



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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**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 *Kc*
Local Government Program Team Leader

DATE: September 6, 2011

SUBJECT: Training and Experience Requirements Project

In preparation for several human resources initiatives, the Office of State Personnel's Classification and Compensation Division is currently undertaking a project to update all training and experience (T&E) requirements for graded positions. This project *may* impact some of the T&Es currently utilized in the Local Government Salary Plan. In order to successfully complete this project, the Classification and Compensation Division has been seeking input from State Agency stakeholders. The Department of Health and Human Services (where each of your respective Divisions are housed in the State organizational structure) is very engaged in this project and we expect some of you may be contacted as subject matter experts in your respective fields.

Please note – **this is not a classification study**. That is, the duties and responsibilities of graded positions are not currently being reviewed for changes at this time. This project is limited solely to those T&Es used in order to make qualification determination decisions. If after this major project is completed and the Classification and Compensation Division makes a decision to engage in a classification study, the Local Government Program Team will communicate this initiative to all Local Government stakeholders at that time.

Should you have any questions regarding this memo, please feel free to contact me at keita.cannon@osp.nc.gov or (919) 807-4869 at your convenience.