



North Carolina Department of Public Safety

Prevent. Protect. Prepare.

Pat McCrory, Governor

Frank L. Perry, Secretary

May 26, 2015

MEMORANDUM

TO: Department of Public Safety Employees

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. In many cases, current job description information may already exist. In other instances, management may use this as an opportunity to make necessary updates to their job descriptions. If so, you may be asked to assist your supervisor in developing the content for your position.

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

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

FLP:EB:mks

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