



OUR 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.



STRATEGIC PLAN

Goal 1. Appeals and Grievances: Timely Resolution of appeals and grievances.

Goal 2. Commission compliance with Public Law 17-80.

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. Continuously ensure the well-being of civil service employees.

OUR 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.



Jake Maratita
Chairperson



Bernadita Palacios
Vice-Chairperson



Valerie Apatang
Secretary



Raymond Muña
Member



Felicitas Abraham
Member



Frances Salas-Torres
Director of Personnel



Teresa Borja
Executive Assistant



Kadianne Mangarero
Executive Secretary



Cindy Castro
Administrative Assistant

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In the beginning of FY 2022, there were a total of ten (10) active cases. The Commission closed six (6) case -- 3 affirmed and 3 dismissed; leaving four (4) cases still pending for final action.

Closed Cases
6



FY 22 Filed Cases - Pending
3

FY 21 Previous Case - Pending
1

Several issues were brought to the Commission's attention and is now addressing the following:

- Discontinued life insurance affecting furloughed employees;
- Outdated Sick Leave Bank regulations;
- Outdated Public Laws and Constitution affecting the civil service employees and Commission -- such as PL 17-80, PL 15-32, and Article XX ;

In addition to the issues, the Commission is also collaborating with the Office of Personnel Management (OPM) & the Personnel Service System Rules & Regulations (PSSR&R) Taskforce to improve & update:

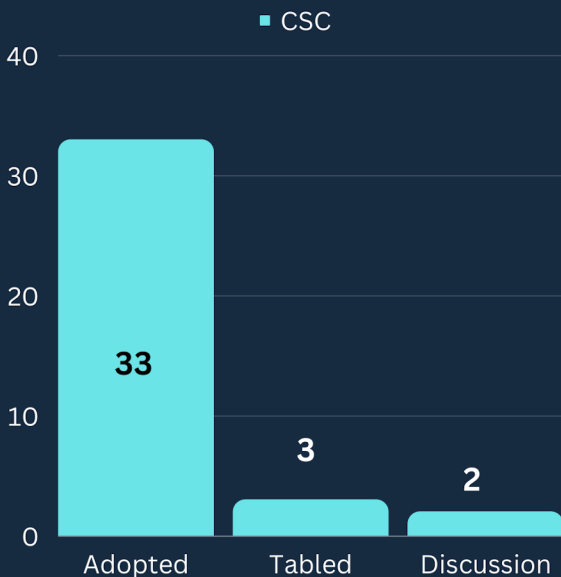
- PSSR&R;
- Training & Education Leave regulation/agreement;
- Employee handbook;
- Training for Civil service employees, government leadership, and Civil Service Commission members on the appeal/grievance process and PSSR&R;
- Alignment of classified position to civil service employee's qualifications.

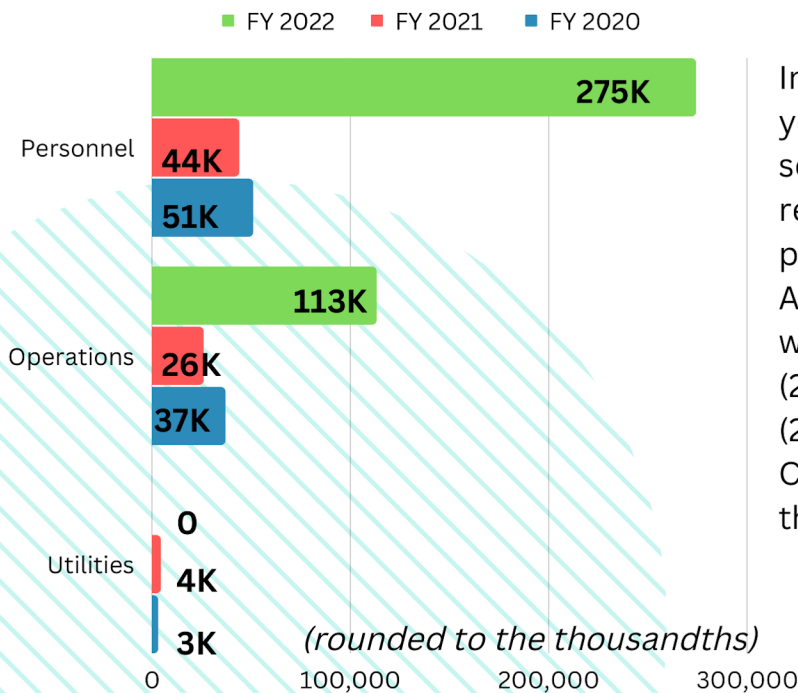
Adverse Actions



Key Adoption

- Citizen Centric Report - OPM & CSC
- FY 2022 - 2023 OPM Strategic Plan
- Performance Evaluations
 - Director of Personnel
 - Executive Assistant
- Minutes - nine (9)
- New Classification Specifications
 - Hearing Clerk I and II
 - Administrative Hearing Office Manager
- SOPs
 - Service of Process
 - Proof of Reading Orders
 - Organizing Appeal Files
- Administrative Decisions for Appeal Cases - six (6) total
- FY 23 Budget Proposal
- FY 23 Hearing Officer Services

