



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Nancy Lipscomb, Director
Human Resources

March 18, 2016

ADMINISTRATIVE MEMORANDUM: 01-2016

TO: DPS Division Directors and Section Heads

FROM: Nancy Lipscomb, Human Resources Director 

SUBJECT: State Classification and Compensation Project Update

The Department continues to move forward implementing the new statewide classification and compensation project with an expected effective date of June 1, 2016. With that in mind, there will be some changes to the recruitment and salary administration process as we navigate through the transition.

Recruitment

Positions will continue to be posted via NEO Gov through April 30, 2016 using the old classification title, pay level and training and experience requirements.

The automatic feed from BEACON to the applicant system will cease as of May 1, 2016. Therefore, for the period May 1 through 31, 2016, positions will still be posted via NEO Gov, but with the new classification title, pay level and training and experience standards which will need to be manually entered by the employment specialist. The allocation list including the SAP position number, new classification title, pay level and other information needed for the posting will be provided at a later date.

As of June 1, 2016, information will be updated in BEACON and the applicant system will automatically pull the new job information from BEACON into NEO Gov for job postings. However, it will be important for the employment specialist to review that information, compare it with the allocation list to ensure the accuracy of the data from BEACON.

Continuous Job Postings

All continuous job postings will be revised as of May 1, 2016 to include the new classification title, pay level and training and experience requirements. Further information will be provided regarding how existing rosters will be managed through the transition.

Selection

The conditional offer must be signed on or before May 31, 2016, otherwise in accordance with the Office of State Human Resources directive, the position must be reposted with the new classification title, including the pay level and training and experience requirements if applicable. Therefore, it will be extremely important to carefully consider the time frames when posting positions to ensure that the posting, screening, interview, and selection process can be completed and a signed conditional offer of employment obtained on or before May 31, 2016.

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Salary Administration

The previous salary administration policy will apply to all actions effective on or before May 31, 2016. Likewise, the new salary administration policy will apply to all actions effective June 1, 2016 and later.

Processing Actions

The allocations to the new classification titles will be processed after the close of payroll in May. As a result, we anticipate that BEACON may cease all processing as of payroll deadline on May 24, 2016 through June 1, 2016, the effective date of the allocations.

Reallocations

As of April 1, 2016, OSHR has implemented a moratorium on any further reclassification actions; however, they will continue to support requests for new positions based on legislation.

Questions may be directed to the following individuals for the respective subject matter areas:

Job postings:	Ms. Beth Thornton or a member of her staff.
Classification/Compensation project:	Ms. Cosanda Auzenne or a member of the Classification and Compensation staff.
Salary administration/Employment process:	Ms. Andrea Porterfield or a member of her staff.

The classification and compensation transition is complex impacting multiple steps in the Recruitment, Employment and Selection process; multiple policies, uploads, and data feeds across Human Resource Information Systems. In addition, staff will have to be trained on the new policies and processes. We anticipate there may be a few challenges during the transition and we appreciate your continued collaboration, support and cooperation as we work together during the transition to the new system. Thank you.

NL:MKS

Cc: Secretary Frank L. Perry
Commissioner W. David Guice
Commissioner Gregory K. Baker
Colonel William J. Grey, Commander of the SHP
Gregory A. Lusk, Adjutant General
B.W. Collier, Director of SBI
Deborah L. McSwain, General Counsel
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