

**STATE HUMAN RESOURCES COMMISSION MEETING
VIA WEBEX**

MEETING MINUTES – October 13, 2022

Members Present:

Members present on the Webex for the meeting were: Chair, Commissioner Dekhasta Becton Rozier, and Commissioner Andrea Allard, Commissioner Ross Beamon, Commissioner Courtney Cooper-Lewter, Commissioner April Page, and Commissioner Philip Strach. Commissioner John Eller had a conflict and was unavailable. Commissioner Courtney Cooper-Lewter was unavailable for a portion of the meeting due to a technical difficulty and used the chat in the meeting to vote for agenda items as a result. Commissioner Douglas Boyette, Commissioner John Eller and Commissioner Tracy Webb were unavailable for the meeting due to conflicts.

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 Lockhart Taylor, Legislative Liaison, Legal Division, Office of State Human Resources; Denise Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Nancy Astrike, Susan Beasley, Felicia Bridges, Andrea Clinkscales, Clara Hazzard, Jill Lucas, Stephen McFadden, Devon McGravey, Caroline Peace, Kristin Siemek, and Delya Tharrington of the Office of State Human Resources; Keita Cannon, HR Director, NC Auditor's Office; Shakeyia Hazell, HR Director, NC Community College System; Jerry Daniels, HR Director, NC Department of Insurance; Andrea Porterfield, HR Director, NC Commerce; Glenda Ellerbee, HR Director, NC Office of State Controller.

Opening

The Commission convened its open meeting at 9:04 a.m. via Webex Teleconference. The State Human Resources Commission (SHRC) last convened on September 1, 2022. Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Rozier asked all attending 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 October 13, 2022 meeting.

CONSENT AGENDA ITEMS

Approval of the Minutes for the July 14, 2022 and September 1, 2022 State Human Resources Commission Meeting.

Motion: Commissioner Beamon made a motion to recommend approval of the July 14, 2022 and September 1, 2022 meeting minutes.

Second: Commissioner Allard seconded the motion.

A roll call vote was held and attending members of the Commission except Commissioner Cooper-Lewter who was having technical difficulties recommended approval of the July 14, 2022 and September 1, 2022 meeting minutes.

Motion carried.

Twanetta Lytle Alston – Exceptions Granted under 25 NCAC 01A .0104 Variances

Deputy Director Twanetta Lytle Alston presented an overview of new COVID and Non-COVID exceptions granted by Director Gibson under 25 NCAC 01A .0104 since the September 1, 2022 State Human Resources Meeting.

Business Session Public Comment

Public Comment

There were no public comments.

State Human Resources Director’s Report

Director Barbara Gibson greeted the Chair, Commissioners and all in attendance. She began by noting how the transition to cooler weather was welcomed by the more than 2300 State employees across more than 50 agencies who were participating in the current Miles for Wellness challenge. It began September 26 and ran for 8 weeks. As many agencies continue to operate on a hybrid schedule or on-site and remote work, this program facilitates some really needed spirited connections for employees of all fitness levels to collaborate. As a team member herself, Director Gibson stated that OSHR embraces the word challenge in this program as name with State employees tapping their smartwatch not to check the date, but to check on the number of steps they have accrued. OSHR had five teams this year and participants took seriously the opportunity to walk at lunch, to take the stairs instead of using the elevator and to strategize to achieve the most points for a variety of activities – gardening, household chores and even dancing – as all contribute to a healthy lifestyle.

Director Gibson then asked the Commissioners to support the proposed revisions to the Pay Administration Policy at the meeting today. Specifically, OSHR seeks to make it clear in the policy that agencies can provide supplemental pay for a set of positions that are especially challenging to recruit and retain due to geographic differentials and the inherent stress of the work itself, which can contribute to a high rate of burnout. She shared that when she was the Human Resources Director at the Department of Justice, she saw the toll certain jobs took on

employees. For example, individuals with considerable training and compassion to investigate acts committed by criminals and to bring justice to those who have been harmed. She pushed for special assignment pay for those positions and noted it let top agents know their hard work was recognized and their commitment was valued. Today, OSHR would put the special assignment pay in policy so it is clear to everyone what options are available to help retain these employees in these special assignments. Agencies also need to do more for employees who are asked to step up and accept “acting” leadership roles. The proposed policy revisions provide agencies more room to compensate such stalwart leaders in an appropriate manner and give agencies breathing room to conduct a proper search for a permanent assignment – which may even be the person whose professional skills and abilities have grown in the acting role.

