



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: January 10, 2023

**RE: Approved Personnel Actions for the December 8, 2022 and January 5, 2023
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on January 6, 2023 by the Governor's Office and by the State Human Resources Commission at the December 8, 2022 and January 5, 2023 State Human Resources Commission meetings. These statements are summaries only; see the new policies for full details.

C-E. Talent Acquisition: Approve Critical Designation for these Classifications at the Department of Public Safety and Department of Adult Corrections, Enabling Continuous Postings:

- C. Request for Continuous Posting – DPS/DAC - Health Care Technician I
- D. Request for Continuous Posting – DPS/DAC - Health Care Technician II
- E. Request for Continuous Posting – DPS/DAC - Special Operations Telecommunicator

F. Talent Acquisition: Recruitment and Posting of Vacancies Policy

- Added language acknowledging that agencies may utilize recruiting firms in certain circumstances, consistent with legal opinions on N.C.G.S. § 126-18 issued by the North Carolina Attorney General.
- Updated the section discussing the duplicate job listings on the Department of Commerce / Division of Employment Security website.
- Made other technical updates to reflect programs that have changed since the last update in 2014.

- G. Talent Acquisition: Applicant Reference Checks Policy
Effective February 15, 2023
- Updated policy to ensure it does not create barriers to entry for public-sector employees, and based on agency feedback, assist in reducing the time to hire by streamlining the employment verification and reference checks process.
- H. Total Rewards/Salary Administration: Employee Referral Bonus Pilot Program Policy
Effective February 15, 2023
- This new policy provides a referral bonus to employees in certain classifications that OSHR — at the request of the agency — deems critical, in high demand and hard to fill, and suitable for a referral bonus program.
- I. Total Rewards/Classification and Compensation: Submission of Classification Specifications
3 new and 8 revised classification specifications
- Creation of 3 new classifications for use by the State Utilities Commission and Public Staff:
- Finance and Business Management job family, (new classes to create):
- Public Utilities Regulatory Analyst I
 - Public Utilities Regulatory Analyst II
 - Public Utilities Regulatory Analyst Supervisor
- Revisions to 8 classification specifications:
- Agricultural, Environmental, & Scientific job family (revisions):
- Conservation Biologist I
 - Conservation Biologist II
 - Conservation Biologist Supervisor
 - Conservation Biologist Manager
 - Environmental Specialist I
 - Geologist/Hydrogeologist
- Information Technology job family (revisions):
- IT Security & Compliance Specialist I
 - IT Security & Compliance Specialist II
- J. Total Rewards/Classification and Compensation: Compensation and Benefit Report Overview
Presentation of the framework for the next Compensation and Benefits Report
(Note: Since 2023 is an odd-numbered year, the report will be due no later than two weeks after the convening of the legislature, which will be before the next meeting of the Human Resources Commission.)

- K. Total Rewards/Salary Administration: Sign-On and Retention Bonus Policy
Effective February 15, 2023
- Allow agencies the authority to provide retention bonuses to a critical classification without a parallel sign-on bonus.
 - Allow agencies to provide more than one sign-on or retention bonus within a 24-month period, so long as the total of all bonuses within the 24-month period is \$2,500 or less.
- L. Total Rewards/Salary Administration: Pay Administration Policy
Effective February 15, 2023
- Allow agencies to set trainee progressions that pay trainees up to the top of the first quartile.
 - Clarify how trainee progressions work, so that agencies can use this recruiting tool more easily.
- M. Total Rewards/Salary Administration: Appointment Types and Career Status Policy
- Add text in this policy to clarify how trainee progressions work and make clear that trainee status is not a type of appointment. With these changes, the tool of trainee recruitment will be more easily accessible for agencies.
- N. Diversity and Workforce Services: Separation Policy
- Add to the portion of the Separation Policy on resignations several best practices and the concept — found in precedent concerning North Carolina state government resignations — of delivering the resignation to the appointing authority.
 - In addition, revise the policy to reflect statutory updates and make needed clarifications.
- O. 25 NCAC 01C .1007 Separation (Administrative Code rule – to be resubmitted for public comment)
- Subdivision (a)(3) of the Rule allows separation in a situation where, following a work-related injury, an employee is unable to return to all of a position's essential duties due to a medical condition or the vagueness of a medical prognosis. The current Rule specifically mentions separation in this situation when an employee is on workers' compensation leave of absence. The revised Rule would specify that separation in this situation also applies when an employee is working with temporary or permanent work restrictions due to a work-related injury. This change has been approved by the Commission at previous meetings. However, it was discovered that inadvertently, the wrong version of the rule was issued for public comment. The version published in the North Carolina Register included a phrase that was not intended to be included and was not part of the text provided to the Commission for approval. The rule is now being submitted again to the Commission, using the language that was intended. This version

also includes changes suggested by Rules Review Commission staff. The Rules Review Commission staff comments make technical changes and correct the rule to precisely match statutory language in N.C.G.S. § 126-34.02.

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?id=%2Fsites%2FSHRC%2FHR%20Directors%2F12%2008%202022%20SHRC%20Meeting&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219>