

Local Government Service Delivery Procedures Effective October 1, 2009

Recruitment, Selection and Advancement – Local Jurisdictions without Delegation Agreements

Local Directors of Public Health, Social Services and Mental Health are, by statute, responsible for the recruitment, selection and advancement procedures that are to be administered in compliance with Federal and State employment laws, rules and regulations.

A Candidate Qualification Certification (CQC) form is required for the North Carolina Office of State Personnel's (OSP) review for the *final selected job candidate(s) only*. The Local SPA Entity is responsible for all pre-recruitment activities including the initial screening of job candidates. Local SPA Entities are required to submit the CQC form along with an employment application (minus the applicant log) and transcript (if necessary). This information should be submitted to the HR Consultant assigned to your County/Agency *prior to any job offer being extended*. OSP does not require or need personal data, cover letters, lists of references, letters of commendation or certificates of attendance for seminars or trainings. You may submit the required information via email, US Mail or fax transmission. If you choose to fax the information, please limit any transmission to 10 pages or less. After receiving all of the required information, the HR Consultant will strive to provide a response within 5 working days. If this time frame must be extended for unforeseen reasons, your HR Consultant will contact you to explain the delay.

Classification Reviews

In order to ensure an efficient classification review process, Local SPA Entities must submit all of the following documents for each request unless otherwise agreed upon by the Local Entity and HR Consultant: Position Action Form (PD-118), Position Description Form (PD-102R) and an organizational chart (incomplete classification requests may not be acted upon). Due to the volume paper associated with thorough and complete classification requests, please email or send via US Mail. If your organizational chart utilizes a special software (SmartDraw, Visio, etc.), scan the document before attaching to your email or contact your assigned HR Consultant to discuss. OSP has sole authority for the review and leveling of classification requests for positions that are covered under the State Personnel Act (excluding those Counties/Agencies that have been designated as substantially equivalent in Classification/Compensation). Please note – *delegated authority for classification actions does not exist*.

Local Directors will continue to certify and assume accountability that all documentation provided is accurate and reliable and Local SPA Entities are responsible for maintaining position history files. For monitoring purposes, records are to be made available upon OSP request.

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HR Consultants will strive to provide a response to requests establishing new positions or review vacant positions within 30 days of receipt of request provided all the required documentation is submitted. Reclassifications with incumbents will strive to be responded to within 45 days of receipt of request.