

Transition of Three Schools from DPI to DOA

- Governor Morehead School – Raleigh
- NC School for the Deaf – Morganton
- Eastern North Carolina School for the Deaf

Anticipated Assistance and Responsibilities

Budget

- Budget NCFS – Provide guidance on running and understanding Budget Reports
- Budget Entries in IBIS – Provide guidance on entries and serve as backup if needed. Entries include Allotments, Budget Revisions, Worksheet I & II's, and Certification
- Beacon SAPGUI – Provide guidance and serve as backup as Fund Approver Entries for new hires, separations, reallocations, in-ranges, etc.
- Engagement with School leaders on OSBM practices and policies as needed
- Assistance during absence of School Budget reps if office is not staffed

Purchasing

- P-card Administration for 17 additional cards – Includes coordination with Bank of America to manage corporate account, ordering of new cards, management of limits, monitoring of compliance, and approvals of justified policy exceptions.
- Ariba Sourcing Tool – DOA Purchasing will act as the liaison between the Schools and Statewide Procurement (P&C and SITP). Using the system, DOA will upload documentation received by the Schools for formal solicitations, exception requests, and amendments over agency delegation. DOA will monitor the approval flows and security approvals within the system. DOA will post all formal solicitations over agency delegation to eVP for the Schools and receive all Vendor responses submitted digitally through the Ariba Sourcing tool.
- Policy – DOA will maintain procurement and p-card policies that will guide the Schools with purchasing directives.
- HUB Reporting – DOA HUB Liaison will submit Quarterly HUB reports through eVP for each of the schools.

Accounts Payable

- PPR Set Up
- Check Printing
- Cancel Payments and Invoices
- Setting up New Suppliers
- 1099 Review, Reporting, printing and Distributing
- P-cards NCFS Validation and coding corrections

Reporting

- NCFS System Security Administration
- Year End Close Out (ACFR Packages to OSC)
- Month End Close Out
- Reconcile Intra-Agency Transfers
- Quarterly AR Report to OSC
- Reconcile Intra-Agency Transfers
- Monthly Bank Reconciliation
- Record Monthly Interest
- EAGLE
- Outstanding Checks review and annual escheats

Cash Management

- Process Deposit Journal Entries in NCFS
- Process Inter-Governmental Transactions (IGOs) in NCFS
- Process Manual Requisition Entry in NCFS
- Process miscellaneous journal entries in NCFS, including corrections and month end close out JVs.
- Record grant funds in NCFS

DOA Fiscal Staff Learning Requirements

- Knowledge of School's Financial Processes.

DOA Fiscal Staff / Proposed Salary Adjustments

Name	Position	Classification	Current Salary	Percent Salary Adjustment	Change Amount	Proposed New Salary
n/a	Budget Manager	Budget Manager I	\$112,526.00	10%	\$11,252	\$123,778
Chafalovitch, A.	Controller	Accounting Manager II	\$107,168	10%	\$10,716	\$117,884
Swartz, M.	Procurement Manager	Procurement Manager	\$122,733	10%	\$12,273	\$135,006
Moreno, E	Accounting Manager	Accounting Manager I	\$94,400	10%	\$9,440	\$103,840
Watson, T.	Cash Management Supervisor	Accountant I	\$81,565	10%	\$8,156	\$89,721
Hunt, P.	Chief Financial Officer	Accounting Director I	\$130,000	15%	\$19,500	\$149,500

Note: Salary adjustments would require an estimated \$56,681.00 not including benefits

Note: Must learn new skills and procedures specifically in support of schools being transitioned.

Note: Chief Financial Officer salary will reflect the assumption of oversight roles and will be competitive and reflect equity among peers in classification.

Staff Increase to Directly Support Residential School Staff

Classification.	Working Title	Grade Level	Proposed Salary	General duties	Work Location	Number Requested
Accounting Tech II	Accounting Tech II	NC06	\$53,547 (does not include benefits)	Position will serve as a Cash Management Technician. Duties may include processing deposit journal vouchers, Inter-Governmental transactions (IGOs), manual requisitions and other cash management related functions in NCFS.	Raleigh	1
Accountant III	Accountant III	NC15	\$83,070 (does not include benefits)	Position will serve in Reporting Section. Duties may include month end close out, reconcile Intra-agency transfers, quarterly AR Reporting, monthly back reconciliation, recording monthly interest, EAGLE, outstanding checks review and annual escheats.	Raleigh	1

