

**STATE HUMAN RESOURCES COMMISSION MEETING  
ADMINISTRATION BUILDING, COMMISSION CONFERENCE ROOM  
116 WEST JONES STREET - RALEIGH, NORTH CAROLINA**

**MEETING MINUTES – January 7, 2016**

**Members Present**

Members present at the Administration Building for the meeting were: Chair Susan Manning, Commissioner John K. Eller, Commissioner Martin Falls, and Commissioner Ross Beamon. Commissioner Dan Barrett joined by phone.

**Other Attendees**

Other attendees present were: C. Neal Alexander, Jr., Director, Office of State Human Resources; Paula Woodhouse, Deputy Director, Office of State Human Resources; Jessica Middlebrooks, General Counsel to Office of State Human Resources; Bailey Bruce, State Human Resources Commission Administrator, Office of State Human Resources.

**Opening**

The State Human Resources Commission (SHRC) last convened on January 7, 2016. Pursuant to North Carolina General Statutes §138A and the North Carolina Ethics Act, Chair Susan Manning asked all Commissioners if there were any conflicts of interest or potential conflicts of interest with respect to any matters coming before the Commission. There were no conflicts of interest or potential conflicts of interest noted by any Commissioner. The Commission convened its open meeting at 9:00 am in the Learning and Development Center Commission Conference Room.

**Business Session**

**CONSENT AGENDA ITEMS**

1. Approval of Minutes for the December 3, 2015 State Human Resources Commission Meeting

**Motion:** Commissioner Eller made a motion to approve the Consent Agenda.

**Seconded:** Commissioner Beamon seconded the motion.

The motion carried.

**Public Comment**

No one signed up for Public Comment.

**State Human Resources Director Report**

Director Neal Alexander began by expressing gratitude to the Commissioner for their time and efforts to the Commission. Director Alexander continued by speaking about the progress of the Compensation project. Director Alexander spoke about calling this meeting to proceed with approving additional Class Specifications, so that February's Commission agenda can focus on

approving the final group of Classification Specifications and a number of other items related to Human Resources Policies and procedures.

### **Classification Specifications for Compensation Project**

Dennis Schoch, HR Partner, updated the Commission on actions that had been taken on Classification Specifications that were considered at the December meeting. The majority of comments made by the Commission were accepted and incorporated into the Classification Specifications. He then went through the proposed Classification Specifications by job families that were ready for Commission review and requested approval of approximately 127 classification specifications representing work in 12 of the 19 new job families. Senate Bill 402, "The Appropriations Act of 2013", funded and directed the Office of State Human Resources (OSHR) to conduct the Statewide Compensation System Project. Currently, employees are classified and compensated under two non-integrated pay systems, neither of which is functioning optimally. The purpose of this project is to create a modern and streamlined compensation system for state government that is equitable, market-responsive, and values employee performance. A key aspect of the project has been the creation, consolidation, streamlining and standardization of classification concepts. Classification Subject Matter Expert (SME) teams from OSHR and all state agencies have been involved in developing these concepts. Once approved, the SME teams, along with additional Classification and Compensation staff from the agencies, will analyze current position description information and allocate all state agency jobs to the new concepts. Later, the concepts will be appropriately market-priced and/or slotted into new market-based salary structures. After discussion and questions by the Commission, Dennis requested a motion to approve the Classification Specifications.

**Motion:** Commissioner Falls made a motion to approve the Classification Specifications.

**Seconded:** Commissioner Beamon seconded the motion.

The motion carried.

### **Adjournment**

Chair Manning asked if there were any other business items to be heard during the business session. There being no additional items on the agenda, Chair Manning asked for a motion to adjourn the business session.

**Motion:** Commissioner Eller made a motion to adjourn the business session.

**Seconded:** Commissioner Beamon seconded the motion.

The motion carried.

### **Executive Session**

The State Human Resources Commission did not have an executive session at its January 7, 2016 meeting.

**Minutes submitted by:**

Bailey Bruce, State Human Resources Commission Administrator