



# 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.



## COMMISSIONERS



Raymond Muña  
Chairperson



J. Patrick Fitial  
Vice-Chairperson



Victoria Bellas  
Secretary



Elvira Mesngon  
Fiscal & Budget  
Officer



Michele Joab  
Member



Jake Maratita  
Member



Richard Farrell  
Member



Joseph Pangelinan  
Director of Personnel



Teresa Borja  
Executive Assistant



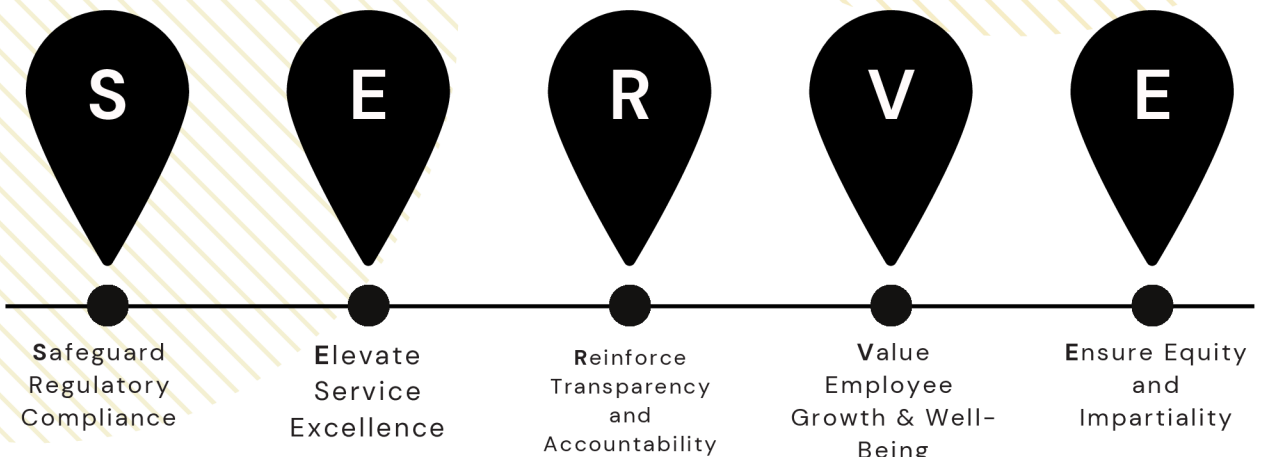
Kadianne Mangarero  
Executive Secretary

