JACKSON COUNTY
Human Resources Department
401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779
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Memo

TO: Jackson County Board of Commissioners

FROM: Kathleen Breedlove, Human Resources Director
Shelley Carraway, Health Director

DATE: March 19, 2019

SUBJECT: Request for Delegation of Authority for Qualification Determinations

The Jackson County Department of Public Health is seeking delegation of authority for qualification determinations from the Office of State Human Resources. In April 2018 Health Department personnel attended Candidate Qualifications Training which included an overview of the screening process, discussion of specific classes, techniques and strategies as well as forms and resources.

An official request is attached for delegation of authority to evaluate and applicant's education and experience for specific job classes in accordance with the attached Memorandum of Understanding (MOU).

The Jackson County Department of Public Health is requesting the governing Board to approve this request and accept the conditions and responsibilities associated with the delegation of authority as outlined in the MOU.

Attachments – Request for Delegation of Authority for Qualification Determinations
– Memorandum of Understanding

Jackson County Department of Public Health
538 Scotts Creek Rd. Suite 100 • Sylva, NC 28779
Tel: 828-586-8994 • FAX: 828-586-3493
Shelley Carraway
DIRECTOR

MEMORANDUM

TO: Dominick D'Erasmo, M.A. Local Government Program Manager

FROM: Shelley Carraway, Director

DATE: Thursday. March 7, 2019

SUBJECT: Request for Delegation of Authority for Qualification Determinations

This memorandum requests delegation of authority for qualification determinations for Jackson County Department of Public Health for the following classifications listed in Section IV A of the attached MOU.

This request is based on Jackson County Department of Public Health's commitment to maintain trained and experienced Human Resources staff to manage the day-to-day requirements of the delegation agreement. The Jackson County Department of Public Health further commits to administering human resources programs in compliance with State Human Resources Commission rules, Office of State Human Resources policies and Federal Standards for a Merit System of Personnel Administration as described in the Code of Federal Regulation.

The Jackson County Department of Public Health has not previously had delegation of authority for the certification of a candidate's qualifications under the North Carolina Human Resources System.

The following signatures serve as formal authorization for this request and confirm our commitment to meeting the prescribed conditions as stated in the second paragraph:

Shelley Carraway
Public Health Director:

Shelley Carraway 3/7/19
Signature Date

Brian McMahan
Chair, Jackson County Board of County Commissioners:

_____ _____
Signature Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OFFICE OF STATE HUMAN RESOURCES AND
JACKSON COUNTY DEPARTMENT OF PUBLIC HEALTH
FOR DELEGATION OF AUTHORITY

QUALIFICATION DETERMINATIONS

I. BASIS:

Title 25 Section 1I of the North Carolina Administrative Code contains rules for local agencies subject to the State Human Resources Act adopted by the State Human Resources Commission pursuant to the provisions of Chapter 126 of the North Carolina General Statutes.

II. PURPOSE:

This Memorandum of Understanding (MOU) extends to and commits the Agency Director and Chair, through its designated agents, to act on behalf of the State Human Resources Director and staff of the Office of State Human Resources (OSHR). This mutual commitment supports a flexible, results oriented Human Resources system that is operated collaboratively by the Agency and the Office of State Human Resources, specifically for the recruitment and selection function. This MOU specifies both OSHR's and the Agency's responsibilities and authority for managing these functions.

III. CONDITIONS:

This MOU defines the agency's responsibilities for evaluating applicant education and experience for the specific job classes listed in this MOU hereinafter referred to as qualification determinations. This MOU applies only to qualification determinations for job classes found in the Local Pay Plan. This MOU does not delete, nullify or modify the powers, responsibilities and authority of the State Human Resources Director and State Human Resources Commission. All parties agree that Martha Thomasson, Administrative Assistant II, shall serve as the agent of the Agency Director with the right to act officially on his or her behalf concerning the provisions of this MOU. Martha Thomasson shall have direct access to the Agency Director and have authority to act on his or her behalf concerning issues relating to this MOU. Subsequent changes to this MOU may be made by mutual consent of both parties in writing. Termination of this MOU may be initiated by either party at anytime.

In the administration of this MOU, the Agency Head agrees to comply with statutory provisions, regulations, and standards of the Office of State Human Resources and the State Human Resources Commission.

The Agency Director may petition for an increase or a decrease in the scope and extent of this Memorandum. The Local Government Program Team Leader shall determine the appropriateness of the request after considering the rationale for the proposed change. The Local Government Program Team Leader reserves the right to renegotiate the components of this MOU given evidence that changes in the Agency Director's or HR staff's capability alters the effectiveness of administering the MOU. The Local Government Program Team Leader may choose to suspend any or all parts of the

MOU if the contributing conditions are of a temporary nature and there is a basis for remedial action. The Agency Director or designee shall implement remedial measures after discussion as prescribed by the Local Government Program Team Leader.

Actions processed in accordance with the provisions of this MOU are subject to program review by the Office of State Human Resources. The Agency Director or designee and the Local Government Program Team Leader agree that the Director is responsible for the review of personnel activities, transactions, and actions that are legally the responsibility of the Agency Director.

IV. AGENCY PROVISIONS:

The Jackson County Public Health Director, Shelley Carraway, shall be responsible and accountable for execution of Commission policies and rules concerning qualifications review within Jackson County Department of Public Health, which are subject to the provisions of State Human Resources Act. Martha Thomasson, Administrative Assistant II, shall be the Agency designee accountable for day-to-day decisions pursuant to this MOU. This authorization is predicated upon maintenance of adequate staffing level of trained and experienced human resources staff including professional HR positions commensurate with the size and complexity of HR programs and functions.

