



North Carolina Department of Public Safety
Human Resources

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

July 20, 2012

ADMINISTRATIVE MEMORANDUM: **07-2012**

TO: Department of Public Safety Managers and Supervisors
FROM: Alvin G. Ragland *Alvin G. Ragland*
RE: New DPS Request to Post Form

The Department of Public Safety (DPS) Office of Human Resources is pleased to announce a new standardized form to be used by all Divisions when requesting to post a vacant position. The new form titled *Request to Post* replaces all existing forms (i.e., Authorization for Personnel Action Due to Extraordinary Exception and Vacancy Announcement Request forms for Law Enforcement; Request to Hire and Vacancy Posting Announcement forms for Adult Correction; and Request for Posting form for Juvenile Justice). Please begin using the attached Request to Post form immediately. The new form will be posted to the website in the near future.

The standard posting period for DPS will be five days (Monday – Friday) unless there is a joint determination made by Human Resources and Management for an exception for an extended time period. *Exceptions can be requested in the General Posting Information Section under Special Comments.* (EXCEPTION: The Division of Adult Correction will remain on a required ten day posting period until the Department’s new Merit Based Hiring policy has been approved by the State Personnel Commission).

All positions will be posted with the full salary range, unless otherwise specified. The Department will no longer restrict the salary range of the posting to a recruitment/hiring range. *Exceptions can be requested in the General Posting Information Section under Special Comments.*

All Request to Post forms must be received in the Office of Human Resources via the e-mail address of DPS_HR_RequestToPost@ncdps.gov by close of business on Wednesdays in order to be posted the following week. To help expedite the posting, the subject line of the e-mail must state the Position Title and the eight digit Beacon Position Number (Ex., Office Assistant IV, #600001234). The form should be an attachment to the e-mail. The form does not need to be printed and signed via hard copy. It should be forwarded via e-mail to the next approval level and continue electronically until received in the Office of Human Resources.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27699
Telephone: (919) 716-3700
Fax: (919) 716-3794

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Please note that Request to Post forms will only be accepted via the e-mail address above. Currently, due to Divisions being on different servers you may have to manually type in the e-mail address. Each Division must determine final approving authority for their Sections. The Office of Human Resources will accept the e-mailed form and post the position with two approvals. Please note that whoever forwards the e-mailed Request to Post to the Office of Human Resources will be deemed as the final approver.

The FY 2010-2011 Governor's Hiring and Salary Freeze has been lifted. Therefore, any former procedures related to approval due to the hiring freeze are removed from the process. Please begin following the stated Request to Post procedures immediately which are required for any and ALL positions that need to be posted other than those on continuous posting.

The DPS Office of Human Resources looks forward to the streamlined process of having one *Request To Post* form from all Divisions, being sent via one e-mail address. We estimate this will shorten the time to post a position by at least 25 %. Should there be any questions, please contact the Recruitment/Employment Section in the DPS Office of Human Resources at 919-716-3800.

Thank you for your attention in this matter.

AGR:TP:mks

Attachments: Request to Post Form

cc: Secretary, Reuben F. Young
Chief Operating Officer, Mikael R. Gross
Chief Deputy Secretary, Adult Correction, Jennie Lancaster
Chief Deputy Secretary, Law Enforcement, Gerald A. Rudisill
Chief Deputy Secretary, Juvenile Justice, Linda W. Hayes
Chief Deputy Secretary, Administration, Bennie Aiken