



Office of Personnel Management

Human Resources - Beyond 2022

A key component that drives the CNMI's economy is our human resource. Investing in our workforce is vital to keeping our economy strong. Consumer spending drives most economies forward and economic growth can only happen with the generation of new employment. The American Rescue Plan Act created over 500 new temporary jobs in the government workforce. Moving beyond 2022, the Office of Personnel Management will be a critical stakeholder in continuing the momentum forward into FY 2023.

Investing in our workforce must be a priority in improving our economic stability. Providing the resources through improved training and upgrading technology, will keep the workforce strong and improve efficiency. These key strategies will propel the government workforce well into the years ahead.

OPM's Mission, Vision & Core Values

Mission

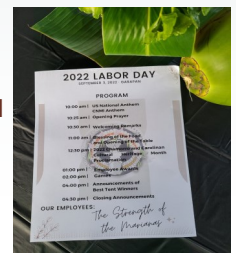
To properly implement and enforce the provision of the Civil Service Commission and Excepted Service Personnel Rules & Regulations, Local and Federal Laws, and to promptly assist and efficiently render quality services and guidance to government departments and agencies, on a variety of personnel management matters and concerns.

◆ October 30, 2022

Commonwealth of the Northern Mariana Islands



**Public Service Recognition Week—Revived,
April 2022**



**Labor Day —Revived
September 2022**

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.

Core Values

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

Employee Performance

Employees are an integral component to the success of a department or agency. Management needs to focus on optimizing employee productivity on a continued and consistent basis. Improved employee performance needs to be a priority in order for the department or agency to meet their goals and objectives. Focusing on the key performance indicators, consisting of absenteeism, overtime costs, effective and continued training, will significantly improve the employee's skillset and improve employee productivity.

HR and Technology

With the implementation of the new HR system, the CNMI Government will see a shift from processing a slew of paperwork to processing less paper. The new Tyler Munis-Human Capital Management System will streamline the time it takes to physically enter employee data for payroll. Although still in its early stage of implementation, the Munis-HCM System will also enable employees to view their personal data and make necessary changes when the need arises. The human resource field continues to evolve bringing the Office of Personnel Management to new heights by providing the workforce more effective and efficient service.

OPM Overview

Consisting of five (5) Sections, the Office of Personnel Management has five distinct areas of function all of which have a common goal; to process human resource documents and assist with personnel matters of our government employees. That includes satellite offices on Rota and Tinian.

Achievements this Past Year

**Classification and Compensation Section (C&C)*

The Classification and Compensation Section has been providing the necessary assistance to department and agencies to establish needed positions in order for their department to operate more efficiently and to the highest level of service. C&C has assisted the Department of Labor to establish new positions, adding 3 new positions to the Master Class Index in FY 22. Currently pending for review are 11 new positions; CNMI State Medicaid Office(4), Department of Commerce(3), Department of Lands & Natural Resources (1) the Division of Revenue & Taxation(1) and the Office of the Attorney General (1).

**Employee Development & Staffing (EDS)*

The Employee Development & Staffing Section continues to provide staff development training. In an effort to enhance the skills and knowledge of the government workforce, the Office of Personnel Management strives to improve upon the needed skills and resources that will engage and improve the overall employee experience. Recruitment is probably this Section's major focus. It is important to "right-fit" applicants to job announcements in order to improve employee retention. The following data provides a snapshot of the current trends in the government workforce.

The American Rescue Plan Act (ARPA) continued to play a vital role in the CNMI's workforce, generating well over **500** jobs in the Executive Branch. Combined funding sources of general funds and federally funded sources, allowed for **185** examination announcements to be processed through OPM.

Training Data	FY20	FY21	FY22
No. of Trainings Conducted	37	14	25
No. of Participants Reached	267	215	338





Employer Employee Relations (EER)

The EER Section has had a tremendous transformation in the last quarter of the fiscal year. The days leading up to the implementation of the Tyler-Munis HCM System have been a challenge but at the culmination of arduous training sessions, OPM is now in the implementation stage. EER is moving forward in a positive direction to master this new system and to train all department end-users on the new HR system. Along with technology, the HR field continues to evolve. The new HCH System anticipates to decrease the use of paper and eventually to go entirely paperless. Doing our part in “going-green” would be a tremendous feat for OPM and the government overall.

Alcohol & Drug Free Workplace Section

Substance abuse continues to be a challenge within the government workforce. OPM maintains strict adherence to the regulations and continues to administer drug testing throughout the government, specifically with the safety-sensitive positions. The CNMI, just as other territories, relies heavily on federal grants and with federal monies, comes specific compliance guidelines. With that being said, drug testing remains a vital component of OPM’s function.

***Regulatory, Compliance & Audits (RCA)**

The completion of 2 major audits was achieved this past year. The audits for the Department of Corrections and the Department of Public Safety, both fairly large departments and law enforcement agencies, provided OPM will a greater understanding of the needs of the department. Work now begins on how to improve, based upon the findings of each audit.

