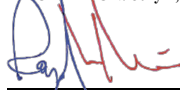


CIVIL SERVICE COMMISSION
FY 2020-2023
STRATEGIC PLAN

Goal 1: Appeals and Grievances: Timely resolution of appeals and grievances					
Objectives	Strategy/Activity	Resources	Person(s) Responsible	Time Frame	Performance Indicator
1.1. To update the appeals and grievance regulations and process	1.1. To work with the OPM taskforce on the regulations	1.1. Regulations and PSSR&R taskforce	1.1. OPM staff and Executive Assistant	1.1. FY 2020-2021	1.1. Passage of proposed appeals and grievance regulations
1.2. To ensure that civil service employees and government leadership are knowledgeable on the appeals and grievance process	1.2. To task OPM and Executive Assistant (EA) to continue to provide appeals and grievance workshops for the civil service employees and the government leadership; and provide brochure for grievances and appeals procedures and processes	1.2. Regulations, OPM staff, brochure, and participants	1.2. OPM, Executive Assistant, and Chairperson for Grievances and Appeals Standing Committee	1.2. - 1.3. FY 2020-2023	1.2. Appeals and grievances workshops are regularly scheduled; certification of completion
1.3. To ensure that the Civil Service Commission (CSC) members are also trained in the grievance and appeals process and are knowledgeable of the regulations	1.3. To provide training for the Civil Service Commission members	1.3. Regulations, OPM staff, brochure, CSC members	1.3. CSC members, OPM staff, Executive Assistant, and Hearing Officer		1.3. Completion of training
Goal 2: Commission compliance with PL 17-80					
Objectives	Strategy/Activity	Resources	Person Responsible	Time Frame	Performance Indicator
2.1. To maintain a full board/commission composition	2.1. To communicate with the Governor to appoint a new or renew of commission members in a timely manner	2.1. Laws; Commission by-laws	2.1. Executive Assistant	2.1. FY 2020 - 2023	2.1. Full membership
2.2. To oversee, through the Director of Personnel, the effective operation and management of OPM in the enforcement of the PSSR&R	2.2. To maintain continuous communication with the DOP and obtain a Director's report and annual performance evaluation	2.2. Director's report; annual performance evaluation; Performance Management Plan (PMP)	2.2. CSC members, DOP	2.2. FY 2020-2023	2.2. Effective operation of the OPM
Goal 3: Commission Compensation: To achieve a fair, impartial and effective compensation level to ensure a full attendance and involvement by Commission members					
Objectives	Strategy/Activity	Resources	Person Responsible	Time Frame	Performance Indicator
3.1. To draft a proposed amendment to Public Law 17-80 or PL 15-32 to increase compensation	3.1.a. To work closely with the House Ways and Means committee and the Senate Fiscal Affairs committee to convince that it is timely for the reconsideration of the compensation increase 3.1.b. To follow-up with the House and Senate leadership on the previously proposed increase in Board compensation	3.1. PL 17-80, PL 15-32, and CSC by-laws	3.1.a. CSC members and Executive Assistant 3.1.b. Legislative & Government Affairs Standing Committee	3.1.a & b. FY 2020-2023	3.1.a & b. Passage of proposed amendments to PL 17-80 or PL 15-32 and amendments to the CSC by-laws
Goal 4: Commission to ensure a fair, impartial and effective civil service system					
Objectives	Strategy/Activity	Resources	Person Responsible	Time Frame	Performance Indicator
4.1. To update PSSR&R	4.1. To prepare proposed amendments to the rules and regulations	4.1. PSSR&R	4.1. PSSR&R taskforce, CSC members, Personnel Matters Standing Committee	4.1. FY 2020-2021	4.1 Adoption of updated PSSR&R
4.2. To amend PL 17-80	4.2. To draft amendment to PL 17-80	4.2. PL 17-80	4.2. Legislative & Government Affairs Standing Committee, CSC members	4.2. FY 2020-2023	4.2 Passage of amendments to PL 17-80
4.3. To train all government management and staff, CSC members and OPM staff	4.3. To provide PSSR&R training to all government management and staff, CSC members and OPM staff	4.3. Schedule training calendar		4.3. - 4.4. FY 2020 - 2023	4.3. Completion of trainings
4.4. To monitor the continued implementation of the government's EEO program	4.4. To disseminate updated information on the status of the EEO program to all government departments and agencies; to have department heads appoint a designated EEO representative	4.4. DOP memorandum to all department heads to appoint an EEO representative; CSC bulletin			4.4. Complete listing of EEO representative on file with OPM
Goal 5: To continuously ensure the well-being of civil service employees					
Objectives	Strategy/Activity	Resources	Person Responsible	Time Frame	Performance Indicator
5.1. To maintain full employment and benefits for civil service employees	5.1. To work with the administration and legislature to avoid or minimize austerity periods	5.1. Regulations	5.1. CSC members and OPM staff	5.1. FY 2020 - 2023	5.1. Full employment and no austerity

ADOPTED ON: July 1, 2020



RAYMOND M. MUÑA
Chairperson, Civil Service Commission