

**CHAPTER 01 - DEPARTMENTAL RULES**

**SUBCHAPTER 01A - ORGANIZATION OF THE DEPARTMENT**

**SECTION .0100 - IDENTIFYING INFORMATION AND FUNCTIONS**

- 01 NCAC 01A .0101 IDENTIFYING INFORMATION**
- 01 NCAC 01A .0102 DEPARTMENTAL FUNCTIONS**
- 01 NCAC 01A .0103 STRUCTURE OF THE DEPARTMENT**

*History Note:* Authority G.S. Chapter 143, Article 36; 143-368; Chapter 143B, Article 9; 143B-6; 143B-367; 143B-370;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Repealed Eff. July 1, 1987.....  
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**SECTION .0200 - OFFICE OF THE SECRETARY**

- 01 NCAC 01A .0201 FUNCTION**
- 01 NCAC 01A .0202 DELEGATIONS OF AUTHORITY**
- 01 NCAC 01A .0203 CONTROLLER**
- 01 NCAC 01A .0204 PERSONNEL OFFICER**
- 01 NCAC 01A .0205 INFORMATION**
- 01 NCAC 01A .0206 WORKMEN'S COMPENSATION**
- 01 NCAC 01A .0207 PARKING SPACE ASSIGNMENTS**

*History Note:* Authority G.S. 143B-9;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Repealed Eff. July 1, 1987.

**SECTION .0300 - DEPARTMENTAL PERSONNEL PROCEDURES**

**01 NCAC 01A .0301 DEPARTMENTAL PERSONNEL OFFICE**

The departmental personnel office is located in the Administration Building, 116 West Jones Street, Raleigh, North Carolina 27603.

The administrative head of this office is the departmental personnel officer.

*History Note:* Authority G.S. 143B-10;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

**01 NCAC 01A .0302 RESPONSIBILITIES**

All applications for employment and resumes shall be directed to the departmental personnel office.

*History Note:* Authority G.S. 143B-10;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

- 01 NCAC 01A .0303 INTERVIEWING**
- 01 NCAC 01A .0304 VACANCY LISTS**

*History Note:* Authority G.S. 143B-10;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Amended Eff. July 1, 1987;  
Repealed Eff. December 1, 2012.

**01 NCAC 01A .0305 EMPLOYEE GRIEVANCE PROCEDURE**

*History Note:* Authority G.S. 143B-10;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Repealed Eff. July 1, 1987.