# MINUTES OF THE STATE PERSONNEL BOARD February 19, 2004 Charleston, West Virginia

The State Personnel Board met on February 19, 2004 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Chairman, Elizabeth Harter, Sharon Lynch and Reverend Paul J. Gilmer. Others in attendance were: Willard M. Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

#### APPROVAL OF MINUTES

The minutes of the January 15, 2004 meeting had been sent to the members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Reverend Gilmer moved the minutes be accepted, Ms. Lynch seconded the motion. The January minutes were approved by unanimous consent.

## CONSIDERATION OF PROPOSALS

# WORKERS' COMPENSATION COMMISSION

Upon motion of Ms. Lynch seconded by Ms. Harter, the State Personnel Board approved proposal #2252 as presented by staff, to implement the Workers' Compensation Commission Classification Study by establishing the new job classifications listed below:

PAY	NEW	
<u>GRADE</u>	CLASS CODE	PROPOSED TITLE
3	7800	Workers' Compensation Clerical Assistant 1
5	7801	Workers' Compensation Clerical Assistant 2
7	7802	Workers' Compensation Clerical Assistant 3
6 7 8 10	7805 7806 7807 7808	Workers' Compensation Customer Service Representative 1 Workers' Compensation Customer Service Representative 2 Workers' Compensation Customer Service Representative 3 Workers' Compensation Customer Service Representative Supervisor
10	7810	Workers' Compensation Systems Specialist 1
12	7811	Workers' Compensation Systems Specialist 2
14	7812	Workers' Compensation Systems Specialist 3
16	7813	Workers' Compensation Systems Specialist Supervisor
9	7816	Workers' Compensation Claims Adjuster Trainee
10	7817	Workers' Compensation Claims Adjuster 1
11	7818	Workers' Compensation Claims Adjuster 2
13	7819	Workers' Compensation Claims Adjuster 3
15	7820	Workers' Compensation District Claims Manager
13	7822	Workers' Compensation Claims Deputy

