



Commonwealth of the Northern Mariana Island  
**Civil Service Commission**  
 Citizen- Centric Report for FY 2019



**ABOUT US**

**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.

**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.

**GOALS**

**COLLABORATE WITH**

elected leaders so that our hardworking and deserving civil servants are recognized for their service and appropriately rewarded and compensated; elected leaders to establish and provide adequate and appropriate funding for both the Civil Service Commission and the Office of Personnel Management; the Legislature regarding bills affecting civil service employees.

**INVOLVE**

the members and staff of the Civil Service Commission in professional enhancement programs so that they can be more effective in executing their duties and responsibilities.

**REVIEW & UPDATE**

the Personnel Service System Rules & Regulations (PSSR&R) and adopt meaningful changes to improve regulatory provisions; civil service positions and class specifications.



**COMMISSIONERS**

**Chairperson**  
Catalina L. Tebit

**Vice Chairperson**  
Raymond M. Muña

**Fiscal & Budget Officer**  
Valerie Q. Apatang, Rota Representative

**Members**  
Felicitas "Tee" P. Abraham  
Jake U. Maratita  
Berthillia C. John  
Bernadita C. Palacios, Tinian Representative

**STAFF**

**Executive Assistant**  
Teresa Borja

**Executive Secretary**  
Kadianne S. Mangarero



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**STRATEGY**

**STRATEGIC GOALS – CY 2016 - 2019**

- ✓ GOAL 1: Timely resolution of appeals and grievances
- ✓ GOAL 2: Commission membership – Commission in compliance with PL 17-80; Commission will have a full component of members
- 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: To recognize and establish an updated salary schedule for civil service employees

**STRATEGIC GOALS – CY 2019 – 2022**

- GOAL 1: Timely resolution of appeals and grievances
- GOAL 2: Commission compliance with PL 17-80
- GOAL 3: Commission Member’s Compensation -- To achieve fair compensation that commensurate with the scope of work, level of responsibilities and duties assigned to the Commission, as mandated by law
- GOAL 4: Commission to ensure a fair, impartial and effective civil service system
- GOAL 5: To continuously ensure the well-being of civil service employees
- GOAL 6: To clarify Commission's authority over excepted service employees and the excepted service regulations

**HIGHLIGHTS**

The Commission made an effort to ensure that timely resolution of appeals and grievances are met. In 2017, Commission hired an Executive Assistant and a part-time Hearing Officer to assist in the appeal process and resolve cases that were idle and newly filed. As a result of hiring the two (2) critical positions, the Commission managed to dispose 80% of cases.

In the past the Commission encountered difficulties establishing quorum. This impeded crucial actions that were needed from the Commission. In 2019, the Commission operates with a full board -- seven (7) board members.

Although there were challenges in operating as a full board in the past years, the Commission – with the help of Office of Personnel Management (OPM), and support from the legislature and the Governor – managed to adopt the updated salary schedule and compensation plan (PL 19-83) to reflect the current Federal minimum wage.

