



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

To: Directors of Public Health and Social Services

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

Date: January 22, 2019

Re: Utilization of Smart Sheet to process Local Government Qualification actions

As mentioned at the recent DSS and Public Health Director's meeting, we have implemented an electronic process for the submission and review for of all qualification requests. This new process is occurring in Smartsheet and is similar to the process used for classification requests.

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, you may submit all qualification requests using the new "Smartsheet Qualifications" 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 fields and attach the required documentation (employment application and transcript) as you normally would.

Please share this link with appropriate staff as this is now the only way to submit position qualification actions to OSHR. Once submitted, the CQC will be sent electronically to a member of the Local Government team.

Director level applications and transcripts may be sent directly to Dominick for review. All other applications should be sent via smartsheet process.

Please contact a member of the Local Government team if you have any questions regarding this new qualification 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