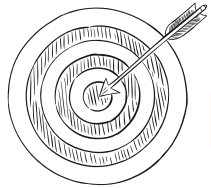


WE ARE OPM

**PROGRESS
FINANCIALS
MOVING
FORWARD**

ABOUT US

On August 31, 2012, under Public Law 17-80, the Office of Personnel Management was again placed under the Civil Service Commission. The Office of Personnel Management (OPM) consists of three (3) main sections: Employer & Employee Relations, Classification & Compensation and Employee Development & Staffing, with each having a specific function to perform as mandated by the Civil Service, Excepted Service, local and federal Laws. Currently, the Acting Director of Personnel is responsible for nine (9) classified civil service employees and directly supervises two (2) section chiefs and the two (2) employees in each respective islands, Rota and Tinian.



GOALS

GOAL 1. Strictly adhere to the Personnel Service and Excepted Service Rules & Regulations, relevant local and federal laws, office guidelines, standards and procedures.

Goal 2. Timely and accurately process submitted personnel actions and leave benefit requests, employment certifications / verifications, and promptly respond to other personnel related inquiries.

Goal 3. Closely work with the Civil Service Commission to ensure a unified position when achieving established goals and objectives.

Goal 4. Actively respond to legislative bills pertaining to OPM, CSC, government employees and related personnel management issues / matters.

Goal 5. Continuously promote and enhance a healthy, productive, happy and a safe workplace.

Goal 6. Actively seek ways to improve the overall function and operation of OPM.



VISION

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

OFFICE OF PERSONNEL MANAGEMENT ACTIVE EMPLOYEES

Joseph M. Pangelinan

Acting Director of Personnel

Frances T. Salas

Chief, Employer & Employee Relations

Guillerma B. Peters

Chief, Classification & Compensation

Bernadita C. Sablan

Personnel Specialist IV

Sebastian Deleon Guerrero

Personnel Specialist IV

Maxima B. Cruz

Personnel Specialist IV

Evelyn H. Somorang

Personnel Specialist III

Marlene C. Cruz

Personnel Specialist III

Erin P. Sonoda

Personnel Specialist II

Eliza A. Castilla

WIA Trainee

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FORWARD



IN PROGRESS

Continue to assess the creditable services and the annual performance records for all the active civil service employees to attain their retention points and standing. This will also include the calculations of their severance pay benefits.

Continue to work with the Civil Service Commission to achieve an educated and well trained/developed government workforce.

Continue to work with the OPM/CSC Task Force to complete the amendments to sections and parts of the Personnel Service System Rules & Regulations.

Continue to work with the CSC, to convince the legislature to remove Section 604(b) of Public 21-35. This will allow the CSC to exercise its authority in granting the appropriate salary for the Director of Personnel.

Continue to extend our assistance to the Program Manager at the Work Investment Agency to achieve a successful Registered Apprenticeship Program (RAP) for CNMI government employees.



ACCOMPLISHMENTS

Implemented an emergency or "Shut Down" furlough to many of the classified civil service employees. It was an unprecedented and challenging actions taken by management.

Overcame the work demands and the challenges faced by OPM during the first three (3) months of operation following the government-wide furlough. Only the Acting Director, two (2) division chiefs and a Personnel Specialist IV ran and operated the office.

Recalled nine (9) of our civil service employees back to work; five (5) on Saipan and two (2) each, from Rota and Tinian.

Processed a lot of dual employment documents for employees wanting to work at the 2020 CNMI Census Office.

Conducted a significant number of employee development training during the first two (2) quarters of the 2020 fiscal year.

Secured a rent free space to house the Office of Personnel Management in Rota. The Mayor of Rota played a significant role in securing the place and thanked him for his efforts and support.

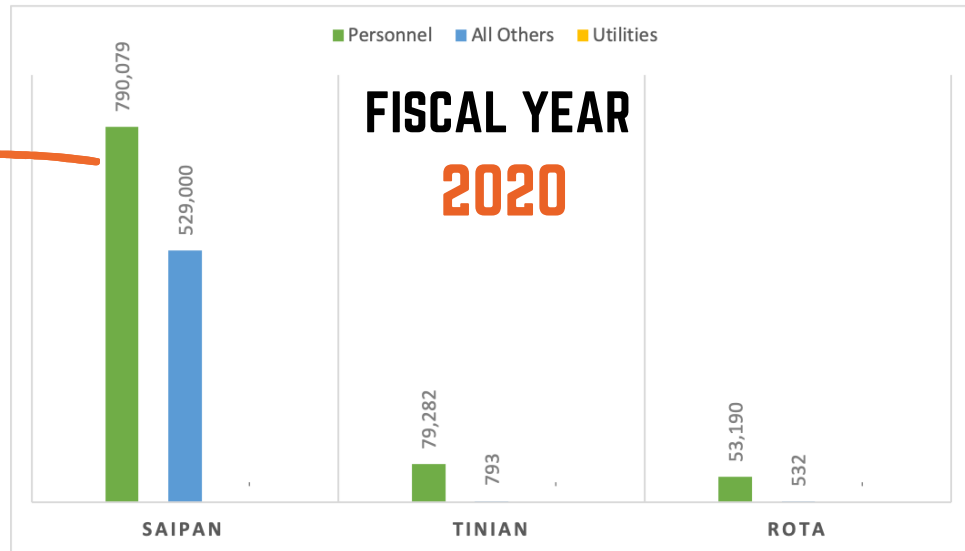


MISSION

To properly implement and enforce the provisions of the Civil Service and Excepted Service Personnel Rules & Regulations, local and federal Laws, and to provide prompt assistance to government departments and agencies on a variety of personnel management matters/concerns and to render prompt quality services and assistance to government employees, officials and the general public.