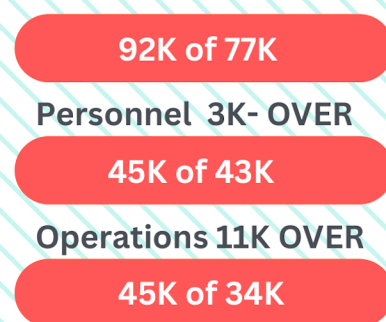
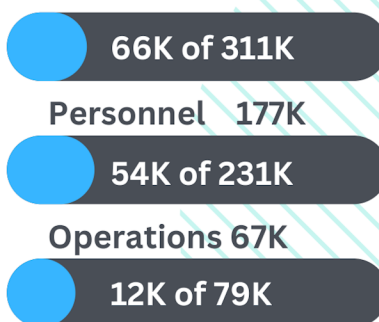
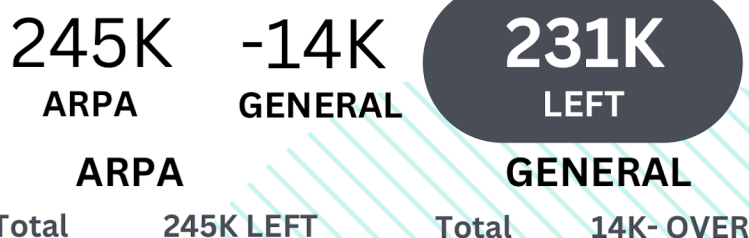
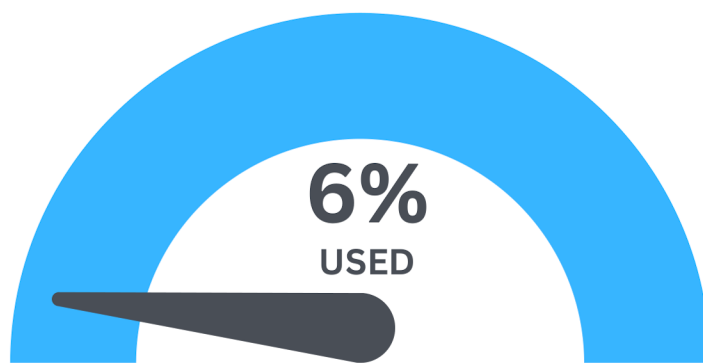




In comparison to the previous fiscal years, the Commission has faced several budgetary challenges such as reduction in force and a hold in professional services for the Administrative Hearing Officer. This was due to the super typhoon Yutu (2019), and the COVID-19 pandemic (2020 & 2021). Entering FY 2022, the Commission received relief funds from the American Rescue Plan Act (ARPA).

The Commission received a total of 311K in ARPA funds and 77K in general funds. It is a combined total of 388K. At the end of the year, the Commission only used six percent (6%) of the funds. The 245K unused ARPA funds will be carried over to the next fiscal year.

Majority of the funds were used for personnel cost and professional development for the Commission and staff. The funds that are carried over will be used to ensure that the Commission's strategic goals are met.



Challenges

Based on the FY 2022 budget, the Commission is at a good standing point at the the beginning of the year. However, the Commission does forecast several challenges ahead. Some of these challenges may be:

- adequate training and the anticipated learning curve on the new MUNIS system for staff and Chairperson;
- delay in the completion of the Personnel Service System Rules & Regulations (PSSRR);
- security of professional services such as the hearing officer and legal counsel;
- maintain a complete Board for purposes of meeting quorum.

Outlook

Although there may be many challenges this fiscal year, the Commission is committed to moving forward with the following objectives:

- work with the PSSR&R Taskforce to revise and update the PSSR&R regulations;
- secure continual professional services for Administrative Hearing Officer
- secure professional services for a legal counsel;
- ensure that the classified employees have adequate trainings/workshops on the grievance and appeal process;
- stay abreast with the current personnel and workplace trends through attendance of workshops and/or training;
- maintain a full board membership by working with the Governor to expedite renewal(s) and/or new appointment(s) of Commission member(s);
- work with the legislature to amend to the PL 17-80, PL 15-32, and Article XX;
- work with the legislature and administration to avoid or minimize austerity measures;
- address possible reduction-in-force when ARPA funds are depleted.

