

## Recruitment and Posting of Vacancies

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Contents:

[Policy](#)  
[Recruitment and Selection Plan](#)  
[Exempt Positions](#)  
[Vacancy Announcement](#)  
[Minimum Qualifications](#)  
[Posting Period](#)  
[Posting Requirements Not Applicable](#)  
[Priority Reemployment Consideration](#)  
[Violation of Posting Requirements](#)  
[Application for Employment](#)

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### Policy

State Government shall meet its workforce needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for State employment, and encourage diverse representation at all occupational levels of the workforce. No selection decision shall be made that will constitute unlawful discrimination in violation of State and Federal law.

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### Recruitment and Selection Plan

Each agency shall develop and maintain a written Recruitment and Selection Plan according to guidelines provided by the Office of State Human Resources. The Recruitment and Selection Plan shall provide assurances to employees and applicants that the recruitment and selection process shall be based on fair and valid selection criteria. Agency plans shall be reviewed by the Office of State Human Resources and approved by the Human Resources Commission. Any changes to agency plans shall also be submitted to the Office of State Human Resources for review and approval.

Agencies shall be responsible for maintaining recruitment and selection data and documentation to support decisions and provide information to OSP to prepare reports required by statute.

The Office of State Human Resources shall consult, as requested, with the agencies in the design, development, and implementation of a training program for managers, supervisors, and personnel professionals in the recruitment and selection process.

## Recruitment and Posting of Vacancies (continued)

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### Exempt Positions

While most positions are filled through systematic recruitment, it is recognized that some positions in State government are exempt from various provisions of the Human Resources Act because of the relationship between the position and the responsibility of elected or appointed officials expected to implement the public policy of the State. While these positions are exempt from various provisions of the Human Resources Act, they are subject to the following requirements:

1. If an individual applies for an exempt position, written notification that a position is exempt shall be given to the individual at the time the individual makes application for the exempt position. Written notification that the position is exempt may be contained in the vacancy announcement if the position is posted as exempt, or in a letter that either acknowledges acceptance of an application for an exempt position or contains an offer of employment for an exempt position or a notification that the position is exempt.
2. In addition, written notification that a position is exempt shall be given to an employee placed in an exempt position not less than 10 working days prior to the employee's first day in the exempt position.
3. If an employee occupies a subject position that is subsequently designated as exempt, the agency shall provide written notification to the employee that the position has been designated exempt. The exemption shall apply to the employee 10 working days after receiving written notification.

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### Vacancy Announcement

Vacant positions to be filled in State government shall be publicized by the agency having the vacancy to permit open and fair competition for all interested employees and applicants. The recruitment and selection process shall be consistently applied, non-discriminatory and promote open and fair competition and the hiring of a diverse workforce.

Each vacancy will be described in an announcement which includes at minimum:

## Recruitment and Posting of Vacancies (continued)

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1. For graded classes: the position number, classification title, salary grade and range, essential functions, knowledge, skills, abilities, minimum training and experience, and any vacancy-specific qualifications as determined by the agency in accordance with 25 NCAC 01H .0635(c), the application period, and the appropriate contact information.
2. For banded classes: the position number, banded class title, banded class salary range or recruitment range corresponding to the competencies and duties, salary grade equivalency, essential functions, competencies, minimum training and experience, vacancy-specific qualifications as determined by the agency in accordance with 25 NCAC 01H .0635(c), the application period, and the appropriate contact information.
3. For all vacancy listings: a closing date shall be given unless the classification has been determined as critical. Factors used in determining critical classifications shall include: agency turnover; number of positions in class; geographic location; scarcity of skills; safety, health or quality of care for clients. Such critical classifications shall be approved by the Human Resources Commission. On those classes determined to be critical, which are considered open, continuous postings, agencies shall determine how long applications shall be considered active.

### Advisory Notes:

1. If there is a specific salary limitation because of budget restrictions or equity considerations, the announcement should include a separate recruitment range, which specifies the maximum salary that will be offered.
2. On those classes determined to be critical, which are considered open continuous postings, agencies shall determine how long applications will be considered active.

### Minimum Qualifications

The employee or applicant must possess at least the minimum qualifications set forth in the class specification of the vacancy being filled. Additional minimum qualifications, if any, included on the specific vacancy announcement must also be met. These additional qualifications must have a documented business need. Qualifications include training,

## Recruitment and Posting of Vacancies (continued)

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experience, competencies and knowledge, skills and abilities. The minimum qualifications on the vacancy announcement shall bear a direct and logical relationship to the minimums on the class specification, class administration guidelines developed by the Office of State Human Resources, and the specific position description. This requirement shall apply in new appointments, promotions, demotions or reassignments, transfers, redeployments and reinstatements.