Director Gibson then made the Commission aware that the Teleworking Program Policy would be returning to the Commission maybe as early as December with recommendations for revisions. With the pilot phase completed, agencies are assessing benefits for employees and agencies – as well as considering potential changes that would strengthen the program. The working group with representatives from several agencies has been reconvened to begin a collaborative undertaking meant to ensure that all voices are heard, and all feasible suggestions are considered. Additionally, while pandemic conditions have eased considerably in the recent months, remote work options have become a critical recruitment and retention tools for many classifications. As a result, there has been an increase in the number of jobs that are posted that are hybrid or fully remote. Director Gibson reported that at the week before this meeting, 7.1% of jobs posted were identified as having some level of remote or hybrid work and she expected that trend to continue.

On September 27th, OSHR presented the 3rd Annual Carolina Career Expo where recruiters met with hundreds of job seekers interested in virtual and on-site opportunities. The option to work at least a part of their schedule remotely is very attractive to some job candidates and it makes State government competitive with the private sector. Director Gibson applauded agencies who are creating job postings for work that can be performed off-site and for expanding opportunities to recruit talent that might otherwise not have considered state government employment.

Director Gibson then spoke to the importance of training to support and grow the State government workforce. As part of the ongoing outreach to maximize the enhances statewide station system, the Total Rewards team provided new instructions to help agencies staff better, understand current allocation factors and know about best practices. Sessions range from classification basics to writing position description or creating good analysis notes, all which are essential for defining the nature of work performed and documenting steps taken to determine the appropriate classification for a position. Training also helps classification analysis to learn about options available through the Statewide Classification System that may apply for actions outside an agency’s flexibility including how to submit documentation to OSHR for approval.

The Talent Acquisition team has also been providing new training to agency recruiters. Several in-person and virtual trainings were delivered in recent weeks to recruiters on how to maximize

resources available through NeoGov, which is the system behind the State's job portal, and to ensure that lead recruiters are up to date on processes and policies. Among the topics covered were screening applicants for promotional priority and veterans/North Carolina National Guard preferences. Awareness of other OSHR's programs was also provided such as Ed2NC to strengthen the college to State government pipeline, the military spouse transition to work to help State government employees who are the spouse of a military member to identify State resources, and NC Cares which provides career counseling to State employees on the Autism spectrum to adjust the workplace and prepare for potential advancement. OSHR will continue to develop training for agency partners as improvements are made to streamline functions and boost recruitment and retention across State government.

The Learning Developing Center just presented the first in-person Certified Public Manager commencement since the Pandemic began. Twenty-eight graduates were recognized in the 2022 class and 75 more from 2021 and 2020 when conditions made it impossible to gather. The event also recognizes the 40th anniversary of the CPM Program which has been administered by OSHR since its inception in 1982. Director Gibson expressed her pride for the more than 500 individuals who have completed the rigorous program many of whom have advanced from middle management in new leadership roles.

In closing, Director Gibson reminded each attendee that OSHR signature recognition event would be held on October 25th at the Governor's Awards for Excellence event. She expressed her thanks to the State Employees Credit Union Foundation for its financial support of this event. Thanks to its assistance, a crowd of family and friend supporters were able to attend to commend the recipients of this highest award available to public service employees at the Jones Auditorium at Meredith College. OSHR recognized 184 exceptional employees with 15 awards across 6 categories at this long-awaited event.

Blake Thomas – Legal, Commission, & Policy Division for Total Rewards/Salary Administration: Appointment Types and Career Status, New Appointment, and Severance Salary Continuance Policies

On behalf of Total Rewards/Salary Administration Division, General Counsel Blake Thomas presented the revised Appointment Types and Career Status, New Appointment, and Severance Salary Continuance Policies to make clear that the 36-month continuous employment period for time limited employees is counted on the basis of continuous employment in the same time-limited position and that when the time limited employee is retained in that time limited position for more than 36 months (3 years) the appointment becomes a permanent appointment.

