



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

JOSH STEIN
GOVERNOR

STACI MEYER
DIRECTOR

**TO: Agency Heads, Chancellors, Human Resources Directors, and
Other Interested Parties**

**FROM: Denise H. Mazza, Administrator
State Human Resources Commission**

DATE: July 31, 2025

**RE: Approved Personnel Actions for the July 17, 2025
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on July 30, 2025 by the Governor's Office and by the State Human Resources Commission (SHRC) at the July 17, 2025 meeting. These statements are summaries only; see the documentation at the link below for full details.

- B. EEO, Accessibility and Workforce Services:
25 NCAC 01I .2103 Salary Rate Permanent Rulemaking

The SHRC approved the submission of the temporary rule to the Rules Review Commission for entry as a permanent rule in the North Carolina Administrative Code.

- C. Legal Division: Proposed Meeting Dates for 2025

The SHRC approved moving the SHRC meeting scheduled for October 16, 2025 to September 18, 2025.

- D. Total Rewards/Classification and Compensation:
3 New and 1 Revised Classification Specifications

The SHRC approved of three (3) new and one (1) revised class specifications for the Statewide Compensation Plan as follows:

Equal Opportunity Employer
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In the Agricultural/Environmental/Scientific job family, the current classification of Agricultural Program Manager III, which incorporates three unique and distinct roles with different requirements and different labor market rates, was separated into three classifications to recognize the distinctions in these roles and to facilitate recruitment and retention of the necessary specialized skills and knowledge. These roles include the Farmland Preservation Program Manager (revision to current class specification), the Agronomy Manager, and the Plant Pest Program Manager (new class specifications).

In the Human Services job family, the Peer Support Specialist was added as a new classification to meet the current needs at the Department of Health and Human Services within the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.

E. Talent Acquisition: Recruitment & Posting of Vacancies Policy

The SHRC approved revisions to the policy to be consistent with the changes made to the North Carolina Human Resources Act by Session Law 2025-34. They included the following:

- Section 3 of Session Law 2025-34 makes additional knowledge, skills, and abilities in the job posting management preferences, rather than additional mandatory minimum qualifications for the position. These changes in the law are reflected in changes to Sections 4 to 6 of the policy.
- Section 4 of Session Law 2025-34 makes continuous postings be approved by the employing agency rather than by the State Human Resources Commission or the Office of State Human Resources. This change in the law is reflected in changes to Section 4, item 3, in the policy.
- Section 6 of Session Law 2025-34 authorizes temp-to-perm hiring, without posting, under certain specific conditions. This change in the law is reflected in Section 8.1 of the policy.
- Section 7 of Session Law 2025-34 authorizes hiring a candidate from the most qualified pool of a previous posting, without a new posting, under certain specific conditions. This change in the law is reflected in Section 8.2 of the policy.

In addition, a few changes to simplify the state hiring process were made that are not specifically required by Session Law 2025-34. There are as follows:

- Section 7.0 now requires that continuous postings be reposted at least every 365 days, so that the posting does not appear to potential applicants to be outdated.
- Sections 7.1 and 7.2 make temporary employees at an agency always eligible for postings that the agency identifies as “Internal to Agency.” Under the previous version of the policy, it was the agency’s decision whether to make temporary employees eligible in these circumstances.
- In Section 7.3, the requirement to post vacancies in paper in the agency HR office has been removed. Vacancies must still be posted on the state hiring website.

F. Talent Acquisition: Selection of Applicants Policy

The SHRC approved updating Section 1 of the Policy to include the concept, added in Session Law 2025-34, that the minimum qualifications for a position are the education and experience that are stated in the class specification, and any additional qualifications, knowledge, skills, or abilities added in the vacancy announcement are solely management preferences. It also added guidance throughout the policy about how this Policy applies (and does not apply) to positions that are exempt from the North Carolina Human Resources Act.

G. Talent Acquisition: Repeal of 25 NCAC 01H .0635

The SHRC approved of beginning the rulemaking process to repeal this Rule because it is partially inconsistent with the mandates in N.C. Sess. Law 2025-34 and the remaining text of Rule 01H .0135 is unnecessary,

H. Legal Division: Repeal of Rules for 25 NCAC 01O

The SHRC approved of beginning the rulemaking process to repeal this Rule in compliance with Section 8 of Session Law 2025-34 that calls for current Administrative Code rules on performance management be repealed.

I. Total Rewards/Salary Administration: Pay Administration Policy

The SHRC approved revising this Policy by removing text about flexibility authorizations, since N.C.G.S. § 126-3.1(b)(3) now provides agencies with permanent authority to classify or reclassify positions according to the HR Commission’s classification system (provided that the employee meets the minimum requirements for the classification), and N.C.G.S. § 126-3.1(b)(4) now provides agencies with permanent authority to establish employee salaries within the salary ranges determined by the HR Commission.

J. Total Rewards/Salary Administration: Paid Parental Leave Policy

The SHRC approved revising this Policy by adding language from the statute and Administrative Code about aggregating experience for State of North Carolina employers for eligibility purposes and changing the due date for agencies' annual report of Paid Parental Leave data to July 15 starting in 2026 to allow additional time to receive, compile, and prepare the data necessary to meet the September 1st legislative reporting requirement. Also, explanatory notes included when this Policy was new were removed as they are no longer needed.

K. Periodic Reviews for 25 NCAC Subchapters 01F, 01H, 01I, and 01J

The SHRC approved of the proposed initial determinations for each of these rules and their posting on the OAH and OSHR websites for public comment as well as a public hearing on the same.

L. Periodic Reviews for 25 NCAC Subchapters 01D, 01E, 01K, 01L, 01M and 01N

Since these rules received no public comment at a public hearing or during the 60-day public comment period of their initial determinations, the SHRC approved of submitting the determinations of these rules as necessary or unnecessary to the Rules Review Commission for review and approval.

Complete documentation can be found on the SharePoint site at: [State Human Resource Commission - HR Directors - 2025 07 17 SHRC Meeting - All Documents](#)