



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: 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)

3. Diversity and Workforce Services: Local Government Local Government Salary Plans 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 ManagerSafety 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
- State Procurement Specialist I
- State Procurement Specialist II
- State Procurement Specialist III
- State Procurement Manager I
- State Procurement Manager II
- State 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
- IT Planning Analyst
- IT Enterprise Planning Analyst
- IT Director I
- IT Director II
- IT Director III
- IT Executive I
- IT Executive II
- 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=%2Fsites%2FSHRC%2FHRC%20Directors%2F12%202%202021%20SHRC%20Meeting&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219>