Chair: There being no further discussion or questions, the Chair called for a motion to recommend approval of the revisions to the Appointment Types and Career Status, New Appointment, and Severance Salary Continuance Policies as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the revisions to the Appointment Types and Career Status, New Appointment, and Severance Salary Continuance Policies as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and attending members of the Commission, except Commissioner Cooper-Lewter who was having technical difficulties, recommended approval of the revisions to the Appointment Types and Career Status, New Appointment, and Severance Salary Continuance Policies as presented.

Motion carried.

Blake Thomas - Legal, Commission, & Policy Division for Safety, Health and Workers' Compensation: 25 NCAC 01C .1007 Separation

On behalf of the Safety, Health and Workers' Compensation Division, General Counsel Blake Thomas requested this item be tabled pending further review as to the accuracy of the text being brought to the attention of the Commission.

Chair Rozier noted the request and tabled the item as requested.

Andrea Clinkscales -- Total Rewards: Salary Administration; Pay Administration Policy

Total Rewards/Salary Administration Division Director Andrea Clinkscales presented new text to be added to the Pay Administration Policy on three types of salary differentials:

- Geographic differentials would be authorized only for positions with duty stations that, because of work necessities, must be outside North Carolina. OSHR would set the geographic differential based on the cost of living in that particular geographic area. See § 6.3 of the draft revised policy.
- Special assignment pay would be authorized for situations where particular employees at an agency (rather than all employees in a classification) have been assigned to a role that has special pressures or dangers that create recruitment and retention issues. (For example, this type of pay could be authorized for caregivers who work with people who have a special history of assaulting caregivers.) The special assignment pay lasts only while the employee is in this special role. It is limited to be no more than 10% of base pay. See § 6.4 of the draft revised policy.
- Acting pay would be authorized when an employee has a temporary assignment in which he or she remains in the same position but assumes higher-level duties or experiences a change in the variety and scope of duties. The duration of acting pay cannot exceed 12 months without OSHR approval. It is limited to the maximum of the salary range. See § 6.5 of the draft revised policy.

In each case, agencies would be authorized, but not required, to offer these types of pay. These changes are being requested to align current practice to State policy and are partly based on some feedback that received since the policy was implemented on June 1st.

Commissioner Allard asked if the limitation to the maximum salary range uses the current NC salary ranges.

Clinkscales stated that that was a two-fold question. She stated that sometimes when employees are acting, they are acting at a higher level in which case if they are assuming higher level duties it is the maximum of the higher-level range. There are also instances where employees are assuming additional variety or scope in which the level of work is the same and in that case it would be limited to the employees current salary range.

Commissioner Beamon asked if there would be training for those employees wanting to be part of special assignment pay for those who have a history of assaulting caregivers before they could be a part of that field?

Clinkscales confirmed that at those facilities, the individuals hired into these roles of working with populations who may have severe behavioral issues or challenges receive training to help them to be able to respond and manage those situations that escalate to a certain point. This particular pay mechanism is designed to offset some of the challenges that those employees might experience making it hard to retain employees because they are continuously being abused, for lack of a better word, by their patients and it is also very challenging to recruit people to be willing to do that type of work. The special assignment pay is meant to provide a bit of an incentive during a time when they are working with these severe groups.

Chair: There being no further discussion or questions, the Chair called for a motion to recommend approval of the new text to be added to the Pay Administration Policy for the three types of salary differentials as presented.

Motion: Commissioner Allard made a motion to recommend approval of the new text to be added to the Pay Administration Policy as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the new text to be added to the Pay Administration Policy on the three types of salary differentials as presented.

Nancy Astrike – Safety, Health and Workers’ Compensation: Workplace Violence Policy

Guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide their employees with a safe and healthy work environment, Diversity and Workforce Services Division Manager Nancy Astrike presented revisions to add authorization for agencies to provide leave with pay, where it is necessary for transition as an adjustment to the employee’s work schedule, location, or working conditions under the Workplace Violence Policy. Specifically, unless there is an exception granted by OSHR, this paid leave is limited to no more than 1 week.

