

Citizen Centric FY25

Office of Personnel Management



HR & the Workforce

At the core of every successful organization are its employees, and the growth and well-being of these employees depend on the dedication of Human Resource (HR) professionals. In 2025, the CNMI government workforce adapted to the rapidly evolving work environment with HR professionals playing a crucial role in shaping, supporting, and sustaining a high performing, ethical, and inclusive public service.

The primary mission of HR is to attract, develop, support, and retain a diverse and talented workforce capable of delivering exceptional service to the community efficiently and effectively. HR goes beyond processes; its professionals foster a workplace where employees feel valued, motivated, and empowered to succeed. They ensure that the policies, rules, regulations, guidelines, standards, and procedures promote consistency, growth, fairness,

compliance, and innovation — driving greater accountability, transparency, and respect throughout the organization.

The Office of Personnel Management (OPM) is key to advancing the mission of the Commonwealth of the Northern Mariana Islands (CNMI) government by serving as the central HR office for all departments and agencies. In Fiscal Year 2025, OPM remained committed to providing comprehensive personnel management services to approximately 1,500 civil servants and 803 excepted servants across the CNMI government.

Moving forward, OPM will continue to offer expert guidance and support in implementing and enforcing personnel rules, regulations, policies, standards, directives, executive orders, and laws to uphold an effective and transparent public service.

CNMI Workforce

For whatever reasons, there is a slight increase in the number of employees working in the CNMI government from 2,742 to 2,815, for a net increase of 73 employees. The Executive and Judicial Branch, Saipan and Tinian Mayor & Council also experience a slight increase.

Workforce - FY2025

Branches / Mayors & Councils	Saipan	Rota	Tinian	Northern Islands	Total
Executive	1,908	186	135	0	2,229
Legislative	44	0	0	0	44
Judicial	125	4	1	0	130
Mayor & Council Saipan	105	0	0	0	105
Mayor & Council Rota	0	138	0	0	138
Mayor & Council Tinian	0	0	154	0	154
Mayor & Council No. Is.	0	0	0	15	15
Total:	2,182	328	290	15	2,815



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.

Values

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

OPM—An Overview

The Office of Personnel Management comprise four distinct sections, each specializing in key functions that collectively enforce the rules and regulations established by the Civil Service Commission (CSC). Their primary mission is to provide timely and effective assistance to all individuals seeking information or guidance regarding employee development training, staff, drug testing, Equal Employment Opportunity (EEO) matters, classification and compensation, employee-employer relations, and a broad spectrum of personnel management policies and procedures related to employment. OPM serves employees across Saipan, Rota and Tinian, with its main office located in Saipan.

OPM’s Function

HUMAN-RESOURCES



While organization success depends on resources such as equipment, materials and supplies, human resources remain the most vital asset. To this end, OPM is committed to supporting employees by keeping them well-informed of relevant policies and procedures and enhancing their job performance through targeted skills development and training programs. Equally, OPM staff must be thoroughly trained to deliver accurate, comprehensive personnel management information to employees, supervisors and the public efficiently.

Considering the employee population served, additional staffing is needed to ensure optimal service delivery. Currently, the Saipan OPM office operates with seventeen employees supporting over 2,700 civil and expected service personnel. Rota and Tinian offices are staff by two and one employee(s), respectively. This limited staffing poses challenges to fully meeting OPM’s mandated human resource responsibilities and highlights the need for increased personnel to maintain service quality and effectiveness.



Administrative Services

- Responsible for preparing annual budget, 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 conducts trainings;
- Reviews and recommends training sanction requests;
- Prepares examination announcements, eligibility list and certification letters;
- Evaluates and rates job applicants; and,
- Keeps and maintains records on employee development and staffing.

