

## SUBCHAPTER 01F - POSITION ANALYSIS

### SECTION .0100 - GENERAL PROVISIONS

#### 25 NCAC 01F .0101 AUTHORITY FOR CLASSIFICATION PLAN

(a) The State Human Resources Commission, subject to the approval of the Governor, establishes policies and rules governing a position classification plan which shall provide for the classification and reclassification of all positions subject to Chapter 126 of the North Carolina General Statutes.

(b) The State Human Resources Director is authorized to allocate and reallocate individual positions consistent with the basic established classification and pay plans.

(c) The State Human Resources Director is authorized to modify the basic established classification plan for local government positions subject to Chapter 126 of the North Carolina General Statutes, pending final approval of the State Human Resources Commission and the Governor.

*History Note:* Authority G.S. 126-4(1);  
Eff. February 1, 1976.

#### 25 NCAC 01F .0102 AUTHORITY FOR ESTABLISHING QUALIFICATIONS

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Repealed Eff. November 1, 1988.

#### 25 NCAC 01F .0103 ORGANIZATION

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Repealed Eff. December 1, 1978.

#### 25 NCAC 01F .0104 DEFINITIONS

The following definitions shall apply to this Subchapter:

- (1) Position. A group of duties and responsibilities to be performed by one individual employed on a full-time or part-time basis;
- (2) Class. A specific group of positions which are so similar in duties and responsibilities that they justify common treatment in selection, compensation, and other employment processes and the same descriptive title may be used to designate all positions in the class regardless of the agencies in which they are located;
- (3) Class Specification. A generalized description of the duties and responsibilities characteristic of positions which comprise a class; it is not intended to describe all the duties of each position in the class, but rather to give a composite view of the class so as to set it apart from other classes;
- (4) Recruitment Standards. The standards necessary for recruiting an employee to fill a position consist of the following elements:
  - (a) Knowledges, Skills, and Abilities. The requirements of employees for successful work performance in positions allocated to a class, written in terms of what are required of new employees at the time of employment or promotion;
  - (b) Minimum Education and Experience. A translation of the knowledges, skills, and abilities into quantifiable education and experience standards, which are the minimum qualification requirements an applicant should possess at the time of appointment;
  - (c) Equivalent Combination of Education and Experience. A phrase to indicate that, in recruitment and selection, reasonable substitutions of formal education and experience, one

for the other, will be made, or that additional pertinent experience or specialized education may be considered;

- (d) Special Requirements. Any special licenses or certificates needed by an employee to perform a given job; or any specific conditions (i.e. physical endurance or emotional stability) highlighted by demands of a position in a class, where such conditions are primary selection factors;
- (5) Position Classifications. The systematic arrangement of positions into classes, according to the kind of work, level of difficulty and responsibility, and job requirements;
- (6) Benchmark. A real job having duties and responsibilities usually typical of a group of jobs in an occupational category, described in terms of factors which determine skill levels.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

#### **25 NCAC 01F .0105 POLICY ON ESTABLISHING MINIMUM QUALIFICATION STANDARDS**

(a) It shall be the policy of the state to establish job related minimum qualification standards wherever they are practical for each class of work in the position classification plan. The standards will be based on the required skills, knowledges, and abilities common to each classification. The qualification standards and job-related skills, knowledges and abilities shall serve as guides for the selection and placement of individuals.

(b) The education and experience statements serve as indicators of the possession of identified skills, knowledges, and abilities and as guides to primary sources of recruitment; reasonable substitutions of formal education and job-related experience, one for the other, will be made. The State Human Resources Commission recognizes that a specific quantity of formal education or number of years experience does not always guarantee possession of the identified skills, knowledges, and abilities for every position in a class. Qualifications necessary to perform successfully may be attained in a variety of combinations. Management is responsible for determining specific job-related qualifications that are an addition to minimum standards; such qualifications must receive prior approval of the State Human Resources Director. Management shall be responsible for any adverse effects resulting from the use of selection standards that have not been established or approved by the State Human Resources Director.

(c) The State Human Resources Director is authorized to modify education and experience requirements for established classifications consistent with this policy and to report such changes to the board.

*History Note:* Authority G.S. 126-4(3);  
Eff. February 1, 1976;  
Amended Eff. August 1, 1980.

#### **SECTION .0200 - POSITION CLASSIFICATION**

##### **25 NCAC 01F .0201 CLASSIFICATION METHOD**

All positions are defined by the types and levels of work involved, and evaluated according to common job factors and the relative importance of the presence or absence of such job factors, based on the application of accepted job analysis techniques.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

##### **25 NCAC 01F .0202 CLASSIFICATION PLAN**

- (a) The classification plan for the State of North Carolina consists of a system for identifying all types and levels of positions subject to the State Human Resources Act, together with standards and procedures for maintaining the plan.
- (b) The classification plan for local governments in North Carolina consists of a system for identifying all types and levels of positions subject to Chapter 126 of the North Carolina General Statutes, together with standards and procedures for maintaining the plan.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976.

