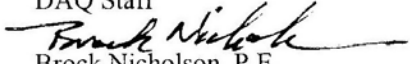




North Carolina Department of Environment and Natural Resources  
Division of Air Quality

Michael F. Easley, Governor

William G. Ross, Jr., Secretary  
B. Keith Overcash, P.E., Director

Date: December 9, 2005  
TO: DAQ Staff  
FROM:   
Brock Nicholson, P.E.  
Deputy Director  
SUBJECT: Career Development rotations within the Division of Air Quality

The purpose of this memo is to outline a program in which DAQ staff may participate in temporary rotational assignments for the purpose of gaining a more diversified experience for career development purposes within the Division. Such rotations will not be prerequisites for future promotional opportunities within DAQ; however, the experiences gained through such a rotation should be a valuable addition to a candidate's qualifications. On the other hand, successful completion of a rotation will not alone qualify an employee for a pay increase, grade increase or promotion. This memo also serves to solicit indications of interest in such a program.

While it is expected that most employees participating in this program will be supervisors and managers within the Division, others wishing to expand their experiences are welcome to indicate interest in such career development rotations. Only those proposed rotations that will help the individuals gain new and valuable experience, where the Division will benefit, and where the Division mission accomplishment is not diminished will be approved. There may need to be a limitation on the number of rotations in effect at any one time due to DAQ program needs or availability of acceptable rotation opportunities. The Director will make the final decision on all rotations.

We would like to kick off this program as soon as possible with the rotations starting in the January timeframe. I am asking for all DAQ staff with a possible interest to let me know by December 21, 2005 so that we can start thinking about timing and coordination. You don't have to "design" in detail the rotation, just indicate interest, desired work area and approximate timeframe for the rotation. Keith and I will work with you directly on an acceptable plan as we get a sense of how the rotations can fit together.

The following guidelines will apply to the rotations:

- All rotations are voluntary.
- Generally, the rotation is for a minimum of six months.
- All rotations require complete disengagement from existing position functions and therefore complete immersion in the new position.
- The supervisors or managers involved, both giving and receiving the rotating individual, must be in agreement with the rotation.
- Travel and lodging expenses will be covered where deemed necessary.
- A written rotation plan will be required, to address necessary details, and agreed to by all parties involved.
- Salary and position grades will not be adjusted during the rotation.

Please feel free to call Keith or me if you have any questions about this program.

c.c. Keith Overcash