

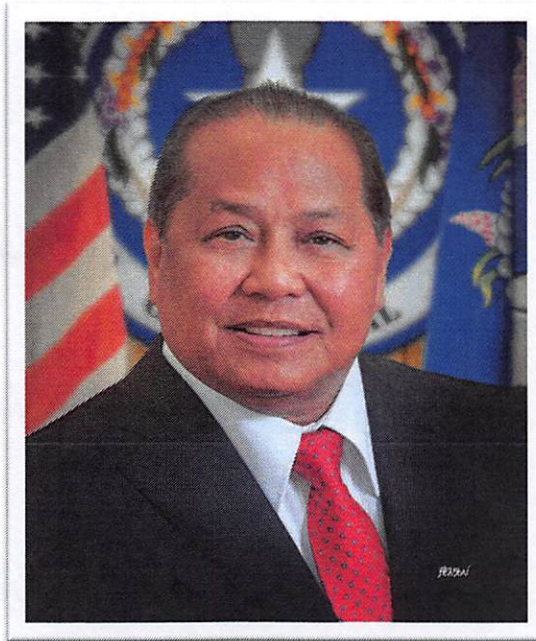


**COMMONWEALTH
OF THE
NORTHERN MARIANA ISLANDS**

**CIVIL SERVICE COMMISSION
ANNUAL REPORT
FISCAL YEAR 2014 - 2017**

A Dedication to Governor Eulogio “Eloy” Songao Inos

In Memoriam



1949 – 2015

As the second anniversary of the passing of the late Governor Eloy Songao Inos approaches, the Civil Service Commission would like to express its deep appreciation for the support he provided to the Commission and the employees of the Commonwealth Government. This report is dedicated to the memory of Governor Inos recording the accomplishments that were achieved by the Commission and his administration working together. Both Governor Eloy Inos and Governor Ralph Torres shared the Civil Service Commission’s vision and goal of ending the austerity that had for far too long adversely affected the Civil Service employees of the Commonwealth Government. Through the combined efforts of the Commission working with Governor Inos and continued with Governor Torres, the austerity measures were lifted, allowing the Commonwealth’s Civil Service employees to be more appropriately recognized and rewarded for their continued service to the people of the CNMI.

Governor Inos built a successful career of service in both the public and private sectors of the Community that culminated in his succession and then election as Governor of our Commonwealth. He was loved and respected by all who knew him as a hardworking and able leader, a visionary, and a man with both strength of conviction and character – a Governor of the People. To the Commission, Governor Inos was the leader and partner that enabled them to pursue and achieve the goals set in-line with the Commission’s mission and vision.

Governor Inos, we thank you.

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Letter from the Civil Service Commission Chairman

As the Chairman of the statutorily reestablished Civil Service Commission, I am pleased to update you in this Report and share some of the Commission's accomplishments to date as required by 1CMC § 2901 (e). I am very pleased to say that this period of time in the existence of the Commission has been one of significant achievement by a reconstituted and revitalized agency working as representatives for the Commonwealth's Civil Service employees.

After its re-formation, due to the efforts of Senator Jude Hofschneider who sponsored Public Law 17-80, the Commission worked to improve the employment situation for the Government's Civil Service employees who had endured eleven years of austerity. The Commission ended the freeze on promotions and authorized the resumption of salary increases with promotions. The Commission also worked with the Governor in support of bringing an end to austerity and restarting annual increases. During this four-year reporting period, the Commission and the Office of Personnel Management worked with the Governor and the Legislature on the development of a new salary schedule to replace the outdated 25-year old schedule still in use at that time. The final version of this schedule was enacted into law as Public Law 20-68 and put into effect, beginning on October 1 of this year, to the benefit of all Civil Service employees.

In addition to what has been achieved so far, I would also like to share in this report the tasks facing the Commission in the months and years to come. I am certain that the issues/matters before us are probably as complex and difficult as those we have dealt with so far. Nevertheless, I am confident of the Commission's ability to function as a team and that, if we continue to work hard together, we can make it happen.

Our goals and objectives as Commissioners are numerous and the concerns that we face range from the simplest to the most complex. Nonetheless, with the commitment and the willingness to serve that has been demonstrated in the past four years, the Commission will achieve the goals and objectives set in support of the Government's Civil Service employees and the Community it serves.

I am very honored and thankful to serve as the Chairman of the extremely devoted and capable Members of the Civil Service Commission with whom I work. I will do my best to ensure that we all work together for the best interests of the Civil Service employees and to make sure that all related laws and policies are fair, meaningful, and consistent to the principles of a Civil Service merit system. These are our responsibilities as appointed members of the Civil Service Commission.