# 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.

## STAFF

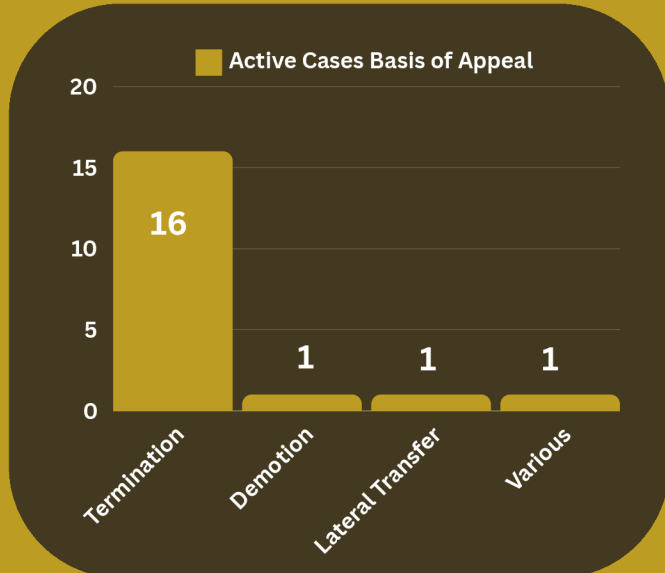
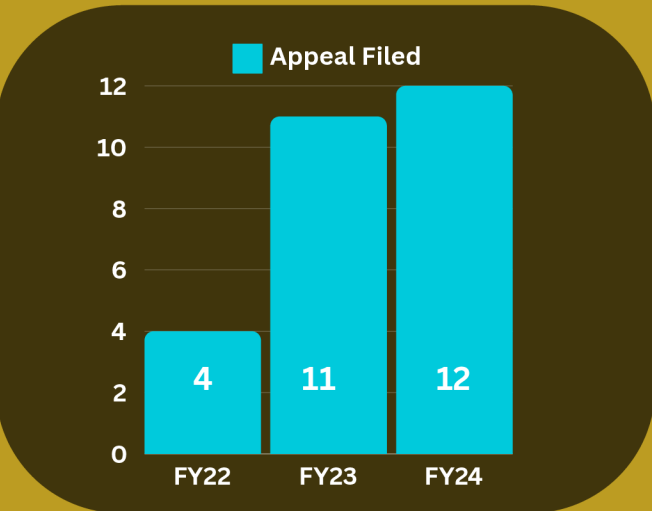
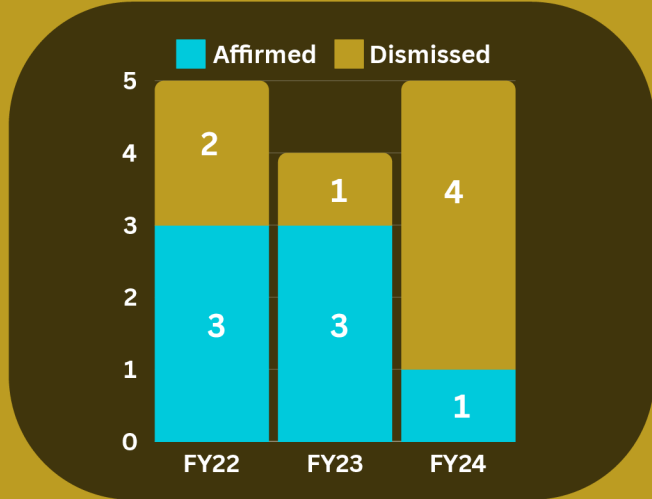
# Strategic PLAN



