



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

David A. Shehdan, Director  
Human Resources

June 6, 2014

### ADMINISTRATIVE MEMORANDUM #06-2014

TO: DPS Division Directors and Section Heads  
FROM: David A. Shehdan, Director Human Resources *DAS*  
SUBJECT: Creation of new Salary Administration & Reporting Unit

In response to a critical need in the department, I am pleased to announce the development of a Salary Administration and Reporting Section. We have been continuously re-evaluating our internal procedures and processes to identify ways to improve our service. One area we are seeking to improve is the salary administration and salary approval processes. We are establishing this section to better manage salary exceptions, career banded salary administration and salary decisions requiring the Office of State Human Resources' approval.

We will be repurposing a vacant Personnel Analyst III position to serve as the new Salary Administration & Reporting Manager. This position will:

- Serve as a consultant/subject matter expert on salary administration;
- Monitor tracking reports to continuously evaluate salary administration processes to identify ways to streamline and support best practices;
- Develop and offer training on salary administration;
- Create a program to delegate, then audit salary decision making to the field;
- Serve as an agency resource on BEACON reporting and how to generate reports;
- Prepare reports in response to agency-level requests.

Thank you for your continued support as we endeavor to create this section and improve our customer service to you.

DAS/pdw

cc: Secretary Frank L. Perry  
Lorrie L. Dollar, Chief Operating Officer  
Commissioner W. David Guice  
Commissioner Gregory K. Baker  
Deputy Commissioner Bill Crews  
Pam Walker  
HR office

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