



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: May 4, 2020

**RE: Approved Personnel Actions for the April 2, 2020
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 for the April 2, 2020 State Human Resources Commission meeting.

The State Human Resources Commission met on April 2, 2020 via Webex due to the State of Emergency declared for the COVID-19 Pandemic. The Commission was provided the following information, and considered and approved the following personnel actions pursuant to N.C.G.S. § 126-4. Members of the Commission participating in these decisions were: Chair Dekhasta Rozier and Commissioners Ross Beamon, Douglas Boyette, John Eller, Martin Falls, Emily Jones, April Page, and Phil Strach.

For informational purposes, Deputy Director Twanetta Lytle-Alston presented the exceptions Director Gibson had granted during the State of Emergency under 25 NCAC 01A .0104 and how the OSHR Communicable Disease Emergency Policy had been revised to date in response to those exceptions and that necessary changes to 25 NCAC 01N .0401 to .0410, the Communicable Disease Emergency Rules, would be addressed at a later time. Division head Andrea Clinkscales and managers Andrea Porterfield and Joe Gilroy were available as subject matter experts to provide additional information via teleconference if needed. ER Consultant III Carl Dean presented the 2019 Settlement Report as required by the General Statutes.

The Commission approved the following actions:

1. Minutes for February 6, 2020
(Commission Motion to Recommend Approval of Minutes for the February 6, 2020 SHRC meeting)

2. Legal, Commission, and Legislative: 25 NCAC 01J .1306 Back Pay
This Rule was brought to the Commission with a request to allow its submission to the Rules Review Commission as a Permanent Rule. No public comment was received at the public hearing (1/7) or to its publication in the NC Register (comment period ended 2/14) for this Rule. The revisions to this Rule were made to clarify Section (g) to require that the employee provide a sworn statement verifying interim income and unemployment compensation, and to remove the requirement that the employee provide verification of gross earnings.
(Commission Action: Recommend Approval of Submission of 25 NCAC 01J .1306, Back Pay, to the Rules Review Commission as a Permanent Rule)
3. Legal, Commission, Legislative: 25 NCAC 01E .0311 Separation
This Rule was brought to the Commission with a request to allow its submission to the Rules Review Commission as a Permanent Rule. No public comment was received at the public hearing (1/7) or to its publication in the NC Register (comment period ended 2/14) for this Rule. The revision to this Rule was made to add a reference to 25 NCAC 01E .0210, Separation: Payment of Vacation Leave, to clarify an exception to unused sick leave not being paid out when an employee is separated from State service.
(Commission Action: Recommend Approval of Submission of 25 NCAC 01E .0311, Separation, to the Rules Review Commission as a Permanent Rule)
4. Total Rewards/Recruiting: Continuous Posting - DPS Youth Program Education Assistant Positions.
The Department of Public Safety (DPS) resubmitted its request for approval of a continuous posting for its Youth Program Education Assistant position. Additional information regarding the applicable program, Youth Challenge, was provided by DPS addressing the purpose of the program and its success rate (59%), and the issues of recruitment and retention that create the need for a continuous posting of this position.
(Commission Action: Recommend Approval of Continuous Posting for DPS Youth Program Education Assistant positions)
5. Total Rewards/Classification and Compensation: 6 New and 11 Revised Classification Specs for New Class & Compensation System
The Classification and Compensation Division presented the following new and revised Class Specs:
6 New Class Specs:
 - ALE Director
 - ALE Assistant Director
 - Special Operations Director
 - Special Operations Chief
 - Special Operations Investigative Supervisor
 - Special Operations Investigator

11 Revised Class Specs:

- Correctional Behavioral Specialist II
- Correctional Behavioral Specialist I
- Archives and Records Division Director
- Archivist Manager
- Archivist Supervisor
- Archivist III
- Archivist II
- Archivist I
- Electrician Supervisor
- OSHA Safety Officer II
- OSHA Industrial Hygienist II

(Commission Action: Motion to Recommend Approval of the 6 New and 11 Revised Classification Specifications for the New Classification and Compensation System)

6. Total Rewards/ Classification and Compensation: 2019 Annual Compensation & Benefits Report

NC General Statute 126-7.3 of the State Human Resources Act requires OSHR to submit a compensation and benefits report annually. This document seeks to guide the Governor and the General Assembly in making funding appropriations for State employees' salary increases and salary structure adjustments. The report also addresses current economic and labor market conditions and sets the stage for strategic planning to address them. Attached is an outline of what OSHR intends to present in the 2019 Compensation & Benefits Report.

(Commission Action: Motion to Recommend Approval of the 2019 Annual Compensation & Benefit Report based on the outline presented by OSHR. [The resulting final document will be reviewed internally at OSHR and presented to the Appropriations Committees of the House of Representatives and the Senate no later than May 1, 2020 pursuant to N.C. Gen. Stat. 126-7.3])

7. Total Rewards/Salary Administration: Community Services Leave Rules
25 NCAC 01E .1601-.1607

Revisions were proposed to these Rules, including changing the name of the Rule to Volunteer Service and Child Involvement Leave, to expand the use of the community service portion of the leave to support employees who wish to volunteer beyond the borders of North Carolina (especially during times of disaster relief) and to make it clear that child involvement is a part of the Rules.

(Commission Recommended Approval of Beginning the Rulemaking Process for 25 NCAC 01E .1601-.1607, Community Services Rules, as revised)

8. Total Rewards/Salary Administration: Community Service Policy

Proposed revisions were presented that will align the Community Service Policy with proposed changes to the Community Services Leave Rules 25 NCAC 01E .1601 - .1607, such as changing the name of the policy to Volunteer Service and Child Involvement Leave Policy. A vote on the proposed revisions was not held at this time due to the potential need to further revise the policy at a later date.

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?viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHRC%20Directors%2F04%2002%202020%20SHRC%20Meeting>