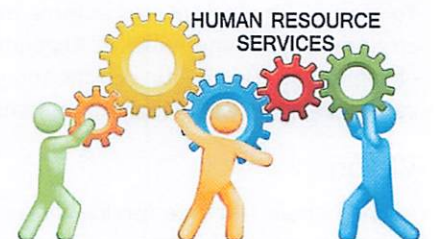
Classification & Compensation

- Develops, implements and maintains a systematic classification and compensation system;
- Recommends the establishment of new classified positions;
- Provides guidance and assistance to the departments and activity heads on employee classification and compensation matters;
- Review, clears and recommends disapproval of Request for Personnel Actions.
- Keeps and maintains records on classification & compensation.
- submitted by appointing authorities.

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 prepared, approved and entered in the Munis System;
- Administers the Alcohol and Drug Free Workplace policy; and,
- Prepares service computations, employment verifications & certifications, computations for leave advances, sick leave bank requests and Family Medical Leave Act (FMLA) eligibility.



Financial Outlook



The CNMI Austerity Measure continues to have a negative impact on the budgets of the government departments and agencies. Our budget for this fiscal year is slightly lower than last year.

If I were to rate our budget for this fiscal year, I would give it "2", which corresponds to "poor". OPM will continue to operate with minimal funding, requiring us to request office

supplies, including printer inks, from other government departments and agencies. With no allocated funds for our operations, we will have to rely on ongoing assistance.

Our satellite offices in Rota and Tinian face the same budgetary challenges. Regarding salaries, we hope to avoid any further reduction in work hours or worst yet furloughs, as we move through fiscal year 2026.

	FY2025 Revised	FY2026
Saipan	\$770,566	\$674,245
Rota	\$65,774	\$57,552
Tinian	\$40,790	\$35,691

FY 25 Accomplishments

- Continued to assist departments and agencies on their EERP computer system as requested. Prompt technical assistant was made possible with the expertise of our HCM Specialist;
- Continued to provide a variety of employee development and policy related training to CNMI government employees. A variety topics and a lot more training presentations were conducted this fiscal year;
- OPM trainers and CSC staff were able to conduct training in Rota and Tinian. This was made possible with CSC lapse funds;
- Developed a written procedure to guide government department & agency heads when requesting Training & Education Leave with Pay for On or Off-island or Higher Education Leave for On-island;
- Forwarded all the hard copies and information relating to the CNMI Superior Court EEO case. OPM no

- longer possessed any information or documents pertaining to the case;
- Successfully planned, organized and executed the 2025 Public Service Recognition Week Celebration for CNMI government employees;
- Successfully worked with the Incentive Awards Committee to select the overall winner, one (1) each for Saipan, Rota & Tinian to receive monetary awards and plaques for the "Overall Department/Agency Employee of the Year".
- Participated in the recognition of outstanding employees during the 2025 Labor Day Celebration;
- Worked with the Rota Mayor's Office to secure the space used by OPM staff for another year at the Rota High School building, Song-song Village, as concurred by the DLNR Resident Head;
- Continued to work with the CSC PSSR&R Task Force to amend parts and sections of the PSSR&R. Sec-

- tion 600 is completed, published for public comments and will soon be ready for implementations;
- Began enforcing the CNMI Salary Cap/Ceiling by reviewing overtime request payments to ensure compliance of the salary cap/ceiling pursuant to P.L. 21-09;
- Developed a Regular Work Hour Schedule Guide for the high ranking firefighters at DFEMS to be consistent with A.G.s opinion as per P.L. 21-09;
- Monitored the accumulation of overtime work hours performed by exempt status employees to ensure compliance with P.L. 21-09;
- Continued to work with OIT personnel at DOF to update and improve our newly established OPM website;
- Continued to work with the Saipan Northern Islands Delegation (SNILD) to help fund our employee development training program. Representative John P. Sablan, Chairman SNLID, promised to assist us.

