

EXECUTIVE ORDER 30 AMENDING EXECUTIVE ORDER NO. 113
ISSUED BY GOVERNOR JAMES B. HUNT, JR.
CONCERNING MERIT-BASED HIRING PROCESS

By the power vested in me as Governor by the Constitution and the laws of the State of North Carolina, IT IS ORDERED:

Executive Order No. 113, issued by Governor James B. Hunt, Jr., on June 12, 1997, is hereby amended as follows:

WHEREAS, the State of North Carolina has a responsibility to provide efficient and effective services to its citizens with a productive and professional state workforce; and,

WHEREAS, the citizens and the state government workforce deserve strong assurances that skills, knowledge and merit are the basis for state government hiring decisions, not political patronage; and,

WHEREAS, there is a continuing need for a merit-based hiring system designed to bring only the most qualified people into state government;

NOW, THEREFORE, by the power vested in me as Governor by the laws and Constitution of the State of North Carolina, IT IS ORDERED:

Section 1. Policy.

Each State cabinet agency shall maintain a process for the recruitment and selection of the most qualified candidates for employment based upon specific job related knowledge, skills and abilities.

Section 2. Administration.

The process shall ensure that candidates selected best meet the needs of the agency. The selection process shall be administered without regard to political affiliation or influence.

The process designed by the agencies shall be submitted to the Office of State Personnel for review and to the State Personnel Commission for approval. All agency recruitment and selection processes shall:

- a. Comply with all existing state and federal laws, policies and rules governing personnel actions;
- b. Ensure full and fair consideration of all citizens without regard to race, religion, color, creed, national origin, sex, age, disability or political affiliation/influence; and,
- c. Comply with contemporary human resource practices and with any procedural guidelines designed by the Office of State Personnel.

Section 3. Agency Plan.

The plan shall include standard elements of a recruitment and selection process including but not limited to:

- a. Pre-recruitment and recruitment activities:
 - (1) assess need for position;
 - (2) assess responsibilities and level of position;
 - (3) identify the specific knowledge, skills and abilities required;
 - (4) determine recruitment method, time frame and locations; and,
 - (5) develop and implement the recruitment plan.
- b. Evaluating and categorizing applications:
 - (1) applications evaluated and categorized based on the specific knowledge, skills and abilities;
 - (2) identify the most qualified applicants; and

- (3) where tests are used to evaluate and categorize candidates, such tests shall comply with all requirements of state and federal law.
- c. Selection process based solely upon merit:
- (1) consultation between the selection supervisor or manager and personnel professionals in utilizing a final selection process that is objective and based upon job related knowledge, skills and abilities;
 - (2) the successful applicant must be selected from the pool of most qualified applicants; and,
 - (3) the selection process shall appropriately consider all existing state and federal laws and rules applicable to the selection.

Section 4. Duties of Office of State Personnel.

The Office of State Personnel shall provide guidelines to agencies in designing a recruitment and selection process that selects employees based upon the process outlined in this Order. The Office of State Personnel shall monitor agency compliance with this Order.

Section 5. Duties of the State Personnel Commission.

The State Personnel Commission shall review for approval all recruitment and selection processes that comply with:

- a. Provisions of this Order;
- b. Existing federal and state laws and rules;
- c. Any procedural guidelines designed by the Office of State Personnel; and
- d. Contemporary human resource practices.

This Executive Order is effective immediately.

Done in the Capital City of Raleigh, North Carolina this the 24th day of September, 2002.

Michael F. Easley
Governor

ATTEST:

Elaine F. Marshall
Secretary of State