

## **SUBCHAPTER 01F - POSITION ANALYSIS**

### **SECTION .0100 - GENERAL PROVISIONS**

#### **25 NCAC 01F .0101 AUTHORITY FOR CLASSIFICATION PLAN**

*History Note:* Authority G.S. 126-4(1);  
Eff. February 1, 1976;  
Expired Eff. July 1, 2016 pursuant to G.S. 150B-21.3A.

#### **25 NCAC 01F .0102 AUTHORITY FOR ESTABLISHING QUALIFICATIONS**

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Repealed Eff. November 1, 1988.

#### **25 NCAC 01F .0103 ORGANIZATION**

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Repealed Eff. December 1, 1978.

#### **25 NCAC 01F .0104 DEFINITIONS**

#### **25 NCAC 01F .0105 POLICY ON ESTABLISHING MINIMUM QUALIFICATION STANDARDS**

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. August 1, 1980; December 1, 1988;  
Expired Eff. July 1, 2016 pursuant to G.S. 150B-21.3A.

### **SECTION .0200 - POSITION CLASSIFICATION**

#### **25 NCAC 01F .0201 CLASSIFICATION METHOD**

#### **25 NCAC 01F .0202 CLASSIFICATION PLAN**

#### **25 NCAC 01F .0203 MAINTENANCE OF THE CLASSIFICATION PLAN**

#### **25 NCAC 01F .0204 ALLOCATION OF POSITIONS TO CLASSIFICATION PLAN**

#### **25 NCAC 01F .0205 TENTATIVE/FLAT-RATE PROVISIONS: TEMPORARY CLASSIFICATIONS**

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988;  
Expired Eff. July 1, 2016 pursuant to G.S. 150B-21.3A.

### **SECTION .0300 - POSITION ADJUSTMENTS**

#### **25 NCAC 01F .0301 NEW AND ADDITIONAL PERMANENT: FULL-TIME OR PART-TIME**

#### **25 NCAC 01F .0302 ALLOCATION OR REALLOCATION OF A VACANT POSITION**

#### **25 NCAC 01F .0303 REALLOCATION OF AN ESTABLISHED POSITION TO ANOTHER CLASS.**

#### **25 NCAC 01F .0304 TRANSFER OF POSITIONS**

#### **25 NCAC 01F .0305 ABOLISHMENT OF A POSITION**

#### **25 NCAC 01F .0306 ABOLISHMENT OF A CLASS**

#### **25 NCAC 01F .0307 REALLOCATION OF A POSITION**

*History Note:* Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. December 1, 1988;

*Expired Eff. July 1, 2016 pursuant to G.S. 150B-21.3A.*

#### **SECTION .0400 - POSITION ANALYSIS FORMS**

**25 NCAC 01F .0401      DESCRIPTION OF FORM PD-118**  
**25 NCAC 01F .0402      DESCRIPTION OF FORM PD-102**  
**25 NCAC 01F .0403      DESCRIPTION OF FORM PD-103**

*History Note:      Authority G.S. 126-4;  
                         Eff. February 1, 1976;  
                         Amended Eff. December 1, 1988;  
                         Expired Eff. July 1, 2016 pursuant to G.S. 150B-21.3A.*

#### **SECTION .0500 - LOCAL GOVERNMENT POSITION CLASSIFICATION SERVICES**

**25 NCAC 01F .0501      SERVICES AVAILABLE TO LOCAL GOVERNMENT**

*History Note:      Authority G.S. 126-10;  
                         Eff. February 1, 1976;  
                         Repealed Eff. November 1, 1988.*

**25 NCAC 01F .0502      CHARGES**

- (a) Service charges for local government position classification services will be based upon the nature and scope of the work requested, and the anticipated salary, travel, lodging, subsistence, printing, and overhead costs necessary to complete the requested work. An individual proposal will be developed in response to each project request.
- (b) Transferable products developed to meet a general need, such as personnel policy models, record system models, job evaluation models, etc., will be offered at a fair market price.
- (c) The total funds received from all sources through charges will not exceed the actual operating costs of the service program.

*History Note:      Authority G.S. 126-10;  
                         Eff. February 1, 1976;  
                         Amended Eff. December 1, 1988; June 1, 1981;  
                         Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 25, 2016.*

**25 NCAC 01F .0503      MEMORANDUM OF AGREEMENT FOR TECHNICAL ASSISTANCE**

This memorandum of agreement for technical assistance is an agreement, signed by both the local jurisdiction and the Office of State Human Resources setting out the terms and conditions under which the Office of State Human Resources agrees to supply technical assistance in position classification to the local jurisdiction.

*History Note:      Authority G.S. 126-10;  
                         Eff. February 1, 1976;  
                         Amended Eff. December 1, 1988;  
                         Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 25, 2016.*