Goals & Objectives

- Continue to be accurate and consistent when interpreting and providing information and assistance to inquiries on parts and sections of the PSSR&R;
- Develop training materials and begin conducting the Basic Supervisory Management and Performance Evaluation training to CNMI government supervisors;
- Complete the updating of our Time-

- keepers handbook based on the newly amended parts and sections on employee leave benefits;
- Continue to work with Representative John P. Sablan, Chairman, SNILD, to secure funding as promised for our Employee Development Training Program;
- Continue to find ways to upgrade and motivate OPM staff trainers to be more effective and proficient in conducting their training;

- Continue work with OPM section chiefs and the CSC staff in amending parts and sections of the PSSR&R;
- Continue to provide written comments and orally testify in the legislature on proposed house and senate bills on employment;
- Continue to update to complete employee retention standing based on their performance and service credits pursuant to the our RIF procedures.

Performance Indicators & Data

The Office of Personnel Management processed a large number of Request for Personnel Actions (RFPA) for the Executive Branch, the Judiciary and the Legislative Branch as well as the Municipalities. The following tables provide a glimpse of the volume of actions processed in FY25.

Type of Action	No.
Examination Announcements	155
NEW HIRES	
Civil Service—Re-employment	
Excepted Service Appointment	113
Excepted Service Employment Contract	142
Gubernatorial Appointment	10
Limited Term Appointment	52
Probationary Appointment	99
Provisional Appointment	27
Temporary Appointment	402
RENEWALS	
Renewal—Excepted Service Appointment	235
Renewal—Excepted Service Contract	549
Renewal—Limited Term Appointment	54
Renewal—Title V (SCSEP)	29
Extensions	229
Authorization to Continue	1,013
SEPARATIONS	
Completion/Separations	257
Resignation	284
Retirement	232
Termination—Deceased	8
Termination Without Cause	4
SALARY/AWARDS	
Merit Award	43
Promotion / Temporary Promotion	23 / 6
Reallocation/Reclassification	75
Reinstatement	8
Salary Adjustment	45
Salary/Pension	3
Within Grade Increase	232

Type of Actions	No.
OTHER	
Acting Assignment	2
Assumption of Office	2
Amendment	131
Cancellation	71
Change of Account	338
Change of Name	19
Change of Position Title	2
Conversions/Change of Status	94
Corrections	351
Transfer	16

Disciplinary/Adverse Actions	No.
Suspensions (5 Days +)	30
Immediate Suspension	0
Termination With Cause	13
Resignation in-lieu-of Termination	0
Demotion	0
Pending Adverse	0
Cancelled Adverse	0
Others (Non Adverse)	0

Type of Tests	Negative	Positive
Pre-employment	389	17
Random	36	6
Mandatory(PL18-47)	232	5
Reasonable Suspicion	4	2
Follow-up / RTD	14	0
Post Accident	0	1

The Office of Personnel Management coordinated and conducted a total of 48 different training / presentations to 882 employees. Due to budgetary constraint, OPM only extended a few training to the islands of Rota and Tinian. If funding permits, scheduled training will be extended to every employee, to include Rota and Tinian.

Training Topics	No. Conducted	# of Participants
ADFW for Supervisors	1	10
ADFW—Policies & Procedures	4	61
Adverse Actions / Grievances/Appeals	1	11
Anti-Bullying (Harassment Prevention)	5	94
Basic Employee On-Boarding	4	45
Basic Workplace Safety	1	13
Communication Strategies	1	16
Effective Communication for Supervisors	1	10
Effective Interviewing Skills	1	12
Guidelines - Processing & Routing RFPAs	3	56
Healthy Rel. & Effective Communications	3	37
Mental Health First Aid	1	18
New Employee Orientation	1	82
Professional Development	1	57
Self Care	2	33
Sexual Harassment Prevention	6	111
Sexual Harassment Prevention—Supervisor	1	18
Stress Management	1	18
Telephone Etiquette	2	16
Time Management	1	19
Workplace Diversity	5	102
Workplace Professionalism	2	43
TOTAL	48	882



Office of Personnel Management

opm.cnmi.gov

Middle Road, Gualo Rai
 Commonwealth of the Northern Mariana Islands
 Telephone: (670)234-6925/6958, Saipan
 (670) 433-9502, Tinian
 (670)532-9481, Rota