#### **25 NCAC 01F .0203 MAINTENANCE OF THE CLASSIFICATION PLAN**

The State Human Resources Director is responsible for maintaining the classification plan for covered state and local government positions. Need for classification actions may be reported by an agency, or the Office of State Human Resources may initiate studies of single positions, occupational groups, or organizational groups of positions to determine that the classifications are current. While control of the classification plan is retained by the Office of State Human Resources, the maintenance of the plan is the responsibility of everyone concerned with personnel management. This includes individual employees, immediate supervisors, and agency heads.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976.

#### **25 NCAC 01F .0204 ALLOCATION OF POSITIONS TO CLASSIFICATION PLAN**

Every covered position in state and local government shall be allocated to an appropriate class in the classification plans. The allocation of a position is its assignment to a class containing all positions which are sufficiently similar in duty assignments to justify common treatment in selection, compensation, and other employment processes. A class may consist of a single unique position or of many like positions.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976.

#### **25 NCAC 01F .0205 TENTATIVE/FLAT-RATE PROVISIONS: TEMPORARY CLASSIFICATIONS**

The State Human Resources Director is authorized to establish temporary classifications with tentative pay grades or flat-rate salaries when insufficient information is available to make permanent classification and pay recommendations to the State Human Resources Commission. When sufficient information is available, the director will make a recommendation to the State Human Resources Commission which will incorporate the temporary class and pay into the permanent classification plan and pay plan. Such temporary classes, tentative pay grades and flat-rate salaries shall be administered according to all applicable rules and regulations approved by the State Human Resources Commission.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

### **SECTION .0300 - POSITION ADJUSTMENTS**

#### **25 NCAC 01F .0301 NEW AND ADDITIONAL PERMANENT: FULL-TIME OR PART-TIME**

- (a) The duties of a budgeted position must be defined and assigned to an official classification in the pay plan.
- (b) Form PD-118 (reference: 25 NCAC 1F .0401), or its equivalent, shall be submitted to the Office of State Human Resources 30 days prior to the proposed effective date of the establishment of the new position. If the proposed employee is known, copies of Form PD-105 as described in 25 NCAC 1C .0103 should accompany the Form PD-118.
- (c) Requests for the establishment of a temporary position not to exceed three months normally may be made on Form PD-105 at the same time a request for the certification of an individual is made provided:
- (1) A statement is placed on the reverse side of Form PD-105 describing the type and/or level of duties and responsibilities to be assigned and a justification for the need of the position.

- (2) The position is at the beginning level of a class series.
- (3) Funds are clearly available.

Depending on the nature of the position, a request to submit Form PD-118 may be made.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

**25 NCAC 01F .0302 ALLOCATION OR REALLOCATION OF A VACANT POSITION**

In order to allocate or reallocate a position that has been vacant for more than one year, the duties of the position shall be redescribed by a Form PD-118, or its equivalent, before it is filled.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976.

**25 NCAC 01F .0303 REALLOCATION OF AN ESTABLISHED POSITION TO ANOTHER CLASS.**

(a) Reallocation is the assignment of a position from one class to another as the result of a change in assigned duties and responsibilities.

(b) Form PD-118, or its equivalent, should be submitted to the Office of State Human Resources 30 days prior to the proposed effective date of the reallocation of the position, accompanied by the original copy of Form PD-102. Where possible, Form PD-102, prepared by the employee, should be substituted for Section 8 of the Form PD-118.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

**25 NCAC 01F .0304 TRANSFER OF POSITIONS**

(a) If an established position is transferred between divisions, units, places of work, budget codes or subheads, Form PD-118, or its equivalent, must be submitted although there may be no changes in the position title or basic level of duties and responsibilities assigned to the position.

(b) Instead of completing Sections 8 and 9 of Form PD-118, a statement may be included on the forms indicating there is no change in the assigned duties and responsibilities of the position.

(c) Form PD-118 should be submitted to the Office of State Human Resources 30 days prior to the proposed effective date of the transfer of the position.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

**25 NCAC 01F .0305 ABOLISHMENT OF A POSITION**

(a) A position that is no longer being used by an agency or for which budgeted funds are not available should be abolished.

(b) Normally, Form PD-118 or its equivalent, should be submitted to the Office of State Human Resources 30 days prior to the proposed effective date of the abolishment of the position.

(c) Other methods may be agreed upon in cases where large numbers of positions are to be abolished.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.

