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

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

DATE: December 7, 2021

RE: Approved Personnel Actions for the December 2, 2021 State Human Resources Commission Meeting

Please see below the following personnel actions that were approved today by the Governor’s Office and the State Human Resources Commission at the December 2, 2021 State Human Resources Commission meeting.

1. Minutes for October 7, 2021
   (Commission Action: Recommend Approval of Minutes for October 7, 2021)

2. 2022 Proposed Calendar of SHRC Commission Meetings
   February 10, 2022
   April 14, 2022
   July 14, 2022
   October 13, 2022
   December 8, 2022
   (Commission Action: Recommend Approval of 2022 Calendar of SHRC Commission Meetings)

   Pursuant to N.C.G.S. § 126-9(b), local agencies must submit a salary plan package to the SHRC each year. The salary plan package consists of two major components:
   1) A spreadsheet of classification titles and salary grades; and
   2) A reporting form.
   (Commission Action: Motion to Recommend Approval of Local Government Salary Plans)
4. Safety, Health & Workers’ Compensation: 25 NCAC 01C .1007 Separation Rule

   The rule as currently written describes in detail when an employee may be separated when unable to perform their position’s essential duties listed in the job description or designated work schedule and the employee and agency are unable to reach agreement on a return to work arrangement that meets the needs of the agency and employee’s condition.

   **Summary of Changes Proposed:** Amended section (a)(3) language clarifies that an employee may be separated pursuant to this rule when the employee is working with temporary or permanent work restrictions due to a work-related injury and the employee has reached maximum medical improvement and the agency is unable to accommodate the employee’s permanent work restrictions related to such injury or it has been 12 months since the date of the employee’s work-related injury.

   (Commission Action: Motion to Recommend Approval to begin the Rulemaking Process for 25 NCAC 01C .1007 (Separation))

5. Legal, Commission, & Policy: Limitation of Political Activity Policy (updated to reflect changes in the Federal Hatch Act)

   **Relevant Statutes:** N.C.G.S. §§ 126-13, 126-14, 126-14.1; 5 U.S.C. §§ 1501 to 1508

   **Summary of Changes Proposed:** Add a new section to the Limitation of Political Activity Policy that makes clear the policy places no restrictions or duties on employees beyond the ones established in the federal and state statutes.

   (Commission Action: Motion to Recommend Approval of Limitation of Political Activity Policy as revised)

6. Classification and Compensation Submission of Classification Specifications

   57 Classification Specs. – 5 New and 52 Revised for Statewide Compensation Plan

   Submission of these class specs requires approval to be entered into the new Statewide Compensation Plan or requires edits from prior approvals.

   5 New Specs:
   - **Information/Communication/Media job family:**
     - Policy Development Analyst I
     - Policy Development Analyst III
     - Policy Development Manager
   - **Safety and Inspection job family:**
     - Code Official II
     - Code Official III

   52 Revised Spec.
   - **Corrections job family:**
     - Juvenile Detention Center Supervisor
     - Youth Counselor
     - Youth Counselor Supervisor
     - Youth Services Behavioral Specialist
Financial and Business Management job family:
- Contract Specialist I
- Contract Specialist II
- Procurement Technician
- Procurement Specialist I
- Procurement Specialist II
- Procurement Specialist III
- Procurement Manager
- Procurement Director

Information/Communication/Media job family:
- Policy Development Analyst

Information Technology job family:
- User Support Technician I
- User Support Technician II
- User Support Analyst
- User Support Specialist
- User Support Manager I
- User Support Manager II
- IT Business Relationship Specialist
- Systems Administrator I
- Systems Administrator II
- Operating Systems Software Programmer I
- Operating Systems Software Programmer II
- Operating Systems Software Manager I
- Operating Systems Software Manager II
- IT Business Systems Analyst I
- IT Business Systems Analyst II
- IT Business Systems Planning Manager
- Agency Enterprise Risk and Security Director
- Enterprise Risk and Security Director
- IT Security & Compliance Specialist I
- IT Security & Compliance Specialist II
- IT Security & Compliance Manager I
- IT Security & Compliance Manager II

Natural/Historic/Cultural Resources Job Family
- Zookeeper
- Zookeeper Supervisor

(Commission Action: Motion to Recommend Approval Recommend Approval of 5 new and 52 revised specs for the Statewide Compensation Plan)
7. Talent Management - Continuous Posting Retirement Benefits Counselors
The State Treasurer is requesting to have a continuous posting for the “Retirement
Benefits Counselors,” job classification Program Coordinator III, 32001241.
Turnover for this position has averaged 43.34% over the last three years.
Currently there are 46 budgeted positions and 5 more are anticipated in the 2021-
2022 budget. At this time, there are 10 vacancies. As the State Treasurer
continues to work on reducing Call Wait Times and Call Abandonment in the Call
Center, it is imperative that they can quickly recruit and fill vacant positions.
Summary of Changes Proposed:
There is an urgent need to recruit, hire and train as quickly and efficiently as
possible to prevent disruptions to the services provided by the Retirement
Benefits Counselors.
(Commission Action: Motion to Recommend Approval of Allowing the Continuous
Posting of Retirement Benefits Counselors Job Classification Program Coordinator III
32001241.)

8. Talent Management - Continuous Posting Revenue Officer I
The Department of Revenue is requesting to have a continuous posting for Revenue
Officer I, 32001256. The Revenue Officer I is primarily responsible for increasing
compliance by ensuring the appropriate amount of tax is reported and paid by each
taxpayer.
Summary of Changes Proposed: Allowing a continuous posting for more efficiency,
faster selection turnaround time, and therefore a more professional image to the
candidates.
(Commission Action: Motion to Recommend Approval of Allowing the Continuous
Posting of Revenue Officer I Position, 32001256.)

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=%2
Fsites%2FSHRC%2FHR%20Directors%2F12%202%202021%20SHRC%20Meeting&viewi
d=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219