Transition of Three Schools from DPI to DOA

- Governor Morehead School – Raleigh – approximately 130 positions
- NC School for the Deaf – Morganton – approximately 134 positions
- Eastern North Carolina School for the Deaf – approximately 130 positions

HR Office Staffing

- **Governor Morehead School** – Stephanie Ray – HR Manager
Office: 984.292.3008/cell: Cell: 919.538.4003
Email: stephanie.ray@gms.k12.nc.us
- **Eastern North Carolina School for the Deaf** – Simone Leigh – HR Manager
Office: (252) 206-7362
Email: Simone.leigh@encsd.k12.nc.us
- **North Carolina School for the Deaf** - Leslie Saine – HR Manager – Leaving
Susan J Fortune – HR Tech – Leaving
Office: (828) 544-6312

Anticipated Assistance and Responsibilities

- Classification and Compensation issues
- Employee Relations Issues
- Engagement with School leaders on HR practices and policies
- Safety program oversight and practices
- Assistance during absence of School HR reps if office is not staffed
- Provide guidance on HR matters and training
- Workers' Compensation potential transition from Sedgwick to Corvel
- Assistance with NCVIP
- Attend DOA HR Meetings
- Assistance with application and guidelines related to NCGS 115c - Elementary and Secondary Education
- Potential assistance with I-9 validation during absence of staff

DOA HR Staff Learning Requirements

- Background Check Procedures
- Classification and Compensation Practices
- Employee Relations Guidelines for Educators and General Staff
- Workers' Compensation procedures
- NCVIP process and guidance
- Safety measures and practices

- Engagement with Superintendents

DOA HR Staff / Proposed Salary Adjustments

Name	Position	Classification	Current Salary	Percent Salary Adjustment	Change Amount	Proposed New Salary
Babu, S.	Safety Director	Safety Director II	\$79,765.00	10%	\$7,977.00	\$87,742.00
Leslie, D.	Safety Officer	Safety Officer I	\$56,650.00	5%	\$2,833.00	\$59,483.00
Sepahrom. S	Safety Officer	Safety Officer I	\$54,075.00	5%	\$2704.00	\$56,779.00
Best, C	Office Manager/I-9 Administrator	Administration Specialist II	\$60,182.00	3%	\$1,805.00	\$61,987.00
Jones, B.	Administration/Security Monitor	Administrative Associate I	\$38,370.00	0	0	\$38,370.00
Rivera, M.	Receptionist	Administrative Associate I	\$31,200.00	0	0	\$31,200.00
Bailey, S.	Employee Relations	HR Consultant II	\$74,448.00	10%	\$7,445.00	\$81,893.00
Batchelor, J.	Salary Administrator	HR Consultant I	\$60,405.00	5%	\$3,020.00	\$63,425.00
Morales, S.	Compensation & Salary Analyst	HR Consultant II	\$81,411.00	10%	\$8,141.00	\$89,552.00
Finley, T.	Talent Acquisition/Recruiter	HR Technician II	\$49,621.00	5%	\$2,481.00	\$52,102.00
Scott, L.	Staff Development Officer	HR Consultant II	\$69,010.00	5%	\$3,451.00	\$72,461.00
Daniels, T.	Talent Management/Temporary Solutions Coordinator	HR Technician II	\$47,380.00	3%	\$1,421.00	\$48,801.00
Cozart, Y.	Time and Benefits Administrator	HR Technician II	\$48,800.00	3%	\$1,464.00	\$50,264.00
Adams, D.	HR Director	Agency HR Director II	\$126,419.00	10%	\$12,642.00	\$139,061.00

Note: Salary adjustments would require an estimated \$55,384.00 not including benefits

Note: All salary adjustments are slightly below midpoint and 3rd Quartile of pay range.

Note: Must learn new skills and procedures specifically in support of schools being transitioned.

Note: HR Director salary will reflect assumption of oversight role and will be competitive and reflect equity among peers in classification

Staff Increase to Directly Support Staff

Classification.	Working Title	Grade Level	Proposed Salary	General duties	Work Location	Number Requested
HR Technician III	Generalist	NC09	\$61,987 (does not include benefits)	Position will serve as a specialist in one or more HR disciplines. Duties may include multi-functional work at an advanced vocational or paraprofessional level.	Raleigh	2