Commissioner Allard asked if sick and vacation leave were not previously allowed to be used for these transitional activities and, if so, why this change was necessary.

Astrike confirmed that the policy has allowed the use of sick or vacation leave for this sort of leave. The revision here allows for leave other than personal leave balances to be used as well to facilitate that transition. The use of this other leave (OMAL) is why there is a 1-week limitation for that transition.

Chair: There being no further discussion or questions, the Chair called for a motion to recommend approval of the revisions to the Workplace Violence Policy as presented.

Motion: Commissioner Strach made a motion to recommend approval of the Workplace Violence Policy.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the revisions to the Workplace Violence Policy as presented.

**Total Rewards: Class and Compensation: Submission of Classification Specifications
2 New, 17 Revised and 1 Abolished Specs For Statewide Compensation Plan**

Total Rewards: Classification and Compensation Consultant Felicia Bridges presented 2 new, 17 revised and 1 abolished classifications specification to the Commission.

The proposed revision to the Safety and Inspection Job Family more clearly match duties and responsibilities and update Necessary Special Requirements with current certification requirements. The proposed revisions to the Program Management Job Family update language on four classifications to reflect current statute and services. The proposed revisions to the Corrections Job Family revise the E&E on three classes in the Juvenile Job Branch to remove barriers to entry and revision to one classification in the Probation Job Branch and abolishment of another to enhance recruitment efforts. The proposed revisions to the Law Enforcement and Public Safety Job Family update one class spec to allow one year for completion of BLET to be consistent with other entry level LE/PS roles and create two new classes to meet business needs. Below are the job families and the relevant classifications.

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Safety and Inspection job family:

- Boiler & Pressure Vessel Inspector
- Boiler & Pressure Vessel Inspector Supervisor
- Boiler & Pressure Vessel Assistant Director
- Boiler & Pressure Vessel Director
- Elevator Inspector
- Elevator Inspector Supervisor
- Elevator Inspector Assistant Director
- Elevator Inspector Director

Program Management job family:

- Wage & Hour Deputy Administrator
- Wage & Hour Investigator I
- Wage & Hour Investigator II
- Wage & Hour Supervisor

Corrections job family:

- Juvenile Court Counselor Chief
- Juvenile Court Counselor Supervisor
- Juvenile Court Services Field Specialist
- Probation/Parole Officer
- Probation/Parole Associate (Abolish)

Law Enforcement & Public Safety job family:

- Marine Fisheries Law Enforcement Officer I
- Police Officer Supervisor III (New)
- Special Populations Administrator (New)

There being no further discussion or questions, the Chair called for a motion to recommend approval of the 2 new classifications, 17 revisions to existing classifications and abolishment of 1 classification as presented.

Motion: Commissioner Allard made a motion to recommend approval of the 2 new classifications, 17 revisions to existing classifications and abolishment of 1 classification as presented.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to recommend the approval of the 2 new classifications, 17 revisions to existing classifications and abolishment of 1 classification as presented.

Motion carried.

Dominick D’Erasmus - Diversity and Workforce Services: Local Government: Revised Local Class Specs for Physician Extender Classification Series

Local Government Manager Dominick D’Erasmus presented a proposal to update the local government Physician Extender classification series used by local county health departments needed to modernize language, scope of practice and experience requirements that will expand recruitment and retention efforts. The new classification title will be Advanced Practice Provider (APP).

The suggested classification revisions were shared and vetted with the NC DHHS- Public Health Division, the NC Association of Local Health Directors, the NC Public Health Association, and the NC Association of Public Health Nurse Administrators. In addition, the NC Medical Board legal department and NC Board of Nursing have no objections with the proposed revisions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the revised Physician Extenders Classification Series as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the revised Physician Extenders Classification Series as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to recommend approval of the revised Physician Extenders Classification Series as presented.

Adjournment

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

Motion: Commissioner Strach so moved.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to adjourn the October 13, 2022 SHRC meeting.

Motion carried.

The Commission adjourned at 9:52 a.m.

Executive Session

The State Human Resources Commission did not have an executive session at its October 13, 2022 meeting.

Minutes submitted by:

Denise H. Mazza,

State Human Resources Commission Administrator