Workers' Compensation Claims Specialist Workers' Compensation Claims Specialist, Senic Workers' Compensation Credit Analyst 1 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor Super Workers' Compensation Premium Auditor Super Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Super			
Workers' Compensation Project Management Compensation Claims Specialist Norkers' Compensation Claims Specialist Workers' Compensation Claims Specialist, Senic Workers' Compensation Credit Analyst 1 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 2 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Super Workers' Compensation Premium Auditor Super Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers'	14	7825	Workers' Compensation Ombudsman
Workers' Compensation Claims Specialist Workers' Compensation Claims Specialist, Senic Workers' Compensation Credit Analyst 1 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor Super Workers' Compensation Premium Auditor Super Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Super	16	7826	Workers' Compensation Ombudsman, Senior
Workers' Compensation Claims Specialist, Senic 12 7830 Workers' Compensation Credit Analyst 1 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1 7835 Workers' Compensation Premium Auditor 2 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Supervise 12 7841 Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor 2 7846 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Manager 15 7852 Workers' Compensation Underwriter Manager 15 7852 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Chief Financial Officer 16 7864 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 7866 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Paralegal Workers' Compensation Paralegal Lead Workers' Compensation Actuary 1 Workers' Compensation Paralegal Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 7875 Workers' Compensation Attorney 3	14	7827	Workers' Compensation Project Management Coordinator
Workers' Compensation Credit Analyst 1 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 2 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Supervise Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervise Workers' Compensation Rate Analyst Supervise Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervise Workers' Compensation Underwriter Supervise Workers' Compensation Underwriter Supervise Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Chief Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Paralegal Workers' Compensation Paralegal Workers' Compensation Paralegal Workers' Compensation Auturny Workers	11	7828	Workers' Compensation Claims Specialist
Workers' Compensation Credit Analyst 2 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 2 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Supervise Compensation Premium Auditor Supervise Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor Compensation Underwriter 1 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Compensation Underwriter Supervisor Compensation Underwriter Supervisor Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Compensation Chief Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Paralegal Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Actuary	13	7829	Workers' Compensation Claims Specialist, Senior
Workers' Compensation Credit Analyst 3 Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1 Workers' Compensation Premium Auditor 2 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Supervise Su	12	7830	Workers' Compensation Credit Analyst 1
Workers' Compensation Credit Analyst Supervise Workers' Compensation Premium Auditor 1  7836 Workers' Compensation Premium Auditor 2  Workers' Compensation Premium Auditor 3  Workers' Compensation Premium Auditor 3  Workers' Compensation Premium Auditor 3  Workers' Compensation Premium Auditor Super 3  Workers' Compensation Rate Analyst 1  Workers' Compensation Rate Analyst 2  Workers' Compensation Rate Analyst 3  Workers' Compensation Rate Analyst 3  Workers' Compensation Rate Analyst Supervisor 3  Workers' Compensation Underwriter 1  Workers' Compensation Underwriter 2  Workers' Compensation Underwriter 3  Workers' Compensation Underwriter Supervisor 3  Workers' Compensation Underwriter Manager 4  Workers' Compensation Financial Specialist 1  Workers' Compensation Financial Specialist 1  Workers' Compensation Financial Specialist 2  Workers' Compensation Chief Financial Specialist 3  Workers' Compensation Actuarial Analyst 1  Workers' Compensation Actuarial Analyst 1  Workers' Compensation Actuarial Analyst 3  Workers' Compensation Actuarial Analyst 3  Workers' Compensation Actuarial Analyst 3  Workers' Compensation Actuarial Analyst Super 3  Workers' Compensation Actuary 4  Workers' Compensation Paralegal 5  Workers' Compensation Paralegal 6  Workers' Compensation Paralegal 7  Workers' Compensation Actuary 9  Workers' Compensation Attorney 1  Workers' Compensation Attorney 2  Workers' Compensation Attorney 2  Workers' Compensation Attorney 3	14	7831	Workers' Compensation Credit Analyst 2
