

Career Banding Update

I am pleased to provide the following update regarding the progress of Career Banding at Elizabeth City State University as of May 23, 2008. All positions are expected to be banded by the end of the fiscal year in accordance with guidance and instructions from the Office of State Personnel and General Administration.

On Tuesday, May 20, 2008, HR partners from State Personnel visited the Division of Human Resources and Payroll and provided approval for the most recent initial allocation lists. The following new titles are provided for your information:

New Career Banded Titles

Original Titles (SPA Classifications)

Student Services Specialists*	Enrollment service officers, student services Managers, university residence administrators, Recreational workers and Administrative Assistants in Student Services
Professional Nurse*	Registered Nurse
Practical Nurse *	Licensed Practical Nurse
University Library Technician*	Library Assistant and Library Technical Asst
Environmental Health & Safety Tech*	Safety Inspector
Environmental Health & Safety Professional*	Safety Officer
Human Services Practitioner**	University Guidance Counselor
Business Officer**	University Administrative Manager
Electronics Specialist**	Electronics Tech
Multi-Media Technician**	Media Technician and Education Media Tech
University Program Specialist**	Community Development Specialist, Administrative Officers, Small Business Specialists, Administrative Assistants II
University Program Associate**	Administrative Assistant I
Broadcast & Emerging Media Specialist**	Information & Communications Specialist
Early Childhood Development Practitioner**	Day Care Teacher
Engineer**	Building System Engineer

Facilities Engineer Specialist**	Facility Planner
Purchasing Specialist**	Dept Purchasing Agent
Purchasing Specialist or Support Services Associate**	Purchasing Technician
Public Safety Telecommunicator**	Police Telecommunicator
Property Security Officer**	Parking Control Officer & Security Guard
Accountants**	Accountants
Accounting Technician**	Accounting Specialist, Accounting Tech IV and V
Support Services Supervisor**	Post Office Manager & Supply Store Manager and Warehouse Manager
Support Services Associate**	Sales manager, Sales Clerk, Stock Clerk, Cashier II and III, Surplus Property Screener
Business Systems Analyst**	Business Systems Analyst
Human Resources Specialist***	Personnel Technician I and II
Human Resources Consultant***	Personnel Analyst, Personnel Technician III and Staff Development Specialist

To finalize this process, * Human Resources and Payroll must key the actions onto the PMIS system and send letters of notifications to the employees and supervisors which involves individual meetings per banded class. Furthermore, **training must be provided to supervisors and employees for the remaining classes. ***Human Resources and Payroll staff will be career banded by external consultants with assistance from General Administration and the Office of State Personnel.

By June 30, all positions at ECSU are expected to be career banded, therefore, supervisors and employees should work together utilizing the career banding position description (located at www.ecsu.edu/humanresources) to update their job description immediately. The information will be needed to upload positions into People Admin, therefore, updates will be required using CD-RW diskettes.

Thank you for your cooperation and assistance in our efforts to transition to a single classification system for SPA employees.

Respectfully Submitted

Jean Moore Sims