



FISCAL YEAR
2023



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.

STRATEGIC PLAN

1 Appeals and Grievance: Timely Resolution of appeals and grievances.

2 Commission compliance with Public Law 17-80.

3 Commission compensation: To achieve a fair, impartial and effective compensation level to ensure a full attendance and involvement by Commission members.

4 Commission to ensure a fair impartial and effective civil service system.

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

MEMBERS

Raymond M. Muña, Chairperson

Bernadita C. Palacios, Vice Chairperson

Victoria Bellas, Secretary

Jake Maratita, Member

Joseph Patrick Fitial, Member

Michelle O. Joab, Member

Elvira Mesngnon, Member

STAFF

Teresa Borja, Executive Assistant

Kadianne S. Mangarero, Executive Secretary

Frances Torres-Salas, Director of Personnel



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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.

KEY ADOPTIONS

- Agendas/Minutes
- CSC & OPM Citizen Centric Report
- Administrative Decisions
 - o 3 appeal cases affirmed
 - o 1 appeal case dismissed
- CSC Organizational Chart
- FY2024 CSC Budget Proposal
- Election of Officers
- Comment on Bills
 - o HB23-50 (Pre-Employment drug testing - Marijuana removal)
 - o SB 23-22 (Family Sick Leave - extension to Companion, Friend)
- Amendments to Regulations
 - o Sick Leave Bank
 - o Premium Pay - Typhoon Pay
- Classification(s):
 - o Amendments to the MQR - Equipment Operator I,II, III, IV and Surveying Technician I
- Evaluation(s)
 - o Director
 - o Executive Assistant

OTHER ACTIONS

- Comments on Bills
 - o [Comments on S.B. 23-41](#) (Autonomy for AGO)
 - o [Comments on S.B. 23-45](#) (National Guard Reserve and ESGR volunteer to attend ESGR events)
 - o [Comments on House Bill 23-66, HS1, SS2](#) (Sick Leave Donation)
- Bulletin(s):
 - o Sick Leave Bank
 - o Dress Code Policy
 - o Grievance Process, info-graph, and brochure

BASIS OF APPEAL

Nine (9) terminations; One (1) examination announcement; one (1) lateral transfer; one (1) severance pay; one (1) violation of civil rights

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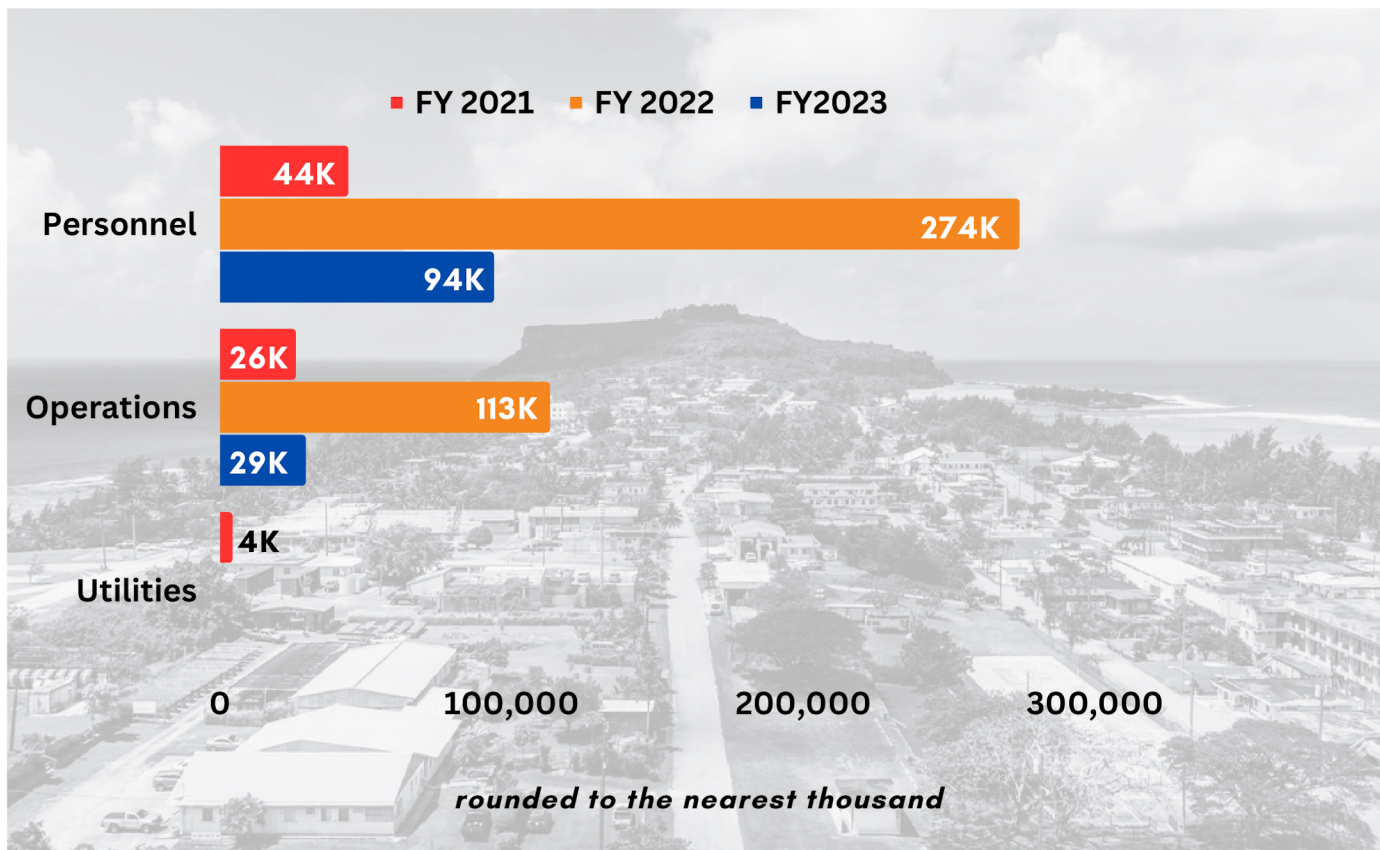
ACTIVE APPEAL CASES