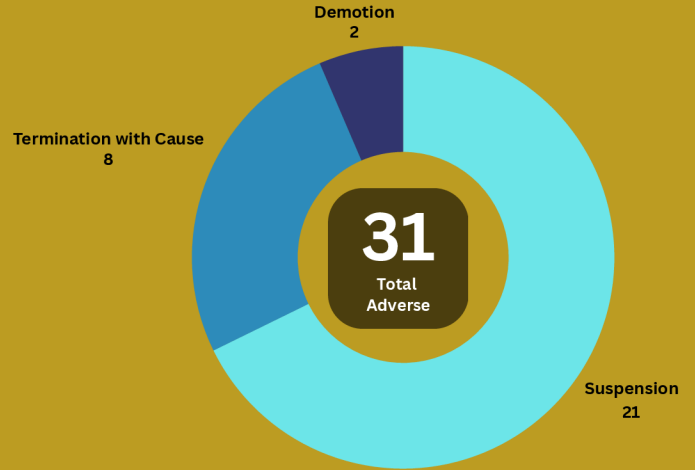
## Overview APPEALS

**19**  
Active Appeal Cases

**5**  
Closed Cases



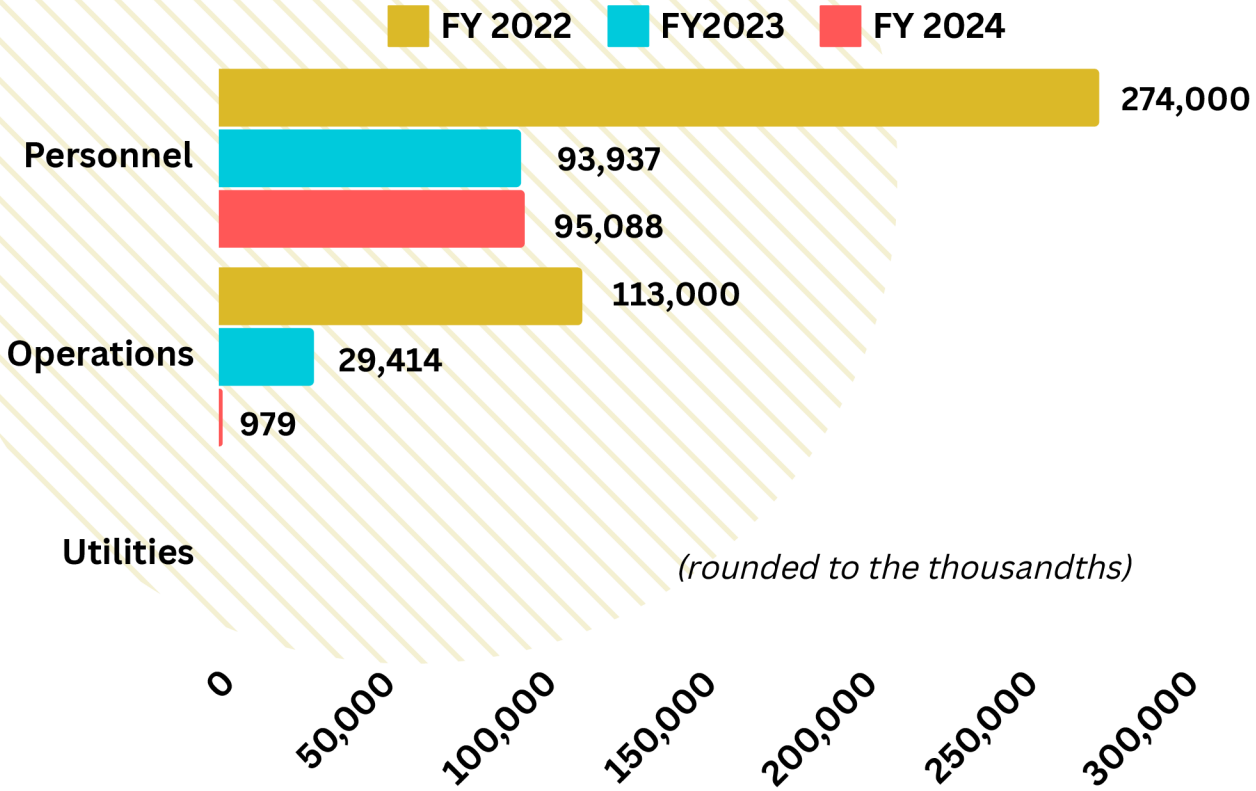
## Overview ADVERSE ACTIONS



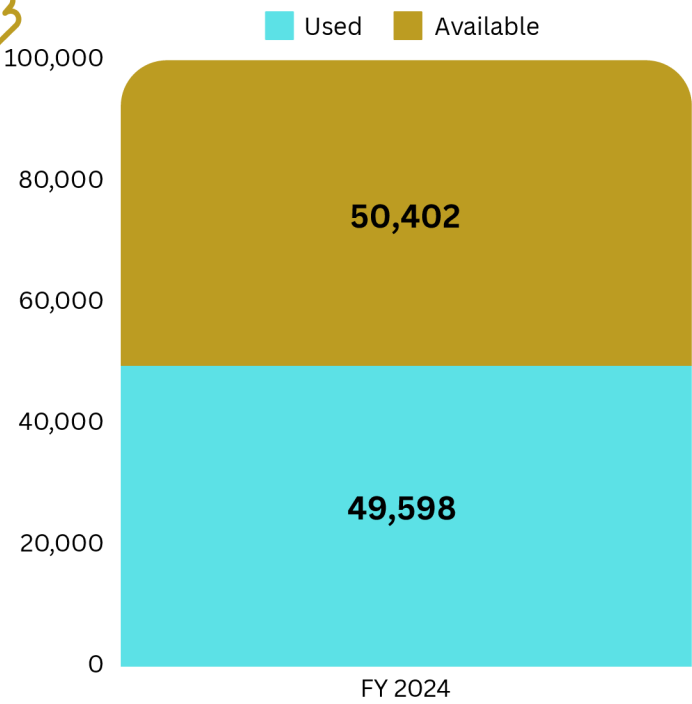
## Key ADOPTIONS

1. FY23 Civil Service Commission Citizen Centric Report (10/31/23)
  2. FY23 Office of Personnel Management Citizen Centric Report (10/31/23)
  3. Revised CSC Organizational Chart (1/30/24)
  4. FY25 CSC Proposed Budget (2/15/24)
  5. FY25 OPM Proposed Budget (2/22/24)
  6. FY 2024 Election of Officers (3/14/24)
  7. FY 2024 - 2027 Strategic Plan (5/30/24)
  8. Selection of Administrative Hearing Officer (5/30/24)
  9. Appointment of Director of Personnel (6/25/24)
  10. Revised By-Laws (9/12/24)
- Classifications:
- o Amendments:
    - Eligibility Worker Class (2/15/24)
  - o New Classification Specification
    - Park Ranger (5/30/24)
    - Data Scientist (5/30/24)
  - o Removal:
    - Social Workers series (5/30/24)

## General Funds



## ARPA Funds



The general expenditure funds were primarily used for personnel salaries and benefits, with insufficient allocation for operational expenses. The Commission received \$100K in ARPA funds to secure services for an Administrative Hearing Officer (AHO) and Legal Counsel on April 2024. Delays in hiring the AHO led to a surplus, which was used to cover previous outstanding ARPA expenses. Despite efforts through an RFP and outreach, attempts to hire legal counsel were unsuccessful due to conflicts of interest.

The ARPA funds, expiring on December 30, 2024, will be used to continue AHO services and cover operational costs like communications and office rent, since general funds are insufficient. All obligations will be met by the fund expiration date.

## Challenges



The Commission has faced a number of ongoing challenges throughout this fiscal year, operating under severe financial constraints. The limited funding available has only been sufficient to cover personnel salaries and fringe benefits, leading to several key issues:

- Reduced personnel expenses by cutting work hours to 70 hours bi-weekly
- Suspension of within-grade increases
- No funds available for operational expenses