Subject to the above conditions, the Agency Director is delegated the authority and responsibility to:

- Render qualification determinations in accordance with the State of North Carolina classification system and policies, principles, and procedures as prescribed by the North Carolina Administrative Code and Office of State Human Resources standards and practices.

- Develop internal operating procedures to meet the qualification determination needs of the Agency in a manner consistent with state statutes, standards and policies.

- Develop a mechanism for accountability that will ensure quality decisions that are consistent with state statutes, policies and federal merit system standards for personnel administration.

- Refer all requests and recommendations for exceptions to established State Human Resources regulations, policies, standards, or procedures to the Office of State Human Resources for decisions.

- Administer all qualification determinations and related data in accordance with established State Human Resources regulations, procedures, and laws using standard or mutually approved forms and procedures.

- Treat fairly all applicants and employees in the administration of HR programs and functions without regard to race, color, religion, sex, national origin, political affiliation, age, or handicapping condition. This "fair treatment" principle includes compliance with federal equal employment opportunity and nondiscrimination laws.

A. QUALIFICATION DETERMINATIONS PROVISIONS:

The Agency Director accepts primary accountability for the qualification determinations for all classes covered under this MOU. Human Resources staff shares accountability for the impact of the resulting decisions on program operations, employees, and upon the State's classification plan. Subject to the above conditions, Martha Thomasson, Administrative Assistant II, is delegated the authority and responsibility to:

- Act in accordance with this Memorandum and with State Human Resources policies.

- Comply with rules and policies as set out in Section. 1900, Recruitment and Selection, of the Personnel Manual for Local Government Employment subject to the State Human Resources Act and all other applicable rules and regulations.

- Maintain an alphabetical filing of all current classification specifications ~~in~~ used in the agency.

- Ensure that all applicant qualification determinations comply with the Office of State Human Resources classification and specification requirements, and are approved in accordance with a merit based selection policy and procedure.

- Submit to the Office of State Human Resources all qualification determinations for equivalencies and reasonable substitutions for education and experience requirements, accompanied by justification for the request.

- Render qualification determinations for the classes listed below. Such determinations shall be in accordance with established State Human Resources regulations, policies, and laws and meet the documentation requirements.

  All documents associated with each determination shall be maintained in the employee or applicant file.

- Submit to OSHR documentation for determinations for which the Agency does not have delegated authority. The Office of State Human Resources will make decisions on these requests within five calendar days after receiving the Agency's fully documented request.

CLASSES FOR WHICH DELEGATION IS APPROVED

ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
ANIMAL CONTROL OFFICER I
ANIMAL CONTROL LEAD OFFICER
ANIMAL CONTROL SUPERVISOR I
ANIMAL CONTROL SHELTER ATTENDANT
BREASTFEEDING PEER COUNSELOR
BUSINESS OFFICER I
COMMUNITY DISEASE CONTROL SPECIALIST II
DEPUTY HEALTH DIRECTOR
ENVIRONMENTAL HEALTH PROGRAM COORDINATOR
ENVIRONMENTAL HEALTH PROGRAM SPECIALIST
ENVIRONMENTAL HEALTH SPECIALIST
ENVIRONMENTAL HEALTH SUPERVISOR I
ENVIRONMENTAL HEALTH SUPERVISOR III
FOREIGN LANGUAGE INT II
HUMAN RESOURCE AIDE
HUMAN SERVICES PLANNER/EVALUATOR II
HUMAN SVS CLINICAL PROGRAM MGR
MEDICAL LAB ASSISTANT III
MEDICAL LAB TECHNICAN II
MEDICAL OFFICE ASSISTANT-CLINICAL UNIT
MEDICAL OFFICE ASSISTANT
MEDICAL TECHNOLOGIST I
NUTRITION PROGRAM DIRECTOR
NUTRITIONIST II-WIC
NUTRITIONIST III
OFFICE ASSISTANT III
OFFICE ASSISTANT IV
OFFICE ASSISTANT V-LEAD
PATIENT RELATIONS REP IV
PUBLIC HEALTH EDUCATOR I
PUBLIC HEALTH EDUCATION SPECIALIST
PHN II
PHN III-CLINICAL COORD
PHN SUPERVISOR I
PHYSICIAN EXTENDER II
PROCESSING ASST III
SOCIAL WORKER II

V. OFFICE OF STATE HUMAN RESOURCES PROVISIONS:

A. The Office of State Human Resources is responsible for:

- Monitoring personnel transactions to identify concerns and problems that may occur in the interpretation and application of policy and procedures and then discussing those issues with the Agency Director or designee on a periodic basis.
- Identifying critical or urgent problems requiring immediate intervention and resolution.
- Providing technical advice and consultation on all aspects of the recruitment and selection process.
- Providing current classification specifications and other data for all classes used by the agency.
- Providing clear communication and interpretation of all rules and policy requirements regarding position classification.
- Providing staff training and assistance on all aspects of qualification determinations.
- Providing to the Agency Director or designee periodic assessments and reports that convey the results of monitoring and program review activities.

Upon acceptance of this agreement, return the signed original copy to the Office of State Human Resources and retain a signed copy with the agency records.

This Memorandum entered into this _____day of _____, 20____, by the Undersigned, to become effective on the _____day of _____, 20_____.

GRANTOR:

_____

NC Office of State Human Resources
Local Government Program Team

GRANTEE:

Shelley Cannaway, **Director, Jackson County Department of Public Health**
Signature

_____, **Chairman, Jackson County Board of County Commissioners**
Signature