Thank You,



HERMAN R. DLGUERRERO
Chairman, Civil Service Commission

History of the CNMI Civil Service Commission

CNMI Civil Service Commission (CSC) was created by Public Law 1-9, also known as the "Northern Marianas Civil Service Act of 1978." The Personnel Office was then under the oversight of the CSC.

June 18, 2001, the Civil Service Commission regained control of OPM pursuant to Public Law 12-54.

CSC was restored and OPM was returned to the control of the CSC for administrative purposes.

1978

2001

2012

1994

2002

June 24, 1994, pursuant to Governor's Executive Order 93-4 the Personnel Office was placed within the Office of the Governor and designed as the Office of Personnel Management (OPM).

February 13, 2002, Public Law 13-1 transferred OPM back to the Office of the Governor, under the Administration of former Governor Juan N. Babauta.

Mission, Vision, and Values

Mission Statement

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

Vision Statement

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.



Joint CSC/OPM Strategic Plan Retreat (Held on Saipan)

Values

Honesty	Practice truthfulness and transparency.
Fairness	Make judgements or decisions free from discrimination, coercion and political influence.
Diversity	Understand that each individual is unique and recognize individual differences.
Integrity	Know what's right and have the courage to do it.
Teamwork	Combine efforts or actions of a group to achieve a common purpose.
Accountability	Accept responsibility, both personal or public.
Innovation	Encourage the acquisition of new skills, thoughtful risk-taking, openness and receptiveness to change.
Respect	Value individual contributions and treat others with dignity.
Leadership	Possess the ability to influence others to achieve positive results.
Communication	Reach a mutual understanding in the sharing of information in a two-way process.

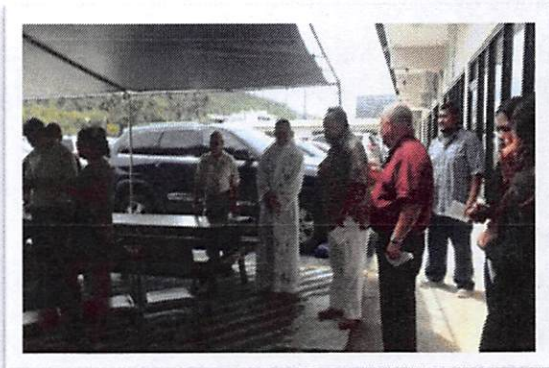
Goals and Objectives

- Work with our elected leaders so that our hardworking and deserving civil servants are recognized for their service and appropriately rewarded and compensated;
- Involve the members of the Civil Service Commission in professional enhancement programs so that they can be more effective in executing their duties as responsible and active members of the Commission;
- Collaborate with our elected leaders to establish and provide adequate and appropriate funding for both the Office of Personnel Management and the Civil Service Commission;
- Review the Personnel Service System Rules & Regulations (PSSR&R) and adopt meaningful changes to improve the provisions of the PSSR&R;
- Implement a system of accountability to ensure that the Director of Personnel and employees of OPM perform their duties and responsibilities consistent with the goals and objectives of the Civil Service Commission and in conformance to Public Law 17-80; and,
- Work with and communicate with the legislature regarding bills affecting civil service employees and policies promulgated by the Civil Service Commission;
- Utilize the newly hired Executive Assistant, to manage and enhance the daily operations of the Civil Service Commission Office;
- Employ a part-time legal counsel to serve the Commission as a hearing officer and advise on legal issues;
- Develop and adopt a new updated salary schedule and compensation plan to reflect the current Federal minimum wage;
- Audit and update civil service positions and class specifications.

Duties of the Commissioners

The Commission shall represent the public interest in assuring compliance with basic policy concerning personnel administration and insuring that the integrity of the civil service system is preserved. To this end, the Commission shall have the following powers and duties as provided by 1 CMC §8116:

- To prepare a comprehensive personnel management plan and propose personnel policies of the Commonwealth government, and submit copies thereof to the Governor and the Legislature;
- To oversee the operation of the Office of Personnel Management, and employ such staff as necessary to carry out the purpose of the Civil Service Act;
- To hear and decide appeals of any person aggrieved by any action of the Office of Personnel Management or other management or any employee for disciplinary action, suspension, demotion or dismissal from the civil service. In deciding an appeal, the Commission may grant such relief as it deems appropriate, including an award of costs and attorney fees. The Commission may utilize the services of qualified hearing officers if the services are deemed essential by the Commission;
- To issue subpoenas and administer oaths to witnesses in any matter pending before the Commission; and
- To perform any other lawful acts required by law or deemed by it to be necessary to carry out its duties under this act.



