



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Kieran J. Shanahan, Secretary

Lorrie L. Dollar, Commissioner of Administration  
Alvin G. Ragland, Director

February 21, 2013

### ADMINISTRATIVE MEMORANDUM: 04-2013

**TO:** DPS Leadership  
**FROM:** Alvin G. Ragland   
**SUBJECT:** DPS HR Position Classification Reviews

Attached are the following Department of Public Safety forms and guidelines designed to assist supervisors with a classification-related request:

- Steps for Requesting Position Classification Reviews
- Organizational Management Action Request Form (OMAR)
- Job Description Form includes ADA Checklist and Essential Job Function template

This is a continuation of the consolidation of the Human Resource Policies, Procedures and forms for the Department of Public Safety (DPS). Much review and examination of the Policies and processes from the three previous agencies was conducted by Human Resource professionals in consultation with Office of State Personnel staff and input from representatives from each of the major divisions to ensure that all issues were considered in the development and completion of the DPS policy.

Questions may be directed to the Human Resource Classification and Compensation staff at 919-716-3800. Thank you.

AGR:MKS

Attachments

Cc: Secretary Kieran Shanahan  
Mr. Edward Masso  
Mr. Frank Perry  
Mr. David Guice  
Ms. Lorrie Dollar  
Mr. Gerald Rudisill

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