

54-44.3-12. Duties of director. The director shall direct and supervise, with the approval of the director of the office of management and budget, all the administrative and technical activities of the division. In addition to the duties imposed elsewhere in this chapter, the director shall:

1. Establish general policies, rules, and regulations, subject to the approval of the board, which are binding on the agencies affected, and which apply to the employees in the classified service. These rules must provide for:
 - a. Establishing and maintaining a classification plan.
 - b. Establishing and maintaining a compensation plan.
 - c. Promoting a consistent application of personnel policies.
 - d. Enhancing greater uniformity in matters relating to probationary periods, hours of work, leaves of absence, separations, transfers, disciplinary actions, grievance procedures, and performance management.
 - e. Ensuring fair treatment and compliance with equal employment opportunity and nondiscrimination laws.
2. Establish and maintain a roster of all employees in the state classified service in which there must be set forth, as to each employee, the class title of the position occupied, the salary or pay, change in class title, and any other personnel data that the division deems necessary.
3. Select for appointment under this chapter such employees of the division and such experts and special assistants as are necessary to carry out effectively the provisions of this chapter. Salaries and positions of personnel in the division must conform to the classification and pay plan provided by this chapter.
4. Assist the employee-appointing authorities, in accordance with the provisions of this chapter and the rules adopted thereunder, in the preparation and administration of appropriate selection procedures.
5. Encourage and assist in the development of personnel administration within the various departments and agencies of the state.
6. Cooperate with employee-appointing authorities and other supervisory officers in the conduct of employee training programs.
7. Develop procedures that, notwithstanding any other law, must be followed by all state agencies and institutions for employees in the state classified service, to ensure that all salaries are paid in a manner consistent with the state's compensation, classification, and salary administration policies.
8. Consult with state agencies and institutions in the development of salary administration procedures for employees in the state classified service.
9. Recognize knowledge, skills, complexity, accountability, and working condition hazards as compensable factors of the state's classification plan, required in the performance of work for all positions in the state classified service.
10. Develop guidelines for allowing exceptions to the rules of the classification and compensation plans for use when the market salaries of specific positions are not consistent with the state's compensation policy.
11. Conduct in-state and out-of-state labor market surveys that are representative of the state's classified service occupations to enable the state to position itself accurately against the market.
12. Communicate classification and compensation policies to the managers and employees in the state-classified service by providing written information on the state's classification and compensation procedures.
13. Adopt rules, subject to the approval of the board, to ensure compliance with and resolve compliance issues relating to agencies required by state or federal law or rule to be subject to a merit personnel system.