



**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: June 7, 2024**

**RE: Approved Personnel Actions for the May 30, 2024  
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on June 6, 2024 by the Governor's Office and by the State Human Resources Commission at the May 30, 2024 special meeting. These statements are summaries only; see the documentation for full details.

**B. Total Rewards/Salary Administration: Report on Sign-On and Retention Bonus Policy;  
Proposed Removal of Word "Pilot" in Sign-On and Retention Bonus Policy**

The Sign-On and Retention Bonus Policy provides a process under which agencies may develop programs to provide bonuses to recruit or retain employees in hard-to-fill occupations.

The word "pilot" was removed from the text of this policy after OSHR's presentation of a report of its implementation showing its importance as a tool for state agencies in recruitment and retention.

**C. Total Rewards/Leave: 25 NCAC 01E .1901-.1910 Adoption of Paid Parental Leave Rules**

These proposed rules were approved to be submitted to the Rule Review Commission as permanent rules after being approved to begin the permanent rulemaking process by the Commission at the February 15, 2024 meeting (following initial presentation at the January 18, 2024 meeting) and receiving no public comments at the scheduled hearing or to their publication in the North Carolina Register.

D. Business Operations/Temporary Solutions: 25 NCAC 01C .0405 Adoption of Modifications to Temporary Appointment Rule

These proposed rule revisions were approved to be submitted to the Rules Review Commission as a permanent rule after being approved to begin the permanent rulemaking process by the Commission at the November 30, 2023 meeting and receiving no public comments at the scheduled hearing or to their publication in the North Carolina Register.

E. Total Rewards/Classification and Compensation: 17 Revised Classification Specifications

Revisions to 17 existing class specifications for the Statewide Compensation Plan, either as a result of our strategic goal to continuously evaluate current specs in an effort to modernize and update existing specs or on behalf of requests submitted by agencies, were approved. They include the following:

- On behalf of the Department of Adult Correction, OSHR is recommending revisions to nine agency specific classifications in the Corrections Job Family.
  - Chief Probation and Parole Officer
  - Probation/Parole Field Specialist
  - Probation/Parole Officer
  - Correction Enterprise Director I
  - Correction Enterprise Director II
  - Correction Enterprise Director III
  - Correction Enterprise Manager I
  - Correction Enterprise Manager II
  - Correction Enterprise Manager III
  - Correction Enterprise Supervisor I
  - Correction Enterprise Supervisor II
  - Correction Enterprise Supervisor III
- On behalf of the Office of State Controller, OSHR is recommending revisions to four agency specific classifications in the Information Technology Job Family.
  - State HRIS Manager
  - State HRIS Supervisor
  - State HRIS Analyst I
  - State HRIS Analyst II
- On behalf of the Department of Environmental Quality, Division of Marine Fisheries, OSHR is recommending revisions to one agency specific classification in the Law Enforcement and Public Safety Job Family.
  - Marine Fisheries Law Enforcement Supervisor