Blessing of the new CSC office

Members of the Civil Service Commission



Herman "HR" DL Guerrero
Chairman



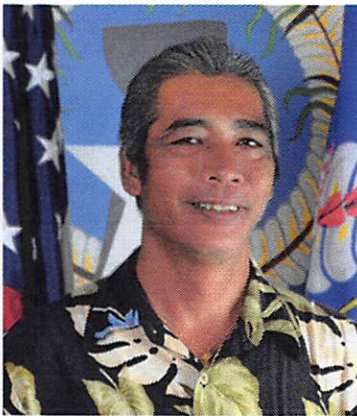
Felicitas "Tee" P. Abraham
Vice Chair



Charles M. Calvo
Member, Saipan



Catalina L. Tebit
Member, Saipan



Arsene M. Borja
Member, Tinian



Valerie Q. Apatang
Member, Rota

No photo available

Vacant
Member, Saipan

Commission Term

Commissioners	Appointment Type	Beginning Term Year	Ending Term Year
Herman "H.R." Deleon Guerrero	New	2012	2018
Felicitas "Tee" P. Abraham*	New	2015	2019
Charles M. Calvo	Re-Appointment	2013	2019
Catalina L. Tebit	New	2015	2021
Arsene M. Borja	New	2013	2018
Valerie Q. Apatang	New	2015	2021
Vacant	n/a	n/a	n/a

*Term expires concurrently with the Governor.

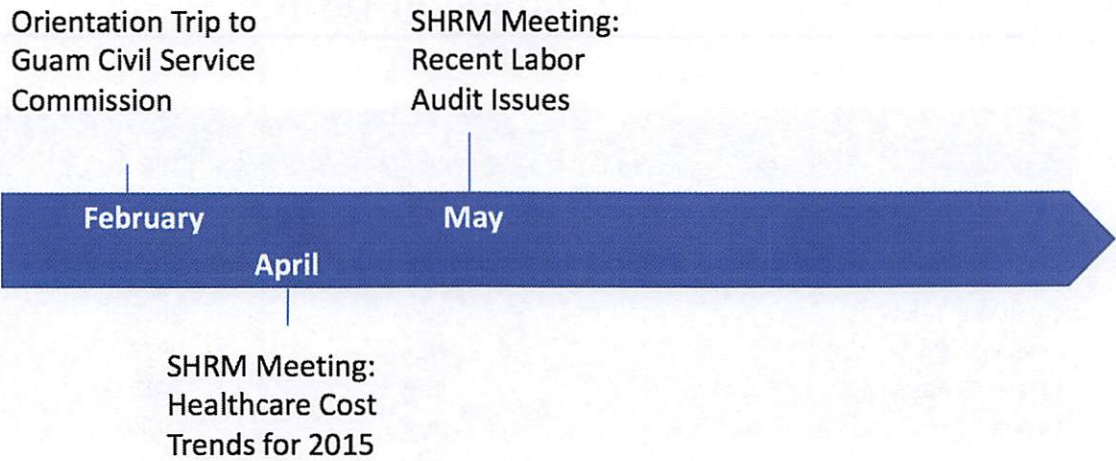
In pursuant to the Commonwealth Constitution, Article XX, "...The Commission shall be composed of seven members appointed by the governor with the advice and consent of the senate. Six members shall serve a term of six years, staggered in such manner that the term of one member expires each year, and one member shall serve a term of four years expiring concurrently with the term of the governor."



