



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

TO: Agency Heads, Chancellors, Human Resources Directors, and Other Interested Parties

**FROM: Denise H. Mazza, Administrator
State Human Resources Commission**

DATE: May 5, 2021

**RE: Approved Personnel Actions for the April 1, 2021
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission for the April 1, 2021 State Human Resources Commission meeting.

The State Human Resources Commission met on April 1, 2021 via Webex due to the State of Emergency declared for the COVID-19 Pandemic. The Commission was provided the following information, and considered and approved the following personnel actions pursuant to N.C.G.S. § 126-4. Members of the Commission participating in this decision were: Acting Chair Phillip Strach and Commissioners Ross Beamon, Doug Boyette, Courtney Cooper-Lewter, John Eller, Emily Jones, Martin Falls, and April Page.

For informational purposes, Deputy Director Twanetta Lytle Alston presented the exceptions Director Gibson had granted during the State of Emergency under 25 NCAC 01A .0104 since the February 4, 2021 SHRC meeting.

Additionally, for informational purposes, Division Director Nancy Astrike presented the 2020 Draft Settlement Report.

The Commission approved the following actions:

1. Minutes for February 4, 2021
(Commission Action: Recommend Approval of Minutes for February 4, 2021)
2. Deputy Director/Recruitment: Promotional Priority Policy
Clarify that higher evaluated state employees defeat lower evaluated state employees' promotional priority claims and only the highest evaluated state employee can assert a promotional priority claim.

Relevant Statutes: G.S. 126-1.1; 126-4(6); 126-7.1

Relevant Rules: 25 NCAC 01H .0801 & .0802

Summary of Change Proposed:

Add clarifying paragraph at “Nature of Priority” paragraph to clarify application.

(Commission Action: Recommend Approval of Promotional Priority Policy as Revised)

3. Total Rewards/Salary Administration: Holidays Policy

Update Holidays Policy to exclude “Holiday Premium Pay” description in the body of the section and add “For questions regarding Holiday Premium Pay refer to the Holiday Premium Pay Policy link below:” With a link to the policy included. There is a separate Holiday Premium Pay policy to address holiday pay. This information is duplicative, and its deletion will alleviate confusion to other part-time employees (less than halftime) and removing the trainee appointment.

Relevant Statutes: G.S. 126-4(2) Relevant Rules: 25 NCAC 01D .1300

Summary of Change Proposed:

Include notes in text and replace duplicative language with link to language in text of Holiday Premium Pay Policy.

(Commission Action: Recommend Approval of Holidays Policy as Revised)

4. Total Rewards/Salary Administration: Holiday Premium Pay Policy

Update Holiday Premium Pay to make formatting consistent with the policy projects.

Relevant Statutes: G.S. 126-4(2) Relevant Rules: 25 NCAC 01D .1300

Summary of Change Proposed:

Update Holiday Premium Pay, to add “Policy” to the header. Delete the “Advisory Note” notations in the “Policy” and “Holiday Compensatory Time” sections and add them to the paragraph bodies of their respective sections. Update “Revised Date” to April 1, 2021.

(Commission Action: Recommend Approval of Holiday Premium Pay Policy as revised)

5. Diversity and Workforce Services: Local Government

Cleveland County: Petition for Substantial Equivalency

Per NCGS 126-11 (b), Cleveland County is requesting substantial equivalency in one program area:

Classification and Compensation. See attached guiding documents/statute/codes

Relevant Statutes: G.S. 126-11 Relevant Rules: 25 NCAC 01I .2400

(Commission Action: Recommend Approval of Substantial Equivalency Status for Cleveland County in 1 Program Area: Classification and Compensation)

6. Classification and Compensation

Submission of Classification Specifications for the Statewide Compensation Plan:

8 New and 4 Revised submitted for April 1, 2021 meeting:

8 New Class Specs:

- Special Ops Telecommunicator
- Special Ops Telecommunicator Supervisor
- Internal Auditor I
- Internal Auditor II
- Internal Auditor III
- Internal Audit Supervisor
- Internal Audit Manager
- Internal Audit Director

4 Revised Class Specs:

- Deputy Secretary of the Office of Archives and History
- Correctional Training Specialist
- Staff Development Specialist I
- Staff Development Specialist II

(Commission Action: Recommend Approval of the 8 New and 4 Revised Classification Specifications for the New Classification and Compensation System)

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at:

<https://ncconnect.sharepoint.com/sites/SHRC/HR%20Directors/Forms/AllItems.aspx?viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHR%20Directors%2F04%201%202021%20SHRC%20Meeting>