

# Citizen Centric FY23

## Office of Personnel Management



### HR & the Workforce

The Office of Personnel Management (OPM) serves as the main Human Resource hub for the central government. OPM serves as a support system to the government workforce providing guidance on personnel issues to include clarification on current regulations, policies, directive and laws.

OPM is constantly looking for innovative ideas that will help improve customer service and employee performance. OPM, with the support of the Civil Service Commission, will continue to ensure a safe, healthy and cohesive working environment for employees.

As HR professionals, we have the responsibility to explain the various benefits

and provide sound advise on workplace issues. Employee job expectations should be clearly communicated to ensure employees are aware of job duties and responsibilities, by doing so, this sets the tone to job expectations.

#### Improving

#### Employee Engagement

One area of focus for OPM is to improve upon employee engagement. Engaging with employees more often can dramatically improve employee performance which will lead to lower turnover, stronger communication and improved productivity. As HR professionals, we need to be creative with finding ways to boost employee morale. Improved employee engagement can have a huge impact on the workforce!

### The CNMI Workforce –FY23

#### Judicial, Legislative & Executive Branches

Number of employees per Municipality	Tinian	Rota	Saipan	Northern Islands	Total
Civil Service Employees	109	186	1,255	0	1,550
Excepted Service Employment Contract Employees	9	11	577	0	597
Excepted Service Appointments	124	106	365	17	612
Appointed Officials	8	8	27	0	43
Elected Officials	5	5	25	1	36
Totals:	255	316	2,249	18	2,838



### 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

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



## OPM—An Overview

The Office of Personnel Management consist of five (5) sections, all with very distinct functions. They all work cohesively towards a common goal, which is to process personnel documents and implement employee benefits that are concurrent with regulations. The OPM Saipan office is considered the main HR hub with satellite offices on Rota and Tinian.

The Office of Personnel Management is guided by a seven-member board of Commissioners headed by



a chairman.

As employees are an integral component to the success of every department and agency, OPM's focus is to ensure employees are afforded the proper benefits, provided a comprehensive outline of rules and regulations to ensure their duties and responsibilities are clearly communi-

cated and provided the necessary resources to perform their job.

Staffing for OPM consist of a Director who is supported by 4 Section Chiefs, 1 Alcohol & Drug Free Workplace Coordinator and 1 Office Manager. As an office, OPM has 21 active employees. Each Section consists of support staff that contribute to much of the success of Rota, Saipan and Tinian offices.

## OPM's Function

### Section Function & Highlights

#### Administrative Services

- Responsible for preparing annual budget, and 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 training
- Ensures proper assessment and rating of employment applications
- Accountable for all Examination Announcements
- Provides guidance and recommendations to department heads on proposed (new) training objectives that re-

quire OPM sanctions

#### Classification & Compensation

- Develops, implements and maintains a systematic classification and compensation system
- Recommends establishment of positions as it becomes necessary
- Provides guidance and recommendation to the various department heads on employee classification and compensation matters

#### Regulatory Compliance & Audits

- Provides guidance and performs desk audits and ensures departments & agencies are in compliance with regulations and laws (local & federal)
- Reviews and provides guidance to departments/agencies and the Director on all Notices of Proposed Ad-

verse/Disciplinary Actions

#### 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 entered in the system
- Ensures the Alcohol and Drug Free Workplace policy is properly administered
- Provides a number of services to government employees to include verifications, employee certifications, service computations, leave advances, sick leave bank requests and Family Medical Leave Act (FMLA) eligibility



## Financial Outlook

The FY23 Revised Budget was not able to provide sufficient funding for OPM just as many other departments and agencies experienced.

The American Rescue Plan Act (ARPA) was depleted and therefore the Administration was forced to submit a Revised Budget for the remainder of FY23.

OPM managed to augment operational funds by identifying other funding sources to ensure the basic office necessities were procured to sustain the needs of the office for Saipan, Rota and Tinian.

