

**TITLE 1: GOVERNMENT**  
**DIVISION 2: EXECUTIVE BRANCH**

**§ 28052.Division of Administration: Duties and Responsibilities.**

The Division of Administration shall have the following duties and responsibilities:

(a) To process and manage human resources for all appointed, exempted service contract, limited-term, provisional, probationary, and permanent civil service employees and only for those that meets all current professional qualifications for firefighters and emergency medical technicians based on national standards;

(b) To process and manage human resources for all administrative civil service employees;

(c) Except for the Commissioner, Resident Deputy Commissioners, and Deputy Commissioners; process payroll for all sworn civil service firefighters within the Department of Fire and EMS, regardless of rank or assignment, based on FLSA work periods and tours of duty at the regular hourly rate of one hundred and six hours per pay period and shall be compensated at one and one-half times the regular rate for hours worked in excess of 106 hours per pay period. The Civil Service Commission and the Office of Personnel Management (OPM) shall adjust the pay schedule for firefighters to a salary schedule based on a standard pay period of 106 hours;

(d) To ensure FLSA compliance, [29 U.S.C. § 207\(k\)](#) and [29 CFR Part 553: Application of the Fair Labor Standards Act to Employees of State and Local Government](#); for government employees in fire protection and EMS using a minimum of a 53-hour work week and a work period of not less than 7 consecutive but not more than 28 days for all sworn firefighters;

(e) To ensure application of annual leave, sick leave, leave without pay, or absent without leave and any other leaves as deemed applicable by local or federal laws are consistent with the 53-hour work week and 106 hours per pay period are applied against their actual duty or work schedule;

(f) To process payroll based on FLSA rules for all appointed, exempted service contract, administrative employees; and

(g) To provide administrative support to the Commissioner and all of the divisions herein.

**Source:** PL 18-73 § 3(602) (Jan. 25, 2015), modified.

**Commission Comment:** The Commission struck the figures “106” and “1.5” from subsection (c) pursuant to [1 CMC § 3806\(e\)](#). The Commission corrected the citation to [29 U.S.C. § 207\(k\)](#) in subsection (d) pursuant to [1 CMC § 3806\(g\)](#).