

**STATE HUMAN RESOURCES COMMISSION MEETING
PURSUANT TO N.C.G.S. § 126-2(h)
VIA WEBEX**

MEETING MINUTES – September 21, 2023

Members Present:

Members present on the Webex for the meeting were: Commissioner Dekhasta Becton Rozier, Chair, Commissioner Andrea Allard, Commissioner Ross Beamon, Commissioner Doug Boyette, Commissioner April Page, Commissioner Philip Strach, Commissioner Starla Tanner, Commissioner Ty Vaught and Commissioner Tracy Webb.

Other Attendees

Other attendees present: Barbara Gibson, Director, Glenda Farrell, Chief Deputy, and Twanetta Lytle Alston, Deputy Director, Office of State Human Resources; General Counsel Blake Thomas, Assistant General Counsel Anna Perkinson, and Legislative Liaison Lockhart Taylor, Legal Division, Office of State Human Resources; Denise H. Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Nancy Astrike, Susan Beasley, Felicia Bridges, Megan Church Andrea Clinkscales, Scarlette Gardener, Creshaye Graham, Joe Gilroy, Clara Hazzard, Linda Forsberg, Susan Reeves, Kristin Siemek, of the Office of State Human Resources; Kieta Cannon, HR Director, NC Auditor’s Office; Dr. Donnell Adams, HR Director, NC Department of Administration; Angeline Hariston, HR Director, NC Office of Administrative Hearings; Cashaundra Holman, Bancroft Neufville, HR, Department of Agriculture and Consumer Services; Glenda Ellerbee, HR Director, Mollie Schnell, Pam Hamm, Office of State Controller; Schmett Jones, NC State Bureau of Investigation; Patricia Guzman, Department of Public Safety; Kristen Bierline, HR Director, NC Department of Justice; NC Department of Public Safety; Darryl Bass, University System; Sylvia Crumpler, HR Director, Department of Adult Correction; Kathleen Tardif, HR Director, NC Department of Natural Resources; Karen Gerald, HR Director, NC Department of Health and Human Services; Patricia Garcia, HR Director, Office of State Budget & Management; Magnolia Lugo, HR Director, NC Community Colleges; and Debra Thomas, HR Director, NC Office of the Treasurer.

Opening

The Commission convened its open meeting pursuant to N.C.G.S. § 126-2(h) at 9:01 a.m. via Webex Teleconference.

The State Human Resources Commission (SHRC) last convened on August 7, 2023.

Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Rozier asked all Commissioners if there were any conflicts of interest or potential conflicts of interest with respect to any matters coming before the Commission. No conflicts were presented.

There were no additions or corrections to the agenda for the September 21, 2023 meeting.

Business Session Public Comment

Public Comment

There were no public comments.

Classification and Compensation Manager Felicia Bridges presented 25 classification specifications revised to align with EO278 "Recognizing the Value of Experience in State Government Hiring" and 8 specific classifications revised at the request of agencies for which they are used.

Total Rewards/Classification And Compensation: 25 Revised Classification Specifications To Align With EO278 "Recognizing The Value of Experience in State Government Hiring"

Bridges began by stating that Governor Cooper's Executive Order 278, recognizing the value of experience in state government hiring, directed OSHR to identify job classifications for which applicable knowledge and skills make qualified candidates across state government to address ongoing challenges in recruitment. The revisions presented incorporated the minimum education and experience requirements of class specifications - the equivalent combination of education and experience - so that a candidate can qualify for these positions based on experience, education or a combination of both. In addition to making these changes to education and experience, the revisions also make minor changes to class concepts and skills, and abilities. These changes will help put clarity in the class concepts and provide consistent experience levels. Bridges then reviewed each of the revision by job family using the documentation provided to the Commission for the following specifications:

Agriculture/Environmental/ Scientific Job Family

- Assistant State Forester
- Forester I
- Forester II
- Forester III
- Forestry Supervisor I
- Forestry Supervisor II
- Forestry Supervisor III
- Geologist/Hydrogeologist

Engineering Job Family

- Engineering Director I
- Engineering Director II
- Engineering Director III
- Engineering Director IV
- Engineering Manger I
- Engineering Manger II

Financial and Business Job Family

- Budget Analyst I
- Internal Auditor I

Human Services Job Family

- Human Services Provider Prog Coord. II
Law Enforcement and Public Safety Job Family
- SOS Law Enforcement Agent
Natural, Historic and Cultural Resources
- Archaeological Technician
- Archaeologist I
- Archaeologist II
Operations and Trades Job Family
- Grounds Worker I
- Labor Crew Leader
Safety and Inspection Job Family
- OSHA Consultant - Health
- OSHA Consultant – Safety

Bridges closed by requesting the Commission approve of these revisions that will remove unnecessary barriers to the recruitment of these classifications.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the 25 Revised Classification Specifications to Align with EO278 "Recognizing the Value of Experience in State Government Hiring" as presented.

Motion: Commissioner Vaught so moved.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the 25 Revised Classification Specifications to Align with EO278 "Recognizing the Value of Experience in State Government Hiring" as presented.

Motion carried.

Total Rewards/Classification And Compensation: 8 Specific Classifications Revised At The Request Of Agencies For Which They Are Used.

Bridges next presented revisions to 8 additional classification specifications at the request of the agencies for which they are used. They included the following:

- Changes to Rehabilitation Counselor (Human Resources Job Family) and Elevator Inspector (Safety Inspection Job Family) to reduce the minimum number of years of education and experience to assist with recruitment challenges and to better align with the trainee progression section of the Pay Administration Policy.
- Substantive changes to five job classifications in the Education and Training Job Family for the Wildlife Resources Commission including the class titles and expansion of the education requirements to include other related degrees, as the changes in responsibilities more closely align with the Program Management Job Family based on the nature of the work:

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- Wildlife Conservation Education Administrator to Conservation Program Administrator
 - Wildlife Conservation Education Assistant Administrator to Conservation Program Assistant Administrator
 - Wildlife Conservation Educator I to Conservation Program Coordinator I
 - Wildlife Conservation Educator II to Conservation Program Coordinator II
 - Wildlife Conservation Educator III to Conservation Program Coordinator III
- Minor edits to the Wildlife Forestry Specialist in the Agricultural, Environmental, and Scientific Job Family including revisions to the education and experience to facilitate recruitment.

Bridges closed her presentation by requesting the Commission approve of these revisions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the revisions to the 8 specific classification specifications requested by the agencies that use them.

Motion: Commissioner Webb so moved.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the presented revisions to the 8 specific classification specifications requested by the agencies that use them.

Motion carried.

Adjournment

There being no further discussion or questions, the Chair called for a motion to adjourn.

Motion: Commissioner Vaught so moved.

Second: Commissioner Webb seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to adjourn the September 21, 2023 SHRC Special Meeting.

Motion carried.

The Commission adjourned at 9:16 a.m.

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Executive Session

The State Human Resources Commission did not have an executive session at its September 21, 2023 meeting.

Minutes submitted by:

Denise H. Mazza,

State Human Resources Commission Administrator