



North Carolina Department of Public Safety

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Pat McCrory, Governor

Frank L. Perry, Secretary

May 26, 2015

MEMORANDUM

TO: Department of Public Safety Managers and Supervisors

FROM: Secretary Frank L. Perry

SUBJECT: Classification & Compensation Project

The N.C. Office of State Human Resources (OSHR) is in the process of developing a new statewide classification and compensation system. It is expected that the new system will be implemented in the next year. A core component in the development of the new system will be an on-line position description writing/workflow tool. With this tool, position descriptions will be completed and updated electronically. The state has contracted with PeopleAdmin for this system. The PeopleAdmin system will facilitate these processes as well as streamline the business of collecting and reviewing position description information for state government going forward.

Current position description information is a necessary component in the design of any new compensation system, as well as being the cornerstone of a number of other human resources and legal functions. This statewide initiative will assure that this information is obtained on all positions and maintained in an electronic format that will be easier to access and update.

Since this is a statewide effort, all state agencies will be required to use the new PeopleAdmin system for completing new and/or updated position descriptions. This effort is anticipated to take place between May and August of this year. Each agency's Central Human Resources (HR) Office have staff who completed PeopleAdmin training. OSHR is developing various resources that will be available in the near future to assist managers and HR professionals with using the new software. These include the following:

- PeopleAdmin user manuals for Agency HR representatives and managers/supervisors
- On-line overview presentation on the Statewide Compensation System Project and PeopleAdmin (to be made available through Learning Management System)
- On-line PeopleAdmin user training for Agency HR representatives and managers/supervisors (to be made available through Learning Management System)
- On-line position description writing training (to be made available through Learning Management System)

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Agency HR staff will be contacting your staff to brainstorm the best process to collect position description information for your area. In some cases this may involve inputting information for one position at a time. However, in many cases, descriptive data for numerous positions with the same duties may be edited in bulk or uploaded in mass at one time. Please note that we are not prepared to address salary at this time. The new pay philosophy and funding for the project will be determined at a later date.

Also, OSHR is partnering with agency Human Resources to develop new classification specifications to support the new classification structure. As a manager, you may be contacted as a subject matter expert to provide input to these documents.

Additional information on the Project can be found on the OSHR website here: <http://www.oshr.nc.gov/compsysproject.htm> .

We encourage you to share this link with your employees.

We realize the heavy workload and deadlines we are all under. The next few months will be very challenging as we move forward to implementing the PeopleAdmin system and collecting information on over 60,000 positions statewide. With your support, effective training and open communication, it is our hope to make this transition as smooth as possible.

Questions may be directed to your respective division, section and/or work unit HR representative.

FLP:EB:mks

C: HR representatives