Transforming the Workforce—Challenges

The Office of Personnel Management strives to improve the government workforce by providing the necessary training to enhance employee skills and knowledge. To achieve this, OPM will need additional funding to provide these trainings. Funding has always been a challenge. However, the assistance of key government agencies, supplement our needs because they understand and see the value that OPM brings to the table.

OPM overall, will also transform significantly as the government continues to improve and enhance in the area of technology and the digital age, providing OPM a new and improved employment processing system. This is a long-awaited upgrade that took over 25-plus years.

OPM Fiscal Affairs

With each fiscal year comes fiscal challenges. As depicted in the following tables, the approved allotted budget amounts fluctuate

as government revenues become scarce. OPM makes sacrifices in order to function at an operational level.

Allotted Budget Amounts

Personnel	FTE	FY 2020	FY 2021	FY 2022
Acct.1026-GL	20	\$598,531	\$373,688	\$424,743
ARPA		\$0	\$198,122	\$414,102
Acct. 1027-GL	2	\$51,189	\$63,630	\$28,823
ARPA		\$0	\$22,518	\$45,036
Acct. 1028-GL	2	\$33,270	\$42,689	\$42,688
ARPA		\$0	\$5,337	\$18,087
Totals:	24	\$ 673,990	\$705,984	\$973,479

Expenses-FY22	General Acct.	ARPA Acct.
Prof. Services	\$6,000	\$ 0
Maint./Repair	\$2,903.63	\$3,421.20
Communication	\$ 0	\$4,322.22
Travel	\$2,449	\$1,215.50
Office Space/Other Rental	\$56,000	\$5,650
Supplies/Others	\$5,287.36	\$15,932.68
Office Equipmt.	\$10,083	\$9,678.90
Total:	\$82,723	\$40,220.54



One of the biggest expenses that OPM incurred in the past year was in office equipment and capital items in the amount of **\$19,761.90**. Upgrading all computers, scanners was funding well-spent which was also necessary for the Tyler-Munis HCM upgrade.

Overall Outlook

After all expenses, OPM will realize a carry over amount of approximately **\$124,858** in ARPA funds in Personnel in FY23. This is in anticipation of fund reimbursement from 401A and Health Insurance expenses in the amount of **\$22,568**.

This carry over amount will be extremely necessary for OPM due to the zero fund allotment in the FY23 Budget.

*Towards the last quarter of FY22, four (4) ARPA-funded employees were detailed to OPM from the Office of the Governor to assist with the implementation of Tyler-Munis.

Moving Forward

Moving forward, OPM has 5 main goals and objectives that they will strive to achieve as part of the Strategic Plan:

- ✓ To engage in a comparative salary and job study that will create a strong base for the various positions
- ✓ To improve upon training topics that will complement employee job duties and responsibilities
- ✓ To train all Munis—HCM End-users on the Tyler Munis Hub
- ✓ To improve and update the Civil Service and Excepted Service Rule and Regulations to reflect current law and policies; and
- ✓ To identify and secure assistance in digitizing OPM files for easy accessibility, cost reduction, data security, increased productivity storage & recovery



The Office of Personnel Management continues to be guided by the Chairman and all the members of the Civil Service Commission who have been supportive of our efforts to continue the work we do. OPM remains committed to providing the government workforce with the necessary services at the highest level.

OPM will continue its collaboration with the Administration, the Legislature, the Commission and all the stakeholders to enhance workforce stability in the Commonwealth. The workforce is a key component in moving our economy forward. We must all do our best to work towards bringing back a strong and vibrant economy.



Office of Personnel Management

P.O. Box 5153 CHR, Saipan, MP 96950

Telephone: (670) 234-6925/6958

Facsimile: (670) 234-1013

Website: cnmiopm.net

Key Data—Office Performance

Reviewed and Processed Request for Personnel Actions (Primary Actions)

Type of Action Processed	Number of Actions
Examination Announcements	185
New-Excepted Service Employment Contract	569
Renewal—Excepted Service Employment Contract	703
Provisional Appointment	50
Probationary Appointment	74
Limited Term Appointment	331
Limited Term Appointment—Renewal/Ext.	499
New-Excepted Service Appointment	1,120
Temporary Appointment	488
Conversions/Change of Status	156
Lateral Transfers	18
Amendments/Corrections	231
Change of Accounts	280
Salary Adjustments	12
Reallocations/Reclassifications	150
Promotions	20
Merit Awards	132
Within Grade Increases	1,103
Resignation/Retirement	258
Terminations	13

Total: 6,392

EEO Claims Filed Against CNMI Government	Number of Claims—Status
Closed Case in FY 22	1
In-coming in FY 22 Claim: 1 Race, 1 Disability 1 Gender	3
Pending Case in FY 22	3

Adverse Actions FY22	No. of Adverse Actions
Demotions	1
Suspensions Violations: ADFW, Misconduct, Insubordination	13
Terminations Violations: ADFW, Misconduct, AWOL, Criminal Charge, Job Abandonment, Refusal to Vac- cinate	12
Total:	26