Workers' Compensation Premium Auditor 1 13 7836 Workers' Compensation Premium Auditor 2 14 7837 Workers' Compensation Premium Auditor 3 17 7838 Workers' Compensation Premium Auditor 3 18 Workers' Compensation Rate Analyst 1 19 7841 Workers' Compensation Rate Analyst 2 10 7843 Workers' Compensation Rate Analyst 3 118 7844 Workers' Compensation Rate Analyst 3 118 7844 Workers' Compensation Rate Analyst Supervisor 12 7846 Workers' Compensation Underwriter 1 13 7847 Workers' Compensation Underwriter 2 14 7848 Workers' Compensation Underwriter 3 15 7849 Workers' Compensation Underwriter Supervisor 15 7852 Workers' Compensation Underwriter Manager 15 7852 Workers' Compensation Financial Specialist 1 17 7853 Workers' Compensation Financial Specialist 2 19 7854 Workers' Compensation Financial Specialist 2 19 7855 Workers' Compensation Chief Financial Officer 16 7864 Workers' Compensation Actuarial Analyst 1 18 7865 Workers' Compensation Actuarial Analyst 2 20 7866 Workers' Compensation Actuarial Analyst 3 22 7867 Workers' Compensation Actuarial Analyst 3 23 7868 Workers' Compensation Actuarial Analyst 3 24 7867 Workers' Compensation Actuarial Analyst 3 25 7868 Workers' Compensation Actuary 10 7871 Workers' Compensation Paralegal 11 7872 Workers' Compensation Paralegal 12 7875 Workers' Compensation Attorney 1 13 7875 Workers' Compensation Attorney 2 14 7875 Workers' Compensation Attorney 2 15 7876 Workers' Compensation Attorney 3	16	7832	Workers' Compensation Credit Analyst 3
Workers' Compensation Premium Auditor 2 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Super Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Super Workers' Compensation Actuarial Analyst Super Workers' Compensation Actuary	18	7833	Workers' Compensation Credit Analyst Supervisor
Workers' Compensation Premium Auditor 3 Workers' Compensation Premium Auditor Super Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Supervisor Workers' Compensation Actua	12	7835	Workers' Compensation Premium Auditor 1
Workers' Compensation Premium Auditor Super Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Paralegal Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Actuary	13	7836	Workers' Compensation Premium Auditor 2
Workers' Compensation Rate Analyst 1 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor Compensation Underwriter 1 Workers' Compensation Underwriter 1 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Supervisor Workers' Compensation Actuary	14	7837	Workers' Compensation Premium Auditor 3
Workers' Compensation Rate Analyst 2 Workers' Compensation Rate Analyst 3 Workers' Compensation Rate Analyst Supervisor Rate Analyst Supervisor Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Workers' Compensation Financial Specialist Supervisor Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Supervisor	17	7838	Workers' Compensation Premium Auditor Supervisor
Workers' Compensation Rate Analyst 3  Norkers' Compensation Rate Analyst Supervisor  Norkers' Compensation Underwriter 1  Norkers' Compensation Underwriter 2  Norkers' Compensation Underwriter 3  Norkers' Compensation Underwriter Supervisor  Norkers' Compensation Underwriter Supervisor  Norkers' Compensation Underwriter Manager  Norkers' Compensation Financial Specialist 1  Norkers' Compensation Financial Specialist 2  Norkers' Compensation Financial Specialist 3  Norkers' Compensation Financial Specialist 3  Norkers' Compensation Financial Specialist Supervisor  Norkers' Compensation Financial Specialist Supervisor  Norkers' Compensation Actuarial Analyst 1  Norkers' Compensation Actuarial Analyst 1  Norkers' Compensation Actuarial Analyst 2  Norkers' Compensation Actuarial Analyst 3  Norkers' Compensation Actuarial Analyst 3  Norkers' Compensation Actuarial Analyst Supervisor  Norkers' Compensation Paralegal  Norkers' Compensation Paralegal  Norkers' Compensation Paralegal  Norkers' Compensation Paralegal  Norkers' Compensation Attorney 1  Norkers' Compensation Attorney 2  Norkers' Compensation Attorney 3	12	7841	Workers' Compensation Rate Analyst 1
Workers' Compensation Rate Analyst Supervisor Compensation Underwriter 1 Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Compensation Underwriter Manager Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Compensation Chief Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Supervisor Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Paralegal Workers' Compensation Attorney 1 Workers' Compensation Attorney 1 Workers' Compensation Attorney 3	14	7842	Workers' Compensation Rate Analyst 2
Workers' Compensation Underwriter 1  Workers' Compensation Underwriter 2  Workers' Compensation Underwriter 3  Workers' Compensation Underwriter 3  Workers' Compensation Underwriter Supervisor 4  Workers' Compensation Underwriter Manager 5  Workers' Compensation Underwriter Manager 6  Workers' Compensation Financial Specialist 1  Workers' Compensation Financial Specialist 2  Workers' Compensation Financial Specialist 3  Workers' Compensation Financial Specialist 3  Workers' Compensation Financial Specialist Supers 6  Workers' Compensation Chief Financial Officer 7  Workers' Compensation Actuarial Analyst 1  Workers' Compensation Actuarial Analyst 2  Workers' Compensation Actuarial Analyst 3  Workers' Compensation Actuarial Analyst 3  Workers' Compensation Actuarial Analyst Supers 7  Workers' Compensation Paralegal  Workers' Compensation Paralegal, Lead  Workers' Compensation Attorney 1  Workers' Compensation Attorney 2  Workers' Compensation Attorney 3	16	7843	Workers' Compensation Rate Analyst 3
