

Citizen Centric FY24

Office of Personnel Management



HR & the Workforce

Human Resource (HR) management is the process of implementing policies, designing jobs, hiring employees, developing skills, ensuring individual wellness, promoting fairness, managing compensation benefits, evaluating and reinforcing performances, and providing trainings.

The Office of Personnel Management (OPM) serves as the main Human Resource center, for the employees in the CNMI executive branch. Employees in government departments and agencies rely on OPM for guidance and assistance on a variety and levels of personnel management issues and concerns in properly implementing and enforcing personnel rules, regulations, policies, guidelines, procedures, directives, executive orders, and laws.

OPM is always looking for ways to help improve customer service, policy compliance, job

performance, productivity, safety and a healthy work environment. As a governing body, the Civil Service Commission (CSC) plays an important role in guiding, assisting and allowing OPM room to function so that it can achieve its goals and objectives. The CSC advocates and envisions a trained and educated workforce and OPM is taking meaningful steps toward attaining such a vision.

As HR professionals, we will continue to provide meaningful guidance, assistance and support to ensure employees are well informed about their duties, responsibilities, rights, benefits and opportunities as civil servants. We continue to emphasize the importance on understanding job standards, and requirements and the need to recognize and reinforce outstanding work achievements. Employees performed better when they are engaged, treated respectfully and recognized.

CNMI Workforce

There is a significant reduction in the number of employees working in the CNMI government this fiscal year at 2,742, as compared to last year at 3,828, a difference of 1,086. The reduction may be caused by the depletion of the ARPA funds and reduction in the overall revenue collection.

Workforce - FY2024
Executive, Legislative & Judicial

Branches / Mayors & Councils	Saipan	Rota	Tinian	Northern Islands	Total
Executive	1,868	194	124	0	2,186
Legislative	82	0	0	0	82
Judicial	119	4	1	0	124
Mayor & Council Saipan	95	0	0	0	95
Mayor & Council Rota	0	120	0	0	120
Mayor & Council Tinian	0	0	118	0	118
Mayor & Council No. Is.	0	0	0	17	17
Total:	2,164	318	243	17	2,742



OPM's Mission, Vision & Core Values

Mission

To properly implement and enforce the provision of the Civil Service Commission and Excepted Service Personnel Rules & Regulations, local and federal laws and to promptly assist and efficiently render quality services and guidance to government departments and agencies on a variety of personnel management matters and concerns.

Vision

As the human resource service center for the CNMI Executive Branch, the Office of Personnel Management would like to see employees at the government departments and agencies perform their duties and responsibilities at the highest level and consistently provide quality service and assistance to employees and the general public.

Values

- Public Service
- Respect
- Leadership
- Integrity
- Fairness
- Communication
- Teamwork
- Dependability
- Confidentiality

OPM—An Overview

The Office of Personnel Management consist of five (5) sections, all with very distinct functions. They all work together for a common goal, which is to provide an effective and prompt assistance to anyone seeking information, and/or guidance on matters pertaining to employee development and staffing, classification and compensation, personnel management policies and procedures, and employer/employee relations. The main OPM office is located on Saipan. OPM has satellite offices on Rota and Tinian.

The success of an organization relies on resources such as equipment, mate-



rials and supplies. However, human resource remain the most important resource in an organization.

OPM will continue to assist employees so that they are well informed on relevant policies and procedures, be successful on their jobs by providing job skills and employee development trainings. OPM employees should be well trained so that they provide complete and accurate information to em-

ployees, supervisors and the public.

In relation to the number of employees that we serve on Saipan; OPM would need additional staffing. Currently, Saipan OPM operates with seventeen (17) employees serving more than 2,700 civil and excepted service employees. Rota and Tinian have two (2) and one (1) employees, respectively. The lack of staff affects OPM's ability to fully meet its mandated responsibilities.



