

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Department of Crime Control and Public Safety **Division:** State Highway Patrol

Budget Code: 24960 **Center Title:** Admin Training **Center Number:** 2610-961

***** Position Information *****

Proposed Classification: Social Research Specialist (Journey Level). This position will be responsible for providing research and data analysis support to the State Highway Patrol's Industrial Psychologist and Performance Management/ Promotion Unit.

Proposed Salary Grade: 70

Salary Range: \$ 46,210 --- \$56,478 **Proposed Effective Date:** 12/01/06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	<u>\$ 23,120,163</u>	<u>\$ 68,686</u>
Receipts	<u>\$ 23,120,163</u>	<u>\$ 68,686</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): This position will be funded utilizing Salary Reserve Funds generated from receipt-supported positions.

Justification for Position (including description of duties and responsibilities):

The Industrial Psychologist's position was originally established to develop and manage an annual promotional process and performance management system for sworn (uniformed) employees of the State Highway Patrol. In 2005, this position was tasked with additional responsibility of the Civilian Performance Appraisal System, which includes the continuous training of civilian and uniformed employees. The Industrial Psychologist, in consult with the Director of Administrative Services, is responsible for designing and evaluating the effectiveness of these systems.

The complexity of the promotional process, along with the design, management, and evaluation of the performance appraisal processes for sworn and civilian employees, has increased the research, survey development, data collection and analysis duties for the office of the Industrial Psychologist.

A permanent full-time position is needed to assist the Industrial Psychologist with organizational analysis projects such as: maintaining and updating electronic databases, designing and distributing surveys, conducting analyses on promotional and performance management data, orchestrating

reliability and validity studies (e.g., career-banding competency validations; promotional process adverse impact analyses), coordinating job analysis projects, and other organizationally-relevant research projects.

Additionally, the Industrial Psychologist provides organizational development and training opportunities to various sections within the State Highway Patrol and the Department of Crime Control and Public Safety. Examples of organizational development tasks conducted by this position include facilitating focus groups and workshops as well as performing efficiency analyses in consult with the Industrial Psychologist. These responsibilities also require the completion of statistical technical reports and the development of training manuals. The Industrial Psychologist is also responsible for the management of the Patrol's Internship program.

One full-time temporary employee currently supports the office of the Industrial Psychologist. The creation of one (1) permanent full-time Social Research Specialist position will eliminate the long-term need for a full-time temporary employee and part-time contract position. Most importantly, a permanent position will allow the Industrial Psychologist to focus on the design and evaluation of organizational systems rather than administrative functions.

We would like to establish this position at the Journey level. The salary for a Journey level position is \$51,344; however, we would like to advertise using a salary range of 10% below to 10% above the Journey level salary. The actual salary for the position will be based on the selected applicant's competency level, but will not exceed \$56,478 as noted in the salary range on page one.

Statutory Reference for Request

Major W. J. Wilson, Jr.

Presentation to be made by

Administrative Services - Director

Title

H. E. Beatty

Agency Head Signature

David McCay

State Budget Officer Signature

AMG
11-13-06