Workers' Compensation Underwriter 2 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Compensation Chief Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Supervisor Compensation Actuarial Analyst Supervisor Compensation Paralegal Workers' Compensation Paralegal Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	18	7844	Workers' Compensation Rate Analyst Supervisor
Workers' Compensation Underwriter 3 Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Supervisor Workers' Compensation Chief Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Supervisor Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Paralegal Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	12	7846	Workers' Compensation Underwriter 1
Workers' Compensation Underwriter Supervisor Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Superation Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Superation Financial Officer Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Superation Financial Specialist 2 Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Paralegal Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	16	7847	Workers' Compensation Underwriter 2
Workers' Compensation Underwriter Manager Workers' Compensation Financial Specialist 1 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Support of Specialist	18	7848	Workers' Compensation Underwriter 3
Workers' Compensation Financial Specialist 1  7853 Workers' Compensation Financial Specialist 2  19 7854 Workers' Compensation Financial Specialist 3  21 7855 Workers' Compensation Financial Specialist Support of Support	20	7849	Workers' Compensation Underwriter Supervisor
Workers' Compensation Financial Specialist 2 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist 3 Workers' Compensation Financial Specialist Support Supp	22	7850	Workers' Compensation Underwriter Manager
Workers' Compensation Financial Specialist 3  Workers' Compensation Financial Specialist Support of	15	7852	Workers' Compensation Financial Specialist 1
Workers' Compensation Financial Specialist Superation Temperature Superation Temperature Superation Temperature Superation Temperature Superature Superatu	17	7853	Workers' Compensation Financial Specialist 2
Workers' Compensation Chief Financial Officer Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Super Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	19	7854	Workers' Compensation Financial Specialist 3
Workers' Compensation Actuarial Analyst 1 Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Super Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	21	7855	Workers' Compensation Financial Specialist Supervisor
Workers' Compensation Actuarial Analyst 2 Workers' Compensation Actuarial Analyst 3 Workers' Compensation Actuarial Analyst Super Workers' Compensation Actuary Workers' Compensation Actuary Workers' Compensation Paralegal Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	23	7863	Workers' Compensation Chief Financial Officer
Workers' Compensation Actuarial Analyst 3  Workers' Compensation Actuarial Analyst Super  Workers' Compensation Actuary  Workers' Compensation Actuary  Workers' Compensation Paralegal  Workers' Compensation Paralegal, Lead  Workers' Compensation Attorney 1  Workers' Compensation Attorney 2  Workers' Compensation Attorney 3	16	7864	Workers' Compensation Actuarial Analyst 1
Workers' Compensation Actuarial Analyst Super Workers' Compensation Actuary  Workers' Compensation Actuary  Workers' Compensation Paralegal  Workers' Compensation Paralegal, Lead  Workers' Compensation Attorney 1  Workers' Compensation Attorney 2  Workers' Compensation Attorney 3	18	7865	Workers' Compensation Actuarial Analyst 2
Workers' Compensation Actuary  Workers' Compensation Paralegal  Workers' Compensation Paralegal, Lead  Workers' Compensation Paralegal, Lead  Workers' Compensation Attorney 1  Workers' Compensation Attorney 2  Workers' Compensation Attorney 3	20	7866	Workers' Compensation Actuarial Analyst 3
Workers' Compensation Paralegal Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	22	7867	Workers' Compensation Actuarial Analyst Supervisor
Workers' Compensation Paralegal, Lead Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3	26	7868	Workers' Compensation Actuary
Workers' Compensation Attorney 1 Workers' Compensation Attorney 2 Workers' Compensation Attorney 3 Workers' Compensation Attorney 3	10	7871	Workers' Compensation Paralegal
Workers' Compensation Attorney 2  7876 Workers' Compensation Attorney 3  Workers' Compensation Attorney 3	11	7872	Workers' Compensation Paralegal, Lead
Workers' Compensation Attorney 3	19	7874	Workers' Compensation Attorney 1
	20	7875	Workers' Compensation Attorney 2
Workers' Compensation Attorney Supervisor	22	7876	Workers' Compensation Attorney 3
• • •	24	7877	Workers' Compensation Attorney Supervisor
Workers' Compensation Attorney Manager	25	7878	Workers' Compensation Attorney Manager