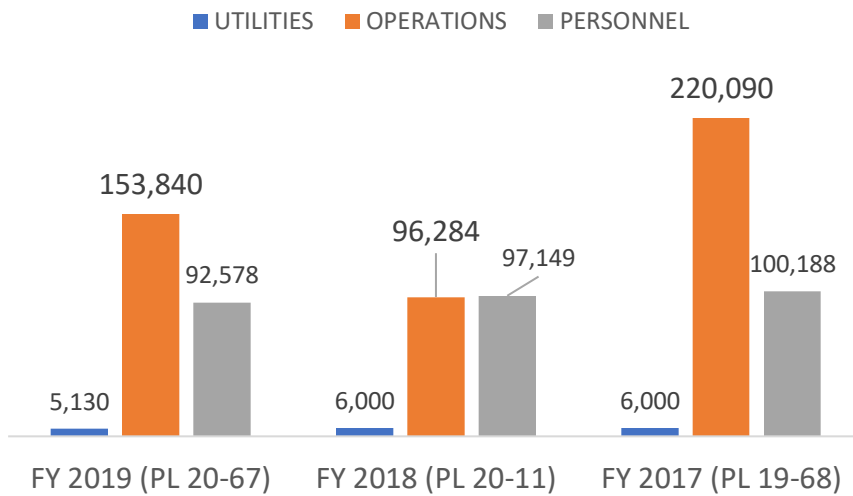


**ACCOMPLISHMENTS**

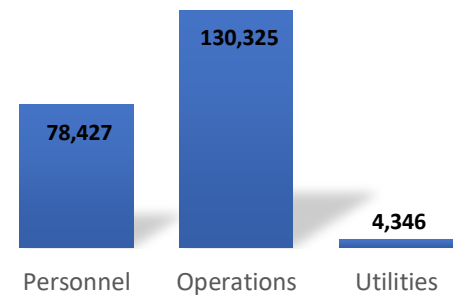
- ✓ Updated By-Laws
- ✓ Adopted a new Civil Service Commission logo
- ✓ Continued issuing informational Civil Service Commission bulletins
- ✓ Sponsored OPM staff to attend professional development training
- ✓ Created an official Civil Service Commission website – <https://www.cnmisc.net>
- ✓ Supported the Public Service Recognition Week program and Labor Day activities
- ✓ Worked with Programs and Legislative Review office to address staggered term issues
- ✓ Worked with the Legislature to obtain the approval of the new salary schedule for the classified civil service employees
- ✓ Testified on several occasions before the legislature in support or agent bills affecting civil service employees and regulations of the civil service system
- ✓ Worked with the 20<sup>th</sup> Legislature to restore budget cuts of items in the Commission budget that were vital to implement mandated Commission functions
- ✓ Continued membership in the National Society of Human Resource Management as professional members
- ✓ Commission now functions as a full board -- seven (7) members
- ✓ Commission conducts rotational meetings – Saipan, Tinian, and Rota – annually



## Budget Comparison

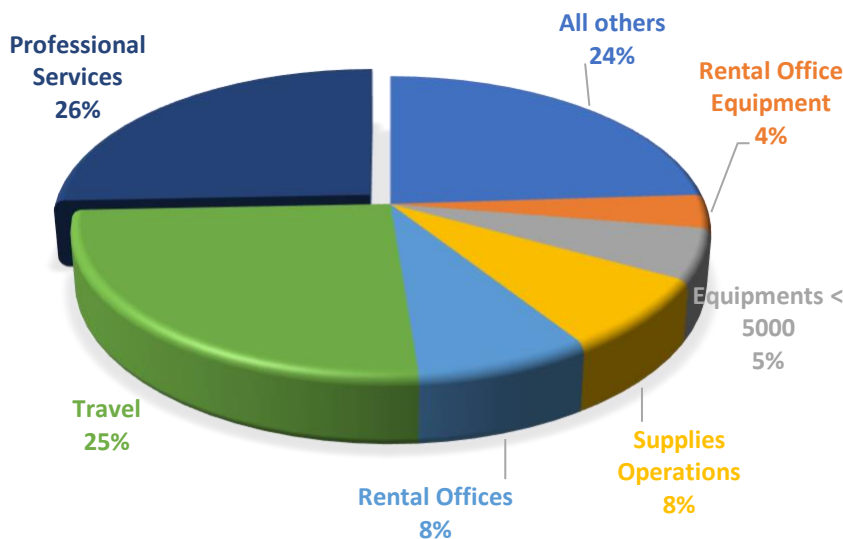


## FY 2019 Actual



The CNMI endured an economic downturn due to natural disaster -- typhoons. This affected the Commission's overall budget. Total budget decrease for FY 2019 is \$38,450.

## FY 2019 Operations Expenditure



Majority of the operational cost were allocated to professional services for the Commission's hearing officer and HR consultant. Their services were necessary to hear and advise the Commission on the appeal cases and provide the Commission advise on personnel regulations and laws affecting the CNMI. Travel cost were allocated for our Tinian and Rota member to attend Commission's regular and special meetings. Travel was also allocated for professional development trainings.



## MOVING FORWARD

As we enter a new year, the Commission has established and refined its strategic goals for FY 2020 – 2023. Listed below are the key objectives:

- ❑ Update appeals and grievance regulations and process
- ❑ Provide workshops on the appeals and grievance process and regulation to civil service employees government leadership, and Commission members
- ❑ Maintain a full board/commission composition
- ❑ Oversee, through Director of Personnel, the effective operation and management of OPM in the enforcement of the regulation
- ❑ Resubmit the draft amendments to Public Law 17-80
- ❑ Follow-up with the House and the Senate leadership on the previously proposed increase in board compensation
- ❑ Update personnel regulations
- ❑ Continue presentation of trainings to all government staff, management, Commission members/staff, and OPM staff
- ❑ Monitor the continued implementation of the government’s EEO program
- ❑ Maintain full employment and benefits for civil service employees
- ❑ Clarify whether the excepted service employees are unclassified civil service employees and fall under the authority of the Civil Service Commission
- ❑ Identify and convert the excepted service positions/employees into civil service status in offices under the executive branch of government
- ❑ Develop guidelines for excepted service salary determinations



## CHALLENGES

- ❑ Updating the outdated Civil Service Personnel Service Rules and Regulations
- ❑ Working with the legislature to pass amendments to PL 17-80 and Article XX of the CNMI Constitution
- ❑ Reviewing and updating Civil Service positions and classifications
- ❑ Maintaining and improving amicable working relationships with the Office of the Governor and the Legislature
- ❑ Clarifying confusion regarding the Civil Service status of Judicial and Legislative staff positions
- ❑ Reinstating Excepted Service non-special and unique agency and office staff to Civil Service status
- ❑ Ensuring involvement in all legislative proposals concerning the Civil Service System
- ❑ Collaborating with the Governor’s Office and Legislature for provision of continued adequate budgetary support for the Commission



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