OPM's Function

Administrative Services

- Responsible for preparing annual budget, managing the office operations and maintaining accountability of office expenses;
- Provides assistance and support to the Director on all office matters

Employee Development & Staffing

- Develops, implements comprehensive employee development programs and conducts trainings;
- Reviews and recommends training sanction requests;
- Prepares examination announcements, eligibility list and certification letters;
- Evaluates and rates job applicants; and,
- Keeps and maintains records on employee development and staffing.

Classification & Compensation

- Develops, implements and maintains a systematic classification

and compensation system;

- Recommends the establishment of new classified positions;
- Provides guidance and assistance to the departments and activity heads on employee classification and compensation matters;
- Review, clears and recommends disapproval of Request for Personnel Actions.
- Keeps and maintains records on classification & compensation.

Regulatory Compliance & Audits

- Answers questions and provides guidance to departments & agencies on rules, regulations, executive orders, directives, local & federal laws.
- Conducts desk audits as needed;
- Reviews and finalizes written Notices of Proposed Adverse and Disciplinary Actions letters submitted by appointing authorities.

Employer & Employee Relations Section

- Ensures proper implementation and processing of Request for Personnel Actions;
- Maintains and secures all employee records for both active and inactive;
- Ensures employee benefits are properly prepared, approved and entered in the Munis System;
- Administers the Alcohol and Drug Free Workplace policy; and,
- Prepares service computations, employment verifications & certifications, computations for leave advances, sick leave bank requests and Family Medical Leave Act (FMLA) eligibility.



Financial Outlook

The CNMI Austerity Measure continues to negatively affect the budgets for government departments and agencies.

As shown on our revised budget, OPM operated on a 2.15% reduction or \$15,225 less for personnel cost for the FY 2024. Our revised budget on personnel for FY 2025 has yet to be determined. A revised budget is caused by a budget reduction and we hope there is no budget reduction

as we journey into FY 2025. With only \$7,295 for FY 2024 and \$7,706 for FY 2025 allocated for auditors fee. OPM has zero allotment for operations and will have a difficult time meeting operational needs. Our satellite offices on Rota and Tinian continues to be financially challenged.



	FY2024	FY2025
Saipan	\$694,034	\$770,566
Rota	\$53,746	\$65,774
Tinian	\$27,981	\$40,790

FY 24 Accomplishments

- Completed the Tyler-Munis Hands On Training on the Human Capital Management System for the Saipan and Northern Islands Mayors employees;
- Continue to provide training on Time & Attendance component with the added Tyler-Munis pay codes;
- Addressed the improper detailed assignment of a permanent civil servants to a non-civil service organization;
- Finalized the proper placement of a permanent civil servant by returning the employee back to former position after being utilized for years on temporary promotion;
- Successfully planned and organized the 2024 Public Service Recognition Week Celebration for CNMI government employees;
- Successfully worked with the Incentive Awards Committee to select the overall winner one (1) each for Sai-

pan, Rota & Tinian for the “Department /Agency Employee of the Year”.

- Participated in the recognition of outstanding employees during the Labor Day Celebration;
- Secured the transfer of Rota OPM office to another location that better suited for OPM staff and clientele;
- Developed a Salary Cap/Ceiling Procedure that will address the salary overpayments pursuant to Public Law 21-9, as recommended by the Attorney General;
- Began enforcing the CNMI Salary Cap/Ceiling by disapproving overtime request payment beyond the authorized annual amount;
- Completed and finally operating our newly updated OPM website;
- Participated in the CHCC’s Blue Ribbon Initiative Consortium on Substance Abuse and Suicide Pre-

vention in the CNMI

- Continued work with the Civil Service Commission PSSR&R Task Force in amending parts and sections to the civil service regulations;
- Participated in Dept. of Labor’s Job Fair;
- Testified at the legislature in a support of H.B. 23-94, to convert excepted service employees to civil within the Division of Building Code, DPW;
- Completed the EEOC Case for an employee at the Department of Commerce;
- Submitted all documents, emails and related information pertaining to an EEO claim at the Judiciary as ordered by the CNMI Superior Court;
- Submitted Highlights Reports and attended the bi-weekly Cabinet Meetings; and,
- Participated in scheduled CSC meetings and Sub-committee meetings.

