



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

MEMORANDUM

TO: Directors, Local Public Health Departments
Directors, Local Departments of Social Services
Directors, Area Authorities/County Programs

FROM: Keita Cannon, SPHR, CPM
Local Government Program Team Leader

DATE: July 18, 2011

SUBJECT: County Official Notification in Position Management Process

The Office of State Personnel (OSP) has been receiving a large number of classification/reallocation requests from our Local Government clients as of late. This heavy volume of activity is not unusual following the start of a new fiscal year. However, with the economic climate as it currently stands, it is imperative that all entities who are involved understand their particular role(s), as well as ensuring each partner in this process is aware of any changes *prior* to them taking effect.

Local Government Position Management requires three essential partners (Agency Management, County Management and OSP) in order to be successful. All three partners are responsible for different pieces of the process:

- Agency Management – responsible for determining the needs of the Agency, communicating with both County Management and OSP, and to lead and direct the entire process to completion
- County Management – responsible for the allocation of funding for any potential changes
- OSP – responsible for reviewing, establishing and leveling classification/reallocation requests

Each partner's responsibility is articulated in either statute or administrative code. So, just as OSP has no authority to allocate County funding for an Agency's positions, County Management has no authority in establishing or determining the classification title and/or level of Agency positions (the exception being those Counties/Entities who are substantially equivalent in classification and compensation).



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OSP has received several concerns as of late that County Management has not been included in the Position Management process. Some Agencies are presenting approved and signed classification/reallocation PD-118 (Position Action Form) requests and stating that “changes **must** be implemented per OSP”. This does not foster the collaboration necessary in order for the achievement of our mutually beneficial goal - getting necessary positions or reallocations implemented with contributions acknowledged and no vital partner overlooked.

Effective immediately, OSP will not sign off on any PD-118s unless Section 5 – Authorization by Local Department is completed in full. That is, in addition to the Agency Director’s signature, OSP will require that the County Official signature also be on the request form. This is actually not a change in procedure, just one that has not been adhered to diligently in the past. Understanding that it is sometimes difficult to collect signatures due to busy schedules, a communication or acknowledgement (email for a particular request, standing letter in file from County Official that Agency has authority to sign off on requests, etc.) will be accepted in lieu of a County Official’s signature. For District Health Departments and LMEs who do not report to a single County, you will need to obtain the signature of your respective Board Chair (or their designee). Of course, those Counties/Entities who are substantially equivalent in classification and compensation are exempt from this process as Position Management oversight resides with the County/Entity Official.

Should you have any questions regarding this letter, please do not hesitate to contact me at your convenience.

cc: County HR Directors