Qualifications necessary to perform successfully may be attained in a variety of combinations. Reasonable substitutions of formal training and job-related experience, one for the other, may be made.

Agency management is responsible for determining the vacancy-specific qualifications that are in addition to minimum training and experience requirements. Such vacancy-specific qualifications shall bear a logical and job-related relationship to the minimum requirements. Management shall be responsible for the adverse effects resulting from the use of qualification standards that are unreasonably construed.

The Office of State Human Resources shall make the final determination as to whether the employee or applicant meets the minimum qualifications in questionable selection situations.

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### Posting Period

Each permanent position to be filled shall be posted for not less than five working days. Temporary positions are not required to be posted, including positions filled by Model Co-operative Education students and State government interns. The following posting requirements apply:

#### Internal to Agency

Vacancies to be filled from within the agency workforce shall be prominently posted in at least the agency personnel office and the particular work unit of the agency having the vacancy.

## Recruitment and Posting of Vacancies (continued)

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### Internal and External to State Government

Vacancies to be filled from within the state government or outside the state government workforce shall be posted in the agency personnel office and the particular work unit of the agency and shall also be listed with the Office of State Human Resources. In addition, vacancies to be filled from outside the state government workforce shall be listed with the Employment Security Commission.

Advisory Note: "State government workforce" shall mean those employees who are subject to Articles 1, 2, 5, 6, 7, 8, 13 and 14 of G.S. 126. This does not include employees of the legislative and judicial branches, the public school and community college systems or other employees that are exempt from these Articles of the Human Resources Act.

When a vacancy is listed with the Employment Security Commission, the listing agency may not fill the job opening for at least 21 days after the listing has been filed, and the local office with which the listing is made must be notified by the agency within 15 days after the vacancy is filled. Upon agency request, the Employment Security Commission may waive the waiting period for filling listed vacancies in position classifications for which the Human Resources Commission has recognized that candidates are in short supply and it hinders the agency in providing essential services.

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### Posting Requirements Not Applicable

Posting is not required when an agency determines that it will not openly recruit. The decision shall be based upon a bona fide business need and is the responsibility of the agency head. Examples include vacancies which are:

- committed to a budget reduction,
- used to avoid a reduction in force,
- used to effect a disciplinary transfer or demotion,
- to be filled by transfer of an employee to avoid the threat of bodily harm,
- to be filled immediately to prevent work stoppage in constant demand situations, or to protect public health, safety or security,
- designated exempt policymaking [G.S. 126-5(d)],

## Recruitment and Posting of Vacancies (continued)

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- to be filled by chief deputies and chief administrative assistants to elected or appointed agency heads; and vacancies for positions to be filled by confidential assistants and confidential secretaries to elected or appointed agency heads, chief deputies, or chief administrative assistants,
- to be filled by an eligible exempt employee who has been removed from an exempt position and is being placed back in a position subject to all provisions of the Human Resources Act,
- to be filled by a legally binding settlement agreement,
- to be filled in accordance with a formal, pre-existing written agency workforce plan, including lateral appointments resulting from the successful completion of the requirements for the Model Co-op Education Program, the In-Roads Program or the Governor's Public Management Fellowship Program,
- to be filled immediately because of a widespread outbreak of a serious communicable disease, and
- to be filled as a result of a redeployment arrangement.

Advisory Note: Employees filling the above positions are required to meet the minimum training and experience requirements of the position.

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### Priority Reemployment Consideration

Prior to or simultaneous with posting the vacancy announcement, the agency must review the latest list of applicants with priority status. If the classification of the vacancy appears, a priority certificate must be requested and the appropriate priority afforded.

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### Violation of Posting Requirements

The Office of State Human Resources may withhold approval for an agency to fill a vacancy if the agency cannot validate that it complied with these posting requirements. If any agency hires any person in violation of the posting requirements, and it is determined by the Office of State Human Resources that the employment of the person hired must be discontinued as a result of the posting violation, the agency shall pay such person for the time worked.

## Recruitment and Posting of Vacancies (continued)

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### Application for Employment

Applicants applying for a State vacancy must complete and submit a State Application Form (Form PD-107 or its equivalent) to the contact person in the hiring agency. In addition:

- Persons subject to registration under the Military Selective Service Act (50 United States Code, Appx Section 435) must certify compliance with such registration requirements to be eligible for State employment, as required by G.S. 143B-421.1; and
- Persons eligible for veteran's preference shall submit a DD Form 214, Certificate of Release or Discharge from Active Duty, with the application. The agency shall verify eligibility for veterans' preference.

The knowing and willful failure of a subject person to certify compliance when submitting an application for formal consideration, or to falsely certify compliance, may be grounds for dismissal.

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