HRAB-SPA Structure and Purpose

HRAB-SPA Organization:

The University of North Carolina Human Resources Advisory Board will consist of five representatives from constituent institutions, one from each tier of the University groups to assure representation of campuses of different sizes and different Carnegie categories.

- The Vice President for Human Resources will serve as the President’s delegate on matters related to the HRAB-SPA.

- Representatives from the constituent institutions will be nominated by their Chancellors and appointed for a three year term by the Vice President for Human Resources. During the first 2 years (2012 – 2014) the representatives will stagger the term ending dates of the five representatives.

- A representative from a different institution in the same group will be named for the next term.

There will be two representatives each from the Office of State Personnel and General Administration.

- Representatives from the Office of State Personnel and the General Administration will be appointed by the Vice President for Human Resources and the Director to serve on this Board based on their duties in their respective organizations.

- Representatives from the Office of State Personnel and the General Administration will have unlimited terms.

The Board will be chaired by a member of the staff of the General Administration Human Resources office (Associate Vice-President for Human Resources).

- In general, the HRAB-SPA will meet monthly. The basic function of the Board will be to advise the Vice President for Human Resources and through him/her, the Director, concerning all aspects of managing the SPA human resources function serving the constituent institutions of the University.

HRAB-SPA Organization

OSP representatives will serve as non-voting members.

Specifically, the HRAB-SPA will:

1. Using performance standards agreed to by UNC-GA and OSP, review and recommend approval of constituent institutions' requests for delegation of authority.
2. Set priorities for university-specific classification/compensation studies and make recommendations to OSP on priorities for statewide studies.

3. Appoint committees as needed to carry out university specific studies, create a schedule for completion of such studies, and appoint a liaison from the HRAB-SPA to work with the Office of State Personnel Classification and Compensation Division Occupational specialist. The university specific studies will be conducted according to classification study standards and practices defined and agreed to by UNC-GA and OSP.

Occupations that are used statewide in both agencies and universities will be scheduled and managed by the Office of State Personnel in collaboration with the agencies and universities.

4. Propose university-wide changes in personnel management.

5. Advise the Vice President for Human Resources and the Director concerning standards and measures for evaluating institutional management of SPA personnel.

6. Work with the Vice President for Human Resources and the Director to create an auditing schedule and process for systematic and continuous monitoring of the human resource operations for SPA personnel on the campuses.

7. Recommend for the approval of the Vice President for Human Resources and the Director projects to be augmented by one or more constituent institutions and the method of evaluating the effectiveness of each project.

8. Consider concerns raised by constituent institutions and suggest new policies as appropriate for the consideration of the Vice President for Human Resources, Director, and the State Personnel Commission.

9. Explore methods of sharing resources among members of the constituent institutions.

10. Communicate with constituent institutions on issues that will likely impact SPA personnel.

11. Carry out other duties as may be delegated to the HRAB-SPA by the Vice President for Human Resources and/or the Director.
Areas Needing Approval by the Office of State Personnel:
There are issues not included in the formally defined responsibilities of the Human Resource Advisory Board that will require the approval of the Vice President for Human Resources and/or the Director. Such issues are those which require changes in laws and rules and/or policies of the State Personnel Commission. Exceptions to rules or policies that are outside those formally set forth in agreements between the Vice President for Human Resources and Director must also be forwarded to them for approval. Any of these issues may require approval by the State Personnel Commission.

For the Office of State Personnel

Ann Cobb  
Deputy Director

September 13, 2012

For the University of North Carolina

William A. Fleming  
Vice President for Human Resources

9/17/12

Date