- Halted the services of the Administrative Hearing Officer, causing delays in processing appeal cases

Throughout this period, the Commission has **consistently lobbied** the government for additional funding to support the roles of an Administrative Hearing Officer, Legal Counsel, and to cover operational costs.

**Due to the funding shortfall** from the previous fiscal year, these challenges persisted into the **current fiscal year, continuing to affect the Commission's ability to operate effectively.** It wasn't until late April of this year that some funding was finally secured.

With the funds received, the Commission was able to:

- Resume Administrative Hearing Officer services in June
- Request for Proposal - Legal Counsel services
- Settle operational obligations carried over from the previous fiscal year
- Ensure that utilities and communication services were paid up to date
- Complete long-overdue repairs and maintenance in the office

Despite advertising for Legal Counsel services, the Commission continues to face difficulties in filling this position due to conflicts of interest. Many potential candidates are currently representing appellants with ongoing appeal cases before the Commission.

## Outlook



The outlook for the Commission in FY 2025 is concerning, with a significant reduction in its budget. The Commission will be limited to personnel funds for just two full-time employees and no funding for essential operations. This drastic shortfall will severely undermine the Commission's ability to function effectively. Here are the significant impacts of this:



Halted the services of the Administrative Hearing Officer, causing **delays in processing appeal cases and creating a significant backlog**



Commission's capacity to serve the public and uphold its strategic goals will be greatly **compromised and crippling the overall execution of its mission.**



No funding for essential office operations, including rental space, communications, and supplies, which could **bring office functions to a complete standstill.**



Suspended within-grade-increases and reduced salary will **weaken employee morale, retention, and overall productivity.**

