



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: December 17, 2019

RE: Approved Personnel Actions for the December 5, 2019
State Human Resources Commission Meeting

Please see below the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission for the December 5, 2019 State Human Resources Commission meeting.

- 1. Minutes for October 3, 2019 SHRC Meeting.**
(Commission Action: Recommend Approval of Minutes)
- 2. Legal, Commission and Policy: Payment of Vacation Leave Rule, 25 NCAC 01E .0210**
(Commission Action: Recommends Approval of Adoption of Rule by the Rules Review Commission)
- 3. Talent Management: Continuous Posting–Substance Abuse Workers at the Department of Public Safety's DART Cherry Facility and Black Mountain Substance Abuse Treatment Center For Women**
(Commission Action: Recommends Approval of Recruitment via Continuous Posting of Vacancies for Substance Abuse Workers at the Department of Public Safety's DART Cherry Facility and Black Mountain Substance Abuse Treatment Center For Women)
- 4. Diversity and Workforce Services: Local Government Annual Local Salary Plans Approval**
(Commission Action: Recommends Approval of Annual Local Salary Plans as Approved by the Local Government Program Team)

5. **Classification and Compensation: 3 Revised Classification Specs for New Class & Compensation System**
 - Engineering Assistant
 - Driver License Examiner II
 - Driver License Supervisor(Commission Action Recommends Approval of 3 Revised Classification Specifications)

6. **Safety, Health & Workers' Compensation: Acquired Immune Deficiency Syndrome (Aids) in the Work Policy**
(Commission Action: Recommends Approval of Revised Acquired Immune Deficiency Syndrome (Aids) in the Work Policy)

7. **Salary Administration/Time and Leave Section: Community Service Leave Policy**
(Commission Action: Recommends Approval of Addition to Advisory Note to allow State Employees with Duty Stations Outside of North Carolina to use Child Involvement Portion of Community Service Leave Policy)

8. **Salary Administration/Time and Leave Section: Compensation for Foreign Service Employees Policy**
(Commission Action: Recommends Approval of Revised Compensation for Foreign Service Employees Policy)

9. **Salary Administration/Time and Leave Section: Special Salary Adjustments Policy**
(Commission Action: Recommends Approval of Revised Special Salary Adjustments-Retention Policy)

10. **Training: Certified Public Manager Program Policy**
(Commission Action: Recommends Approval of Revised Certified Public Manager Program Policy)

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?FolderCTID=0x0120008478B9C7D9395B4F961C50F28EDF8528&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHR%20Directors%2F12%2005%202019%20SHRC%20Meeting>