Goals & Objectives

The world of HR is constantly evolving. One of the goals and objectives moving forward is to ensure employee Equal Employment Rights are maintained and starts with continued employee education on all aspects of the EEO Policy and Title VII of the Civil Rights Act of 1964. When employees are well-informed of these rights, it provides stability in the workplace. Being informed brings employees into awareness and compliance

and less exposure to lawsuits to the employer, department or agency.

Employee performance is crucial in maintaining a happy and productive workforce. Employee recognition can boost morale, improve retention and promote employee engagement. Overall, employee recognition is a positive factor that can improve customer satisfaction. OPM will continue to push for managers and supervisors to engage with their employees and

continue to impress upon the benefits of employee Performance Rating Reports which is an annual requirement.

The failure to recognize good performers can lead to higher turnover, disengagement and customer dissatisfaction which ultimately reflects poorly on management, the department and the government as a whole.

Performance Indicators & Data

The Office of Personnel Management processed a large number of Request for Personnel Actions (RFPA) for the Executive Branch, the Judiciary and the Legislative Branch as well as the Municipalities. The following tables provide a glimpse of the volume of actions processed in FY24.

Type of Action	No.
Examination Announcements	171
NEW HIRES	
Civil Service—Re-employment	5
Excepted Service Appointment	44
Excepted Service Employment Contract	155
Gubernatorial Appointment	4
Limited Term Appointment	49
Probationary Appointment	56
Provisional Appointment	33
<i>Temporary Appointment</i>	<i>463</i>
RENEWALS	
Renewal—Excepted Service Appointment	307
<i>Renewal—Excepted Service Contract</i>	<i>513</i>
Renewal—Limited Term Appointment	47
TERMINATIONS	
Completion/Separations	297
<i>Resignation</i>	<i>298</i>
Retirement	1
Termination—Deceased	10
Termination Without Cause	25
SALARY/AWARDS	
Demotion	2
Merit Award	18
Promotion	17
Reallocation/Reclassification	16
Reinstatement	7
Salary Adjustment	49
Salary/Pension	4
<i>Within Grade Increase</i>	<i>94</i>

Type of Actions	No.
OTHER	
Amendment	99
Cancellation	22
<i>Change of Account</i>	<i>485</i>
Change of Name	16
Conversions/Change of Status	125
Corrections	46
Transfer	11
TOTAL	804

Disciplinary/Adverse Actions	No.
Suspensions (5 Days +)	21
Immediate Suspension	5
Termination With Cause	8
Resignation in-lieu-of Termination	9
Demotion	2
Pending Adverse	4
Cancelled Adverse	13
<i>Others (Non Adverse)</i>	<i>30</i>
TOTAL	92

Type of Tests	Negative	Positive
Pre-employment	277	13
Random	58	5
Mandatory	123	4
Reasonable Suspicion	0	3
Follow-up	4	2
Post Accident	1	0
TOTAL	463	27

The Office of Personnel Management coordinated and conducted a total of 26 different training / presentations reaching a total of 450 employees. Unfortunately, due to funding constraint, OPM was unable to extend such training/presentations to the islands of Rota and Tinian. Once funding becomes available, scheduled training will be extended to every employee, to include Rota and Tinian.

Training Topics	No. Conducted	# of Participants
ADFW for Supervisors	1	12
ADFW—Policies and Procedures	3	25
Communication Strategies	1	14
Customer Service	1	14
EEO Basics	4	104
EEO for Supervisors	1	11
Effective Interviewing Skills	2	44
Employment Protection Under the ADA	1	16
ERP (Munis) HCM Training for HR	1	9
ERP (Munis) Time Entry Processing	2	2
ESGR (Non Sanctioned) Training, by DoD	1	16
Preventing National Origin Discrimination & Unlawful Harassment	2	40
Preventing Sexual Harassment in the Workplace	4	89
Substance Abuse and Rehabilitation	1	35
Time Management	1	19
TOTAL	26	450



Office of Personnel Management

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