



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

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

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

DATE: October 30, 2018

RE: Approved Personnel Actions for the October 4, 2018
State Human Resources Commission Meeting

Please see below for the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission at the October 4, 2018, State Human Resources Commission meeting.

1. Minutes for the August 2, 2018 SHRC Meeting
(Commission Action: Recommend Approval of Minutes)
2. Classification and Compensation - 1 New and 13 Revised Classification Specs for New Compensation System.
1 new spec
Wildlife Research Director
13 revised specs:
 - Correctional Classification Coordinator
 - Probation Parole Officer
 - Wildlife Law Enforcement Officer I
 - Wildlife Law Enforcement Officer II
 - Wildlife Law Enforcement Officer III
 - Wildlife Law Enforcement Supervisor I
 - Wildlife Law Enforcement Supervisor II
 - Wildlife Law Enforcement Manager
 - Wildlife Law Enforcement Assistant Director

- Wildlife Law Enforcement Director
- Meat & Poultry Inspector I
- Meat & Poultry Inspector II
- Meat & Poultry Inspection Area Supervisor

(Commission Action: Recommend Approval of 1 New and 13 Revised Classification Specs for New Compensation System)

3. Local Government - Update existing administrative code at 25 NCAC 01I (procedural human resources information for local government agencies subject to portions of the State Human Resources Act (County Departments of Social Services, County Departments of Public Health and LME/MCO's)) to ensure compliance with N.C. General Statutes or best practices.

- 25 NCAC 01I .1702 Employment of Relatives
- 25 NCAC 01I .1805 Provisions For Tentative Temporary Classification
- 25 NCAC 01I .1902 Posting and Announcement of Vacancies
- 25 NCAC 01I .1903 Application Information and Application
- 25 NCAC 01I .1905 Selection
- 25 NCAC 01I .2003 Promotion
- 25 NCAC 01I .2105 Other Pay
- 25 NCAC 01I .2302 Dismissal For Unsatisfactory Performance of Duties
- 25 NCAC 01I .2303 Dismissal For Grossly Inefficient Job Performance
- 25 NCAC 01I .2304 Dismissal For Unacceptable Personal Conduct
- 25 NCAC 01I .2305 Written Warning
- 25 NCAC 01I .2306 Disciplinary Suspension Without Pay
- 25 NCAC 01I .2307 Demotion
- 25 NCAC 01I .2310 Appeals

(Commission Action: Recommend Approval of Updates to Existing Administrative Code at 25 NCAC 01I .1702, .1805, .1902, .1903, .1905, .2003, .2105, .2302, .2303, .2304, .2305, .2306, .2307 and .2310)

4. Safety & Workers' Compensation - Update existing administrative code at 25 NCAC 01E to clarify vacation leave handling when an injured employee returns to work or is separated following a period of workers' compensation leave and clarify duties and parameters of the OSHR administered self-insured workers' compensation program for state employees.

- 25 NCAC 01E .0210 Separation: Payment of Vacation Leave
- 25 NCAC 01E .0704 Coverage
- 25 NCAC 01E .0705 Administration

(Commission Action: Recommend Approval of Updates to Existing Administrative Code at 25 NCAC 01E .0210, .0704 and .0705)

These items will be available to view at the Office of State Human Resources website at <http://www.oshr.nc.gov> once the site has been updated.