



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

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

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

DATE: October 8, 2021

**RE: Approved Personnel Actions for the October 7, 2021
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 at the October 7, 2021 State Human Resources Commission meeting.

1. Minutes for June 3, 2021
(Commission Action: Recommend Approval of Minutes for June 3, 2021)
2. Total Rewards: Salary Administration: Paid Parental Leave Program Policy
Update the Paid Parental Leave Pilot Program Policy to alleviate confusion of who is eligible to be awarded the benefit.
(Commission Action: Recommend Approval of Paid Parental Leave Program Policy as Revised)
3. Legal: Vaccination Incentive Pilot Program Policy
This policy establishes a program under which the Division of Adult Correction and Juvenile Justice, at its option and if funds are available, may offer a Vaccination Bonus to certain employees.
(Commission Action: Recommend Approval of Vaccination Incentive Pilot Program Policy as Presented)
4. Diversity and Workforce Services: Reduction in Force Policy
Modify the RIF policy to reflect changes included in HB602 that allows the UNC System to approve RIF Plans.
(Commission Action: Recommend Approval of Reduction in Force Policy as Revised)

5. Business Operations: Temporary Solutions 25 NCAC 01C .0405 (Temporary Appointment) and .0407 (Temporary Part-Time Appointment)
 25 NCAC 01C .0405 defines temporary part-time employment and explains the maximum length of assignment, exclusions to this limit, and the ineligibility of part-time temporaries for certain benefits. The rule is redundant. It mirrors 25 NCAC 01C .0405 verbatim with the exception of .0407 speaking specifically about “part-time” temporary employment. Part-time temporary employees are defined as and subject to the same terms and exclusions as the temporaries discussed in .0405.
 (Commission Action: Recommend Approval of Submission as Permanent Rule 25 NCAC 01C .0405 (Temporary Appointment) to Update it to Include Inmates, Interns, and Externs as Exceptions to the Mandatory Break-in-Service Requirement Temporary Employment and the Deletion of 25 NCAC 01C .0407 (Temporary Part-Time Appointment) as Redundant)

6. Classification and Compensation
 Submission of Classification Specifications for the Statewide Compensation Plan:
 45 Revised submitted for October 7, 2021 meeting: Submission of these class specs requires approval to be entered into the new Statewide Compensation Plan or requires edits from prior approvals.

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| • Accounting Director II | • Applications Systems Specialist |
| • Accounting Director I | • Applications Systems Analyst II |
| • Accounting Manager II | • Applications Systems Analyst I |
| • Accounting Manager I | • Applications Technician II |
| • Accountant IV | • Applications Technician I |
| • Accountant III | • Database Analyst II |
| • Accountant II | • Database Analyst I |
| • Accountant I | • Database Manager II |
| • Accounting Specialist | • Database Manager I |
| • Accounting Technician III | • IT Project/Program Portfolio Director |
| • Accounting Technician II | • IT Project/Program Portfolio Manager |
| • Accounting Technician I | • IT Project Manager II |
| • Accounting Clerk II | • IT Project Manager I |
| • Accounting Clerk I | • Network Manager II |
| • Insurance Company Examiner I | • Network Manager I |
| • Insurance Company Examiner II | • Network Engineer |
| • Substance Abuse Program Manager | • Network Specialist |
| • Substance Abuse Counselor | • Network Analyst II |
| • Substance Abuse Program Coordinator | • Network Analyst I |
| • Substance Abuse Supervisor, Clinical | • Network Technician |
| • Substance Abuse Counselor, Clinical | • Web Designer/Developer |
| • Applications Systems Manager II | • Web Designer |
| • Applications Systems Manager I | |

(Commission Action: Recommend Approval of the 45 Revised or Prior Approved Class Specs. into the New Classification and Compensation System)

