

Citizen Centric FY23

Office of Personnel Management



HR & the Workforce

The Office of Personnel Management (OPM) serves as the main Human Resource hub for the central government. OPM serves as a support system to the government workforce providing guidance on personnel issues to include clarification on current regulations, policies, directive and laws.

OPM is constantly looking for innovative ideas that will help improve customer service and employee performance. OPM, with the support of the Civil Service Commission, will continue to ensure a safe, healthy and cohesive working environment for employees.

As HR professionals, we have the responsibility to explain the various benefits

and provide sound advise on workplace issues. Employee job expectations should be clearly communicated to ensure employees are aware of job duties and responsibilities, by doing so, this sets the tone to job expectations.

Improving Employee Engagement

One area of focus for OPM is to improve upon employee engagement. Engaging with employees more often can dramatically improve employee performance which will lead to lower turnover, stronger communication and improved productivity. As HR professionals, we need to be creative with finding ways to boost employee morale. Improved employee engagement can have a huge impact on the workforce!

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.

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.

The CNMI Workforce –FY23
Judicial, Legislative & Executive Branches

Number of employees per Municipality	Timian	Rota	Saipan	Northern Islands	Total
Civil Service Employees	109	186	1,255	0	1,550
Excepted Service Employment Contract Employees	9	11	577	0	597
Excepted Service Appointments	124	106	365	17	612
Appointed Officials	8	8	27	0	43
Elected Officials	5	5	25	1	36
Totals:	255	316	2,249	18	2,838



Values

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

OPM—An Overview

The Office of Personnel Management consist of five (5) sections, all with very distinct functions. They all work cohesively towards a common goal, which is to process personnel documents and implement employee benefits that are concurrent with regulations. The OPM Saipan office is considered the main HR hub with satellite offices on Rota and Tinian.

The Office of Personnel Management is guided by a seven-member board of Commissioners headed by



a chairman.

As employees are an integral component to the success of every department and agency, OPM’s focus is to ensure employees are afforded the proper benefits, provided a comprehensive outline of rules and regulations to ensure their duties and responsibilities are clearly communi-

cated and provided the necessary resources to perform their job.

Staffing for OPM consist of a Director who is supported by 4 Section Chiefs, 1 Alcohol & Drug Free Workplace Coordinator and 1 Office Manager. As an office, OPM has 21 active employees. Each Section consists of support staff that contribute to much of the success of Rota, Saipan and Tinian offices.

OPM’s Function

Section Function & Highlights

Administrative Services

- Responsible for preparing annual budget, and managing the office operations and maintaining accountability of office expenses
- Provides assistance and support to the Director on all office matters

Employee Development & Staffing

- Develops, implements comprehensive employee development programs and training
- Ensures proper assessment and rating of employment applications
- Accountable for all Examination Announcements
- Provides guidance and recommendations to department heads on proposed (new) training objectives that re-

quire OPM sanctions

Classification & Compensation

- Develops, implements and maintains a systematic classification and compensation system
- Recommends establishment of positions as it becomes necessary
- Provides guidance and recommendation to the various department heads on employee classification and compensation matters

Regulatory Compliance & Audits

- Provides guidance and performs desk audits and ensures departments & agencies are in compliance with regulations and laws (local & federal)
- Reviews and provides guidance to departments/agencies and the Director on all Notices of Proposed Ad-

verse/Disciplinary Actions

Employer Employee Relations Section

- Ensures proper implementation and processing of Request for Personnel Actions
- Maintains and secures all employee records for both active and inactive
- Ensures employee benefits are properly entered in the system
- Ensures the Alcohol and Drug Free Workplace policy is properly administered
- Provides a number of services to government employees to include verifications, employee certifications, service computations, leave advances, sick leave bank requests and Family Medical Leave Act (FMLA) eligibility

Office of Personnel Management

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Goals & Objectives continued

Improving upon the workforce benefits and work-life balance are critical goals. Continued dialogue with the Legislature is vital to address Premium - Hazardous Pay for all law enforcement personnel. The Commission has been successful in expanding Sick Leave Bank benefits and further ideas of expanding other benefits is currently being considered. Working towards improved work-life balance will strike improved workforce performance.



Performance Indicators & Data

The Office of Personnel Management continued to operate with the responsibilities of processing Request for Personnel Actions (RFPAs) for the Executive Branch, the Judiciary and the Legislative Branch as well as the Municipalities. The following table provides a glimpse of the volume of actions processed in FY23.

Type of Action	No. of Actions
Examination Announcements	117
New-Excepted Service Employment Contracts	310
Renewal-Excepted Service Employment Contracts	857
Provisional Appointment	25
Probationary Appointment	53
Limited Term Appointment	97
New- Excepted Service Appointment	402
Renewal-Excepted Service Appointment	626
Temporary Appointment	104
Conversion/Change of Status	33/164
Lateral Transfer	6
Resignations/Completions	399/911
Terminations –Deceased	10
Terminations w/Cause	21
Change of Account	1994
Salary Adjustment	267
Reallocation/Reclassification	37/7
Promotion	23
Total:	6,463

Trainings Conducted

Training Topic	Sessions	Participants
Timekeepers Certification	1	14
Preventing Sexual Harassment in the Workplace	7	121
EEO Basics	2	61
EEO for Supervisors	1	5
ADFW Policy & Procedures	4	64
ADFW for Supervisors	1	11
New Employee Orientation	1	54
Communication Strategies	3	46
Anti-Bullying & Harassment Prevention	1	14
Time Management	1	19
Family Medical Leave Act Updates	1	19
Stress Management & Self Care	2	31
Customer Service	1	12
Employer Support of the Guard & Reserves	2	34
Tyler-Munis Training-Recruitment	1	15
Professional Dev. DFEMS	1	47
Total:	28	567

Adverse Actions & EEO Claims FY23

Adverse Actions	No. Reviewed
Suspensions	9
Terminations W/Cause Misconduct Sexual Harassment Insubordination Ethics Violations	39
Pending Adverse Appeals	9
EEO Claims Filed	
New Disability	1
EEO Closed Cases	1

Drug Testing

FY2023 Testing	Pre-employment	Random	Mandatory
Negative	468	55	119
Positive	8	2	1
Total:	476	57	120

	Reasonable Suspicion	Follow-up
Negative	2	2
Positive	2	0
Total:	4	2

*For the positive results, the drug of choice is marijuana, methamphetamines & amphetamines (prescription drug)