Budget Year Comparison

	FY2022	FY2023
Personnel	\$496,255	\$714,941
ARPA	\$477,225	\$95,344
Operations	\$0	\$0
<b>Total:</b>	<b>\$973,479</b>	<b>\$837,927</b>

There was a 13.92% decrease or a difference of \$135,552 in the allotted funds to OPM in Personnel with zero allotment to Operations



## FY 23 Accomplishments

- Successfully implemented and completed the Tyler -Munis Training for Personnel Actions component of the Human Capital Management System by OPM staff
- Provided training for the Time & Attendance component with the added Tyler-Munis pay codes
- Continued employment of three (3) ARPA funded staff for the full year of FY23
- Processed over 750 terminations/separations/completions for displaced ARPA funded employees
- Completed Severance Pay calculations for displaced Limited Term Appointments under ARPA funds
- Collaborated with the Office of the Governor and the Secretary of Finance to ensure funding was made available for all severance payments
- Procured 6 new additional desktop computers
- Collaborated and provided Professional Development Training for DFEMS management team
- Commenced collaboration with Finance’s OIT Division to update and overhaul OPM’s website
- OPM’s ADFW continued to actively participate in the CHCC’s Blue Ribbon Initiative Consortium on Substance Abuse and Suicide Prevention in the CNMI
- Submitted comments to several Legislative initiatives to include: HB22-04, HB23-50, SB23-05, SB23-11, SB23-22, SB23-41
- Continued participation in PSSR&R Taskforce efforts with amendments to regulations
- Participated in Dept. of Labor’s Job Fair
- Provided guidance and updates to departments & agencies on personnel issues pertaining to policies, regulations, directives and laws
- Provided Position Statements and additional information for 2 EEO Claims against the government
- Assisted and provided recommendation to the CNMI Judiciary with an EEO claim
- Conducted 5 Chief’s Meetings & 6 Staff Meetings
- Participated in Commission 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 it 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 also a crucial factor in maintaining a happy and produc-

tive workforce. Employee recognition can boost morale, improve retention and promote employee engagement. Overall, employee recognition can result in a positive impact and 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.



# Office of Personnel Management

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OPM—HR HUB

## Goals & Objectives continued

Improving upon the workforce benefits and work-life balance are critical goals. Continued dialogue with the Legislature is vital to address Premium - Hazardous Pay for all law enforcement personnel. The Commission has been successful in expanding Sick Leave Bank benefits and further ideas of expanding other benefits is currently being considered. Working towards improved work-life balance will strike improved workforce performance.

## Performance Indicators & Data

The Office of Personnel Management continued to operate with the responsibilities of processing Request for Personnel Actions (RFPA) for the Executive Branch, the Judiciary and the Legislative Branch as well as the Municipalities. The following table provides a glimpse of the volume of actions processed in FY23.

Type of Action	No.
Examination Announcements	117
New-Excepted Service Employment Contracts	310
Renewal-Excepted Service Employment Contracts	857
Provisional Appointment	25
Probationary Appointment	53
Limited Term Appointment	97
New- Excepted Service Appointment	402
Renewal-Excepted Service Appointment	626
Temporary Appointment	104
Conversion/Change of Status	33/164
Lateral Transfer	6
Resignations/Completions	399/911
Terminations –Deceased	10
Terminations w/Cause	21
Change of Account	1994
Salary Adjustment	267
Reallocation/Reclassification	37/7
Promotion	23
<b>Total:</b>	<b>6,463</b>

### Trainings Conducted

Training Topic	Sessions	Participants
Timekeepers Certification	1	14
Preventing Sexual Harassment in the Workplace	7	121
EEO Basics	2	61
EEO for Supervisors	1	5
ADFW Policy & Procedures	4	64
ADFW for Supervisors	1	11
New Employee Orientation	1	54
Communication Strategies	3	46
Anti-Bullying & Harassment Prevention	1	14
Time Management	1	19
Family Medical Leave Act Updates	1	19
Stress Management & Self Care	2	31
Customer Service	1	12
Employer Support of the Guard & Reserves	2	34
Tyler-Munis Training-Recruitment	1	15
Professional Dev. DFEMS	1	47
<b>Total:</b>	<b>28</b>	<b>567</b>

### Adverse Actions & EEO Claims FY23

Adverse Actions	No. Reviewed
Suspensions	9
Terminations W/Cause	39
Misconduct	
Sexual Harassment	
Insubordination	
Ethics Violations	
Abandonment of Job	
Pending Adverse Appeals	9
EEO Claims Filed	
New	
Disability	1
EEO Closed Cases	1

### Drug Testing

FY2023 Testing	Pre-employ	Random	Mandatory
Negative	468	55	119
Positive	8	2	1
<b>Total:</b>	<b>476</b>	<b>57</b>	<b>120</b>

	Reasonable Suspicion	Follow-up
Negative	2	2
Positive	2	0
<b>Total:</b>	<b>4</b>	<b>2</b>

\*For the positive results, the drug of choice is marijuana, methamphetamines & amphetamines (prescription drug)