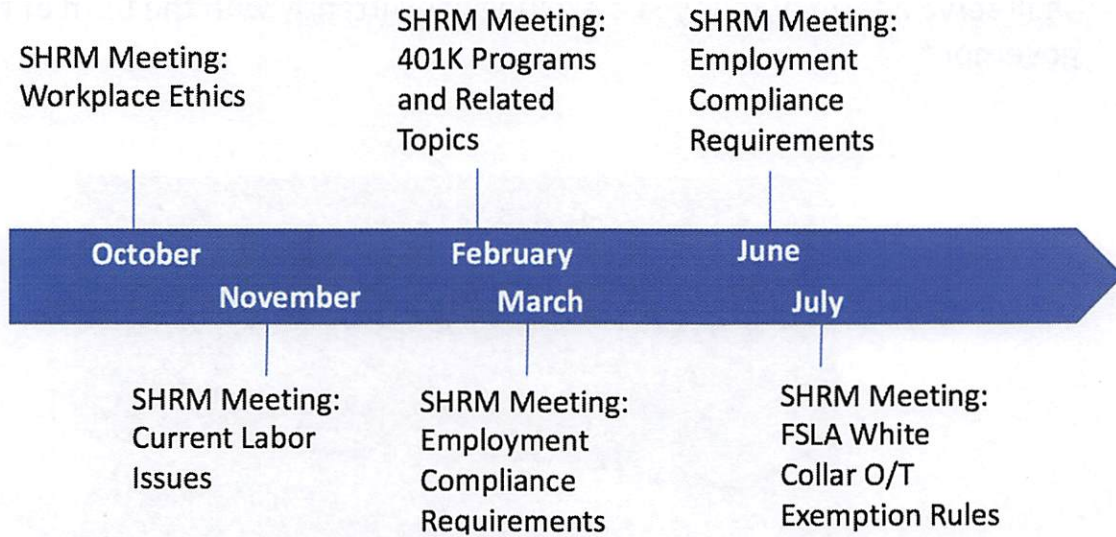
Joint CSC/OPM Strategic Plan Retreat (Held on Saipan)

Civil Service Commission Trainings

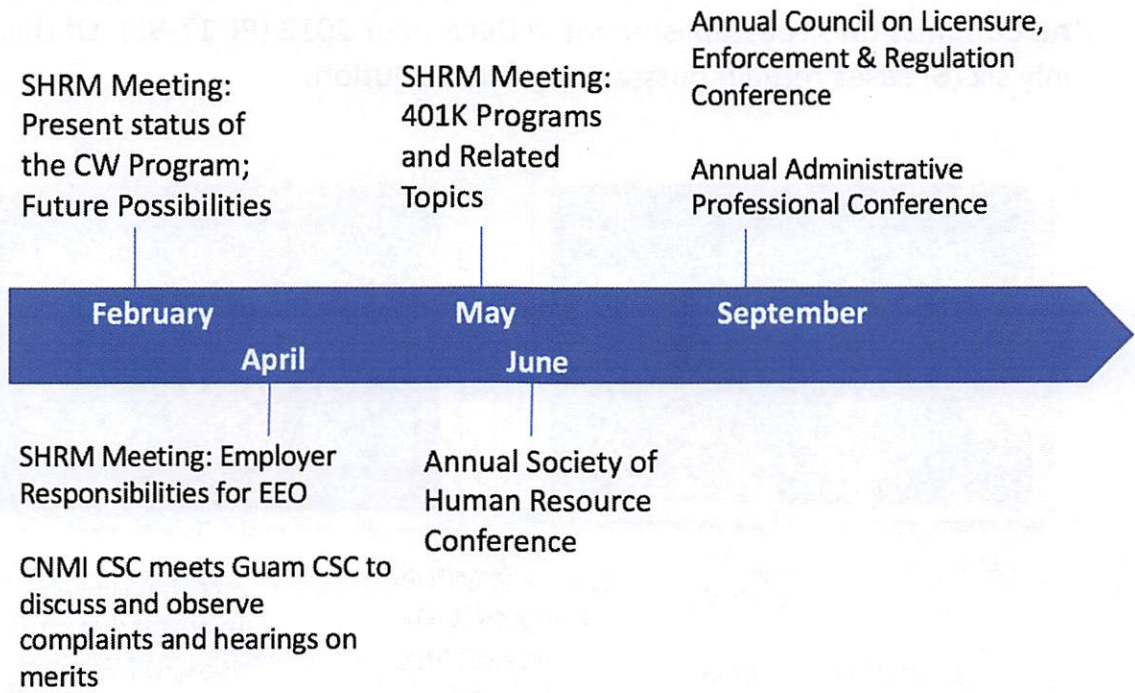
FY 2015



FY 2016



FY 2017



Vice Chair Abraham, Sarah Williams (Instructor for Board & Leadership) and Commissioner Apatang at the Council on Licensure Enforcement & Regulation Conference



CNMI CSC meets with Guam CSC

Grievance and Appeals

Civil Service Commission inherited forty (40) grievance and appeal cases upon the Commission's reestablishment in December 2012 (PL 17-80). Of this total, only six (6) cases remain outstanding for resolution.