One (1) case filed in FY 2019, one (1) case filed in FY 2021, and eleven (11) cases filed in FY 2023

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RESOLVED APPEALS

Three (3) affirmed, one (1) dismissed



FINANCIAL CHALLENGES

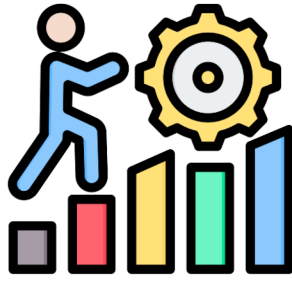
In contrast to previous fiscal years marked by challenges, including staff reductions and a suspension of services for the Administrative Hearing Officer due to super typhoon Yutu in 2019 and the COVID-19 pandemic in 2020-2021, the Commission's financials for FY 2021 reflected these events. Entering Fiscal Year 2022, relief funds from the American Rescue Plan Act (ARPA) significantly improved the Commission's financial status.

With these funds, the Commission had ambitious plans, including the continuation of administrative hearing officer services, procurement of legal counsel services, and ensuring timely resolution of grievances and appeals to maintain compliance with Public Law 17-80. Additionally, plans were in place to secure legal counsel services to align amended regulations with existing state and federal laws, safeguarding the well-being of civil servants and maintaining a fair and impartial civil service system.

Regrettably, a dramatic reduction in funding for Fiscal Year 2023 forced the Commission to halt administrative hearing officer services, impede the securing of legal counsel, and face challenges in amending existing regulations to protect the well-being of civil servants.

CHALLENGES

At the onset of the second quarter of fiscal year 2023, the Commission, along with various government agencies, faced a significant financial challenge, resulting in a substantial reduction in our budget. This decrease spawned numerous challenges, including:



- complete halt of Administrative Hearing Officer services.
- persistent difficulty in securing professional services for legal counsel.
- reduction of work hours, leading to a decrease in salary for civil servants.
- suspension of within-grade increases for civil servants.

In addition to our financial challenges, the Commission is grappling with the following issues:

- political interference affecting existing regulations and laws governing the Commission.
- lack of communication from lawmakers with the Commission.
- decrease of confidence among civil servants in the civil service system.

These challenges have significantly impacted the Commission's strategic plan.



OUTLOOK



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

- revisit and update strategic plan and ensure that the identified challenges are resolved or actively worked towards a solution;

- continue to amend Personnel Service System Rules and Regulations;
- secure 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;
- establish open communication channels with the administration to address the concerns of government employees;
- 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, and reduction-in force.