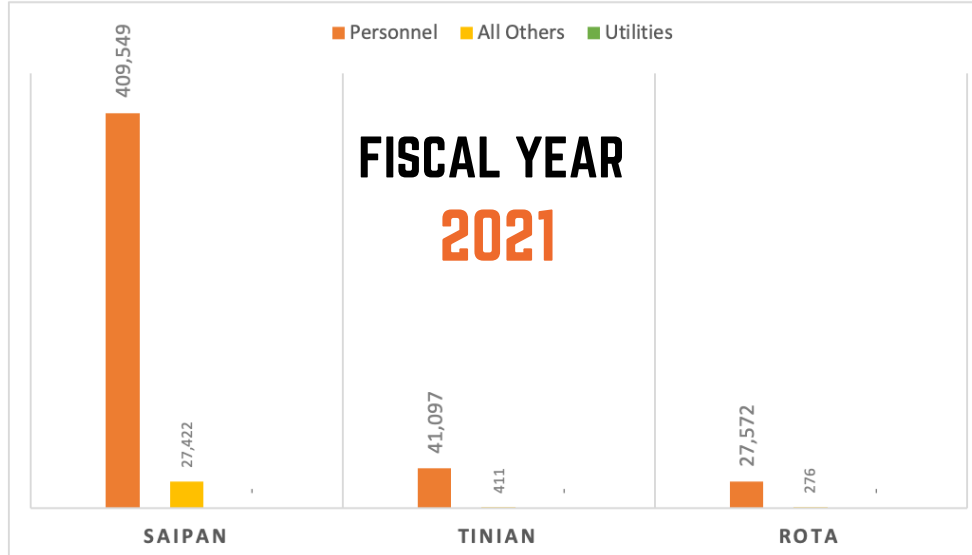


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The Covid-19 Pandemic was the fatal blow that finally brought down the economy of the Commonwealth. Such a blow severely affected the CNMI government's ability to fund operations and services, which prompted the need to implement unprecedented cost-cutting measures that led to the government-wide employee terminations and furloughs.

In April of 2020, the final budget for Saipan, Tinian and Rota was reduced by 48.1635%. This is a huge budget reduction.



FY 2021 does not include funding for our remaining employees back to work. The lack of funding for personnel may affect their employment if Reduction-In-Force is implemented.

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CONTACT US

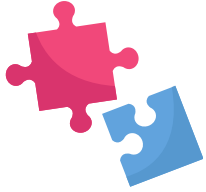
P.O. 5153 CHRB
Saipan, MP 96950
(670) 234-6925/6958

Website: www.cnmiopm.net

OUTLOOK

The Covid-19 Pandemic continues to affect us in so many different ways especially in the way we conduct business and provide service. The highly anticipated and prompt distribution of a vaccine will eventually get us back on track. When this happens, we hope to have the ability to accomplish the following:

- Secured adequate funding to effectively operate OPM as mandated.
- Upgrade the outdated OPM desk top office computers and printers.
- Digitize our archaic OPM filing system.
- Begin conducting employee development training on Saipan, Rota and Tinian. Reassess and if needed, supplement our human power needs.
- Invest time and money to training and develop our staff employees.
- Detail Rota and Tinian staff to Saipan for cross training and development.
- Continue our close working relations with the Civil Service Commission.
- Continue to seek ways to improve the operation and service of OPM.



CHALLENGES

Due to the impending Reduction-In-Force (RIF), OPM is faced with a tremendous challenge to ensure that the department and activity heads implements the RIF procedures in a timely and proper manner. Anything less, may lead to unwanted legal actions.

- Work with department and activity heads to ensure the timely and proper execution of the Reduction-In-Force Procedures as mandated by the Personnel Service System Rules & Regulations.
- Determine which positions at OPM needs to be abolished and then allow those affected employees to exercise their retreat rights as provided for in the RIF procedures.
- Issue separation letters to those employees who were unsuccessful in being retained after going through their retreat rights based on their competitive class level positions and their retention points and standing.
- Work with the CNMI Legislature to amend existing law to provide the CSC certain authority in regulating the salaries of the excepted service employees that are exempted by statute.
- Find someone within the Office of the Governor to help us secure local or federal funds to procure the needed electronic equipment to digitized our archaic filing system.
- Continue to work and find ways to convince the legislature in providing us additional funding to increase our ability to serve and operate once funding becomes available.

