



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

To: Directors of Social Services, Public Health

From: Dominick D'Erasmus, M.A.
Local Government Program Manager

Date: April 10, 2018

Re: **New Process** for Local Government **Classification** Actions

To streamline and modernize the Local Government **Classification** process, we have created an electronic process for the submission, review and approval of all classification requests. This new process is occurring in Smartsheet, which is an online project management software. Smartsheet provides a powerful automated platform that will increase our ability to manage, report, review and determine classification actions with increased efficiency and accountability.

We have recently completed a pilot implementation of this new process, and are now ready to make this solution available to all local government employers. Beginning today, April 10, 2018, you may submit all **classification** requests (for both new positions and reclassifications) using the new "**Smartsheet PD 118**" link located via our local government webpage, under the "forms" section found here:

<https://oshr.nc.gov/state-employee-resources/local-government-support>.

We believe this process is self-explanatory as you will fill in the information and attach the required documentation as you normally would.

Please share this link with appropriate staff as this is now the only way to submit position classification actions to OSHR. Once submitted, the PD118 will be sent electronically to your assigned HR Consultant. If you have previously submitted a classification request to our office and have not received a decision, please re-submit the request along with all supporting documentation to the link above.

Please contact the HR Consultant assigned to your agency if you have any questions regarding this new classification process. We are happy to answer any questions and look forward to working with you on this new process.

Cc: Local Directors of Social Services
Local Directors of Public Health