**25 NCAC 01F .0306 ABOLISHMENT OF A CLASS**

(a) The abolishment of a class may be necessary as a result of:

- (1) a classification study,
  - (2) reallocation of all positions in the class to another class,
  - (3) abolishment of all positions in the class.
- (b) Recommendation to abolish a class shall be submitted to the State Human Resources Commission for appropriate action.

*History Note: Authority G.S. 126-4;  
Eff. February 1, 1976.*

#### **25 NCAC 01F .0307 REALLOCATION OF A POSITION**

Form PD-118 or its equivalent should be submitted to the Office of State Human Resources 30 days prior to the proposed effective date of the reallocation of the position to allow adequate time for study and processing of the requests. Requests received after the first day of the month are subject to be made effective no earlier than the first of the following month and can be effective only after complete information is available to make a decision. If any party is delayed in carrying out its responsibilities, the employee should not be caused to suffer, and the effective date will be revised to the most reasonable date consistent with the time that complete information would have been available to make the decision on the reallocation of the position.

*History Note: Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.*

### **SECTION .0400 - POSITION ANALYSIS FORMS**

#### **25 NCAC 01F .0401 DESCRIPTION OF FORM PD-118**

- (a) Form PD-118, "Procedure for Requesting Position Action," or its equivalent, is the basic form that must be submitted to the Office of State Human Resources for requesting any personnel actions such as the establishment, reallocation, transfer or abolishment of a position or for changing codes or sub-heads.
- (b) The forms may be obtained from the Office of State Human Resources, 116 West Jones Street, Administration Building, Raleigh, North Carolina, and should be submitted in accordance with provisions of 1 NCAC 1C .0301, .0303 to .0305.
- (c) A completed form requires the following information concerning the personnel action involved:
- (1) request for the proposed action;
  - (2) reasons for the request;
  - (3) budget information;
  - (4) description of the duties and responsibilities of the position;
  - (5) minimum qualifications for the position.

*History Note: Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.*

#### **25 NCAC 01F .0402 DESCRIPTION OF FORM PD-102**

- (a) The position description Form (PD-102), or its equivalent, is the basic document for providing information on individually-covered positions in state and local government. The forms are required for the following:
- (1) reallocation of a position,
  - (2) classification studies,
  - (3) detailed information on any position as required by agency head or his representative.
- (b) The information requested on the form calls for identification of employee's position; description of work assignments, working conditions, and job requirements; supervisor's statement; and statement of the agency head or authorized representative.
- (c) The Form PD-102 must be completed by the employee in accordance with the detailed instructions explained in Form PD-103, or its equivalent. Only one white copy is submitted to the Office of State Human Resources.

(d) The immediate supervisor and personnel officer or agency head are responsible for the completeness and accuracy of the entries in Form PD-102.

(e) Forms PD-102 and PD-103 may be obtained from the Office of State Human Resources, 116 West Jones Street, Administration Building, Raleigh, North Carolina, and should be submitted in accordance with the provisions of 1 NCAC 1C .0301, .0303, and .0304.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976.

#### **25 NCAC 01F .0403 DESCRIPTION OF FORM PD-103**

Form PD-103, or its equivalent, "Instructions for Completing Position Descriptions," contains detailed instructions for the completion of Form PD-102. Form PD-103 must be given to the employee when a Form PD-102 is to be completed.

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976.

### **SECTION .0500 - LOCAL GOVERNMENT POSITION CLASSIFICATION SERVICES**

#### **25 NCAC 01F .0501 SERVICES AVAILABLE TO LOCAL GOVERNMENT**

*History Note:* Authority G.S. 126-10;  
Eff. February 1, 1976;  
Repealed Eff. November 1, 1988.

#### **25 NCAC 01F .0502 CHARGES**

(a) Service charges for local government position classification services will be based upon the nature and scope of the work requested, and the anticipated salary, travel, lodging, subsistence, printing, and overhead costs necessary to complete the requested work. An individual proposal will be developed in response to each project request.

(b) Transferable products developed to meet a general need, such as personnel policy models, record system models, job evaluation models, etc., will be offered at a fair market price.

(c) The total funds received from all sources through charges will not exceed the actual operating costs of the service program.

*History Note:* Authority G.S. 126-10;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988; June 1, 1981.

#### **25 NCAC 01F .0503 MEMORANDUM OF AGREEMENT FOR TECHNICAL ASSISTANCE**

This memorandum of agreement for technical assistance is an agreement, signed by both the local jurisdiction and the Office of State Human Resources setting out the terms and conditions under which the Office of State Human Resources agrees to supply technical assistance in position classification to the local jurisdiction.

*History Note:* Authority G.S. 126-10;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988.