CSC in Rota



CSC in Tinian



Swearing in of Vice Chair Felicitas Abraham and Commissioner Catalina Tebit



Significant Accomplishments

- Created an improved Civil Service Commission By-Laws and repealed previous By-Laws;
- Updated the Organizational & Personnel Structure of the Civil Service Commission and the Office of Personnel Management;
- Converted previously exempted employees to civil service per PL 17-80;
- Revised and reinstated the Excepted Service Personnel Regulations with a clear definition of the special and unique requirement to qualify for an Excepted Service appointment;
- Ended the regulatory freeze on promotion and reallocation salary increases;
- Collaborated with the Governor to recommend changes in government policies to help improve the compensation of the Civil Service employees that resulted in the lifting of salary freezes on Typhoon Differentials, WGI's, and Merit Increases for civil service employees were lifted;
- Initiated informational Civil Service Bulletins;
- Relocated the Office of Personnel Management to a safer, better and more suitable office to conduct business;
- Secured a new Office for the Civil Service Commission that includes suitable facilities for conducting hearings;
- Developed and submitted to the Legislature a proposed bill to establish a New Base Salary Schedule for the classified civil service employees;
- Testified on several occasions before the legislature in support or against bills affecting civil service employees and policies of the civil service system;
- Worked with the 19th Legislature to restore budget cuts of items in the Commission budget that were vital to implement mandated Commission functions;
- Collaborated with the 19th Legislature on the Commission's proposed updated Salary Schedule that passed both House and Senate and is awaiting the Governor's signature;
- Developed evaluation forms for the Commission, the Chairman and individual members, and for the Director of Personnel;
-

- Conducted a joint Strategic Planning Retreat with the Civil Service Commission and the Office of Personnel Management that culminated in a Strategic Plan for the Commission;
- Requested the Governor to appoint a Rota Representative to the Civil Service Commission. Ms. Valerie Apatang was appointed and confirmed by the Senate;
- Worked with the Governor to obtain a fair compensation level for the OPM Director of Personnel position;
- Succeeded in obtaining an additional FTE for hiring a much-needed Executive Assistant;
- Renovated the OPM training/conference room and purchased new furniture and office equipment;
- Sponsored OPM staff to attend professional development training;
- Participated to support the new Prior Learning Assessment program at the Northern Marianas College “Climb Higher” conference;
- Supported the reinstatement of the Public Service Recognition Week program and Labor Day activities;
- Joined the NMI Chapter and the National Society of Human Resource Management as professional members.



CSC meeting with Department of Public Safety

Challenges and Issues

	<u>STATUS</u>
• Replacing outdated salary structure	RESOLVED
• Continuing freeze on WGLs and bonuses; exceptions being made to selected departments	RESOLVED
• Classifying employees hired in non-appointive and non-special and unique positions outside the Civil Service System	RESOLVED
• Expanding the availability of training programs provided by OPM by ensuring sufficient funding	RESOLVED
• Revitalizing the Government EEO program	RESOLVED
• Improving hearing process to become more timely and efficient	RESOLVED
• Updating the outdated Civil Service Regulation	IN PROCESS
• Developing amendments to PL 17-80	IN PROCESS
• Developing amendments to Article XX of the CNMI Constitution	IN PROCESS
• Reviewing and updating Civil Service positions and classifications	IN PROCESS
• Maintaining and improving amicable working relationships with the Office of the Governor and the Legislature	IN PROCESS
• Clarifying confusion regarding the Civil Service status of Judicial and Legislative staff positions	IN PROCESS
• Reinstating Excepted Service non-special and unique agency and office staff to Civil Service status	IN PROCESS
• Ensuring involvement in all legislative proposals concerning the Civil Service System	IN PROCESS
• Collaborating with the Governor's Office and Legislature for provision of continued adequate budgetary support for the Commission	IN PROCESS

Acknowledgements

The Civil Service Commission would like to acknowledge the efforts and contributions of the following persons and organizations to the Commission's accomplishments during the Commission's past five years:

- Governor Ralph DLG. Torres, current Governor of the CNMI
- Governor Eloy S. Inos, late Governor of the CNMI
- Governor Benigno R. Fitial, former Governor of the CNMI
- The President and Senators of the Senate, 17th through 20th Northern Marianas Commonwealth Legislatures
- The Speaker and Representatives of the House of Representatives, 17th through 20th Northern Marianas Commonwealth Legislatures
- Chairman of Fiscal Affairs Committee, Jude U. Hofschneider
- The Attorney General and the assigned Assistant Attorney Generals from the Office of the Attorney General