



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: October 3, 2023**

**RE: Approved Personnel Actions for the September 21, 2023 Special Meeting of the State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on September 29, 2023, by the Governor's Office and by the State Human Resources Commission at the September 21, 2023 N.C.G.S. § 126-2(h) Special Meeting for Classification Specifications to be revised to align with Executive Order 278 entitled "Recognizing the Value of Experience in State Government Hiring." These statements are summaries only; see the documentation for full details.

**B. Total Rewards/Classification and Compensation: Aligning 25 Classification Specifications with Executive Order 278 entitled "Recognizing the Value of Experience in State Government Hiring."**

Executive Order 278 directed OSHR to identify job classifications for which applicable knowledge and skills gained from prior jobs and experiences may qualify candidates for positions across State government. This will help to address ongoing challenges in recruitment and retention of skilled workers.

Based on a review of all 1400+ existing class specifications, the OSHR Classification and Compensation Team recommended revisions to 25 class specifications to add an "equivalent combination of education and experience" statement to align with Executive Order 278. The impacted jobs expand across the following job families: Agricultural; Environmental and Scientific; Engineering; Financial and Business Management; Human Services; Law Enforcement and Public Safety; Natural, Historic and Cultural Resources; Operations and Trades; and Safety and Inspections (list of each is below). The OSHR Classification and Compensation Team also recommended minor revisions to the class concepts and/or knowledge, skills, and abilities sections for these 25 class specifications.

These changes will help to improve clarity in the class concepts and will provide consistent knowledge, skills, and abilities levels.

They are as follows:

Agriculture/Environmental/ Scientific Job Family

- Assistant State Forester
- Forester I
- Forester II
- Forester III
- Forestry Supervisor I
- Forestry Supervisor II
- Forestry Supervisor III
- Geologist/Hydrogeologist

Engineering Job Family

- Engineering Director I
- Engineering Director II
- Engineering Director III
- Engineering Director IV
- Engineering Manger I
- Engineering Manger II

Financial and Business Job Family

- Budget Analyst I
- Internal Auditor I

Human Services Job Family

- Human Services Provider Prog Coord. II

Law Enforcement and Public Safety Job Family

- SOS Law Enforcement Agent

Natural, Historic and Cultural Resources

- Archaeological Technician
- Archaeologist I
- Archaeologist II

Operations and Trades Job Family

- Grounds Worker I
- Labor Crew Leader

Safety and Inspection Job Family

- OSHA Consultant - Health
- OSHA Consultant - Safety

C. Total Rewards/Classification and Compensation: 8 Revised Classification Specifications

OSHR recommended changes to reduce the minimum number of years of experience for two classifications listed below to assist with recruitment challenges and to better align with the trainee progression section of the Pay Administration policy.

Human Resources Job Family.

- Rehabilitation Counselor

Safety Inspection Job Family

- Elevator Inspector classifications

OSHR also recommended, on behalf of the Wildlife Resources Commission, revisions to six agency specific classifications. Five of the jobs are currently in the Education and Training Job Family. The recommended changes are substantive and include changes to the class title and expansion of the education requirements to include other related degrees, as the changes in responsibilities more closely align with the Program Management Job Family based on the nature of the work. The sixth job is the Wildlife Forestry Specialist in the Agricultural, Environmental, and Scientific Job Family, which included recommended minor edits to the specifications, including revisions to the education and experience to facilitate recruitment.

They are as follows:

Agricultural/Environmental/Scientific Job Family

- Wildlife Forestry Specialist to Wildlife Conservation Forestry Specialist

Education and Training Job Family to Program Management Job Family

- Wildlife Conservation Education Administrator to Conservation Program Administrator
- Wildlife Conservation Education Assistant Administrator to Conservation Program Assistant Administrator
- Wildlife Conservation Educator I to Conservation Program Coordinator I
- Wildlife Conservation Educator II to Conservation Program Coordinator II
- Wildlife Conservation Educator III to Conservation Program Coordinator III

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at: [State Human Resource Commission - 2023 09 21 SHRC Meeting - All Documents \(sharepoint.com\)](#)