



Public Health
HEALTH AND HUMAN SERVICES

RICHARD O. BRAJER
Secretary

DANIEL STALEY
Director, Division of Public Health

TODAY'S DATE & ENSURE YOU ARE USING THE CORRECT LETTERHEAD

MEMORANDUM

TO: DHHS Classification and Compensation

FROM: Your Name, Section, and Branch

SUBJECT: Justification Memo regarding position # xxxxxxx- Classification Title –
First Name Last Name of Candidate

The body of the memo should include the following pieces of information:

- 1) Effective date the position was vacated
- 2) Salary of the previous incumbent
- 3) The critical or special skills required for the position
- 4) Recruitment difficulties/issues (i.e. how many times the position had to be posted, lack of applicant interest, etc.)
- 5) Relevant labor market information (i.e. for career banded positions, what is the Contributing, Journey or Advanced market rate?)
- 6) For instances where this is regarding an assumption of higher level duties (promotion, reallocation, in-range, career progression) quoting the policy used is not acceptable justification. Please lay out how their knowledge, skills and abilities qualify the candidate for this position, how many years of relevant experience they have and why they were chosen over all of the other candidates.
- 7) Salary that you would like to offer the candidate and why

Finally, all Justification Memos should include the following applicable verbiage at the end of the memo:

This position does/does not (select one) report to the DHHS Secretary or a DHHS Deputy/Assistant Secretary and is/is not (select one) designated Exempt Managerial, Exempt Policymaking, Confidential Secretary or Confidential Assistant.



Example of the body of a Justification Memo for a promotion:

This position was vacated effective 7/31/15 and the salary of the previous incumbent was \$44,180. This position requires a Master's degree in Special Education or Psychology and two years of testing experience or a Bachelor's degree in Special Education or Psychology and three years of experience or an equivalent combination of education and experience. All experience must be with the population served: children aged birth through age 3 with developmental delays.

The selected candidate, NAME, completed her Bachelor's degree in Special Education from East Carolina State University in 2006. She has been employed in the CDSA system first at the New Bern CDSA and now with the Cape Fear CDSA since 2007. During that time she has conducted child assessments and provided direct service provision to the children and families enrolled in our program. Given NAME's education, experience and excellent work performance a salary of \$43,023 is recommended, representing a 17.034% increase. NAME qualifies for \$49,375 and she is currently making the minimum salary (\$36,761) for her current classification, Habilitation Specialist III, SG 68, and has been in the same position for her entire 107 months of service.

This position does not report to the DHHS Secretary or a DHHS Deputy/Assistant Secretary and is not designated Exempt Managerial, Exempt Policymaking, Confidential Secretary or Confidential Assistant.

Example of the body of a Justification Memo for a new hire:

This position was vacated effective 7/31/15 and the salary of the previous incumbent was \$44,180. This position requires a Master's degree in Special Education or Psychology and two years of testing experience or a Bachelor's degree in Special Education or Psychology and three years of experience or an equivalent combination of education and experience. All experience must be with the population served: children aged birth through age 3 with developmental delays.

The selected candidate, NAME, completed her Bachelor's degree in Special Education from East Carolina State University in 2006. She has been employed in various positions working with the population served. She has over 5 years of experience conducting child assessments, providing direct service provision, as well as service coordination. Given NAME's education, experience and excellent references provided, a salary of \$XXXX is recommended.

This position does not report to the DHHS Secretary or a DHHS Deputy/Assistant Secretary and is not designated Exempt Managerial, Exempt Policymaking, Confidential Secretary or Confidential Assistant.