



# 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: 05-2013

**TO:** DPS Leadership  
**FROM:** Alvin G. Ragland   
**SUBJECT:** **DPS In-Range Salary Adjustment Policy**

Attached is the Department of Public Safety's In-Range Salary Adjustment Policy approved by the State Personnel Commission at their December 13, 2012 meeting. The new policy was effective February 1, 2013. Also included are the below identified forms associated with this policy.

This is a continuation of the consolidation of the Human Resource Policies 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 with 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. The Office of State Personnel also carefully reviewed the policy for compliance with State Personnel Policy standards and ultimately recommended approval to the State Personnel Commission.

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

AGR:MKS

Attachment: 2013 DPS In-Range Salary Adjustment Policy  
IRSA Job Change Form  
IRSA Labor Market Form  
IRSA Equity Form  
Equity Tool Qualifications Worksheet

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

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