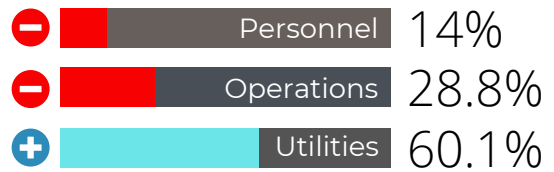
### OCTOBER 2020 - SEPTEMBER 2021

In 2019, the Commission faced several financial challenges due to super typhoon, Yutu. The CNMI was still trying to rebuild its economic infrastructure; and now with the pandemic (COVID-19) challenges, the revenues continues to decline. However, later in the fiscal year the CNMI/Commission received the supplemental fundings from the American Rescue Plan Act (ARPA). The graphs indicate general funds & the supplementals.

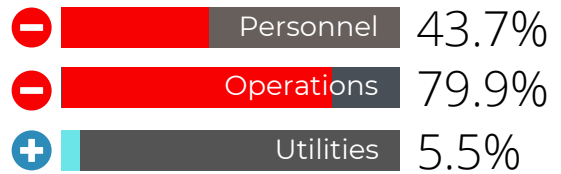
### General Funds



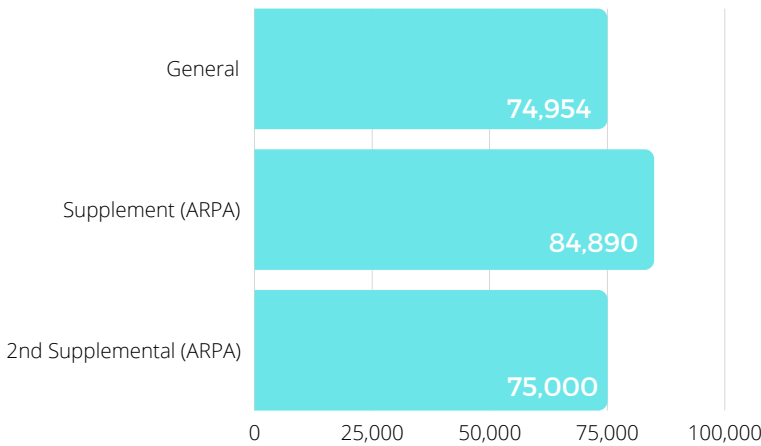
### FY 2020 vs. FY 2021



### FY 2019 vs. FY 2021



### General Funds + ARPA Supplementals



The total funds received this fiscal year is **\$234,844**. These additional ARPA supplemental fundings is valid up to 2024 & will be used for continual improvements in the office and the services provided to our government employees. This will include professional services, such as the Hearing Officer and a Legal Counsel for the Commission .







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### CHALLENGES

The Commission is faced with several challenges due to the budgetary constraints caused by the pandemic (COVID-19). In comparison to FY 2020, this fiscal year we faced an additional 14% personnel and a 28.8% operation funding cuts. The impact of these cuts are:

- furloughs;
- 20% reduction salary and work-hours cut for staff;
- 50% cut in staffing;
- limited funds for operations;
- security of professional services such as the hearing officer and legal counsel;
- possible reduction-in-force;

The current budget delayed several projects/workflow, such as:

- proposed amendments on the outdated regulations and laws;
- review and dismissal of several appeals/grievances;
- assurance of on-time payment of vendors.



### CONTACT US

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### OUTLOOK

Although there may be many challenges this fiscal year, the Commission received additional funding from the ARPA. The additional fundings will help the Commission in moving forward with the following objectives:

- work with the Personnel Service System Rules & Regulation (PSSR&R) Taskforce to revise and update the PSSR&R regulations;
- secure services for legal counsel;
- ensure that Office of Personnel Management and the Executive Assistant continue to provide appeals/grievance workshops for the civil service employees and the government leadership;
- stay abreast with the current personnel and workplace trends through attendance of workshops and/or training;
- maintain a full board membership by working with the Governor to expedite renewal(s) and/or new appointment(s) of Commission member(s);
- strengthen communication with the Director of Personnel;
- work with the legislature to reconsider the compensation increase and a fair compensation for Board;
- make amendments to the Public Law 17-80;
- work with the legislature and administration to avoid or minimize austerity measures.

