



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: April 19, 2022

**RE: Approved Personnel Actions for the April 14, 2022
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on April 18, 2022 by the Governor's Office and by the State Human Resources Commission at the April 14, 2022 State Human Resources Commission meeting.

C. Total Rewards/Salary Administration: Update to Statewide Classification and Compensation System; Revised Pay Plans and Job Assignments for Each Pay Plan

The new revised and enhanced Statewide Classification and Compensation System is based on a detailed review of recent labor market data conducted by OSHR and its consultant Mercer. Mercer has examined each of the State's pay plans and made modifications based on industry standards and best practices. The revised and enhanced pay plans are aligned to benchmark job classifications and support greater opportunities for growth.

Based on the competitive labor market study conducted by Mercer and OSHR, some jobs will be assigned to a grade with a higher minimum salary, resulting in some employees projected to be paid less than the minimum of the new market-driven salary range. No positions' salaries will change automatically as a result of the new system. Any funding changes must come through the budget process.

D. Total Rewards/Salary Administration: Pay Administration Policy

A new and enhanced Pay Administration Policy was proposed as the foundation for the phased implementation of the revised Statewide Compensation and Classification System.

OSHR is responsible for the development and consistent administration of the compensation program including pay administration. This new policy provides a framework for setting pay in a fiscally responsible way while encouraging excellence and enabling agencies to address recruitment and retention needs.

E. Total Rewards/Salary Administration: Changes to Other Pay Policies

Changes to several existing Commission policies were proposed to match the new Pay Administration Policy. Under the proposed revised policies, salary will be determined under the new Pay Administration Policy, rather than under particular procedures for particular kinds of salary actions.

The policies affected were:

- Revisions to the Foreign Service Employee Compensation Policy;
- Revisions to the General Pay Policy, including renaming it as the General Payment Policy;
- Revisions to the Horizontal Transfer Policy;
- Revisions to the In-Range Adjustment Policy;
- Revisions to the New Appointment Policy;
- Revisions to the Promotion Policy;
- Revisions to the Reallocation Policy;
- Withdrawal of the Salary Administration – Definition of Terms Policy;
- Withdrawal of the Salary Range Revision Policy;
- Withdrawal of the Special Salary Adjustments - Retention Policy; and
- Withdrawal of the Retention Salary Adjustment Policy.

F. Sign-On & Retention Bonus Policy

An update to the existing Sign-On Bonus Policy was proposed, expanding that policy to also cover retention bonuses. Along with providing this new authority, the policy adjusts the method by which agencies can show the need for the bonus, streamlining paperwork and allowing the process to be completed faster in response to recruitment and retention needs.

H. Diversity and Workforce Services: Local Government
Revised Local Class Specs for Public Health Nurse I and II

The Public Health Nurse I and II classification specifications used by local county health departments were updated to modernize minimum education and experience requirements to expand recruitment and retention efforts. These classifications are part of the local government classification plan and not found outside local health departments. These changes will not impact higher level PHN roles (PHN III and above).

I. Classification and Compensation: Submission of Classification Specifications

16 Revised Classification Specs for the Statewide Compensation Plan were approved to be entered into the new Statewide Compensation Plan or edited from prior approvals.

(Law Enforcement & Public Safety)

- Police Officer I
- 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 I
- Wildlife Law Enforcement Assistant Director
- Wildlife Law Enforcement Director

(Financial and Business Management job family)

- State Controller Financial Specialist I

(Operations and Trades)

- Forest Fire Equipment Operator
- Transportation Worker I
- Transportation Worker II
- Transportation Worker III
- Transportation Worker IV

(Agricultural Environmental Scientific)

- Agricultural Technician II

Summary of Changes:

Law Enforcement & Public Safety job family: Wildlife Resources Commission, requested revision to 8 Wildlife Law Enforcement specs to revise E&E to remove barriers to entry and address agency recruitment concerns. DPS requested revision to the Police Officer I E&E to allow for certification within one year of hire. Both series are receiving clarifying footnotes about the duty and KSA expectations for incumbents who are not yet certified.

Operations and Trades job family: OSHR requested revisions to 4 Transportation Worker series specs and 1 Forest Fire Equipment Operator specs to address changes in CDL regulations.

Financial and Business Management job family: OSHR requested an update to the E&E for the State Controller Financial Specialist I spec to better align with the rest of the series.

Agricultural Environmental Scientific job family: OSHR requested the Agricultural Technician II spec to improve recruitment and career path.

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?id=%2Fsites%2FSHRC%2FHR%20Directors%2F04%2014%202022%20SHRC%20Meeting&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219>

The Commissioners considered and approved one other item which does not require the Governor's approval, as follows:

G. Diversity and Workforce Services: Local Government/Chatham County: Petition for Substantial Equivalency

Per N.C.G.S. § 126-11(b), Chatham County's request for substantial equivalency in two program areas:

1. Recruitment, Selection, Advancement; and
2. Classification/Compensation.