26	7880	Workers' Compensation General Counsel
15	7882	Workers' Compensation Hearings Examiner
26	7889	Workers' Compensation Inspector General
12	7890	Workers' Compensation Investigator 1
13	7891	Workers' Compensation Investigator 2
14	7892	Workers' Compensation Investigator 3
16	7893	Workers' Compensation Investigator Supervisor
12	7910	Workers' Compensation Training Specialist 1
13	7911	Workers' Compensation Training Specialist 2
14	7912	Workers' Compensation Training Specialist 3
15	7913	Workers' Compensation Training Supervisor
18	7920	Workers' Compensation Ergonomist
18	7925	Workers' Compensation Industrial Hygienist
16	7930	Workers' Compensation Industrial Rehabilitation Specialist
16	7932	Workers' Compensation Industrial Rehabilitation Nurse
17	7933	Workers' Compensation Industrial Rehabilitation Nurse, Senior
18	7934	Workers' Compensation Industrial Rehabilitation Nurse Manager
20	7935	Workers' Compensation Industrial Rehabilitation Nurse
		Director
9	7941	Director  Workers' Compensation Supervisor I
9 11	7941 7942	
		Workers' Compensation Supervisor I
11	7942	Workers' Compensation Supervisor I Workers' Compensation Supervisor II
11 13	7942 7943	Workers' Compensation Supervisor II Workers' Compensation Supervisor III
11 13 18	7942 7943 7946	Workers' Compensation Supervisor I Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Manager 1
11 13 18 20	7942 7943 7946 7947	Workers' Compensation Supervisor I  Workers' Compensation Supervisor II  Workers' Compensation Supervisor III  Workers' Compensation Manager 1  Workers' Compensation Manager 2
11 13 18 20 22	7942 7943 7946 7947 7948	Workers' Compensation Supervisor I  Workers' Compensation Supervisor II  Workers' Compensation Supervisor III  Workers' Compensation Manager 1  Workers' Compensation Manager 2  Workers' Compensation Manager 3  Workers' Compensation Staff Operations Director, Executive
11 13 18 20 22 20	7942 7943 7946 7947 7948 7950	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office
11 13 18 20 22 20 22	7942 7943 7946 7947 7948 7950	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office Workers' Compensation Director of Claims Management
11 13 18 20 22 20 22 26	7942 7943 7946 7947 7948 7950 7951 7953	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office Workers' Compensation Director of Claims Management Workers' Compensation Director, Legal Division
11 13 18 20 22 20 22 26 22	7942 7943 7946 7947 7948 7950 7951 7953 7955	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office Workers' Compensation Director of Claims Management Workers' Compensation Director, Legal Division Workers' Compensation Director of Employer Services Workers' Compensation Director, Management Information
11 13 18 20 22 20 22 26 22 25	7942 7943 7946 7947 7948 7950 7951 7953 7955 7957	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office Workers' Compensation Director of Claims Management Workers' Compensation Director, Legal Division Workers' Compensation Director of Employer Services Workers' Compensation Director, Management Information Systems
11 13 18 20 22 20 22 26 22 25 22	7942 7943 7946 7947 7948 7950 7951 7953 7955 7957	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office Workers' Compensation Director of Claims Management Workers' Compensation Director, Legal Division Workers' Compensation Director of Employer Services Workers' Compensation Director, Management Information Systems Workers' Compensation Director, Claims Resolution Workers' Compensation Director, Record Management &
11 13 18 20 22 20 22 26 22 25 22 22	7942 7943 7946 7947 7948 7950 7951 7953 7955 7957 7958 7960	Workers' Compensation Supervisor II Workers' Compensation Supervisor III Workers' Compensation Supervisor III Workers' Compensation Manager 1 Workers' Compensation Manager 2 Workers' Compensation Manager 3 Workers' Compensation Staff Operations Director, Executive Office Workers' Compensation Director of Claims Management Workers' Compensation Director, Legal Division Workers' Compensation Director of Employer Services Workers' Compensation Director, Management Information Systems Workers' Compensation Director, Claims Resolution Workers' Compensation Director, Record Management & Research

This proposal is effective March 16, 2004 noon. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### DIVISION OF NATURAL RESOURCES

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2254, to provide a special pay differential of \$100 per month for employees who serve as in-house sidearm repair and maintenance staff. This action is effective at the beginning of the pay period for the second half of March 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### KANAWHA-CHARLESTON HEALTH DEPARTMENT

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2255 as presented by staff, designating the Clinic Services Division of the Kanawha-Charleston Health Department, as the organizational unit for a reduction in force due to lack of work. The reduction is to be effective no sooner than the close of business March 5, 2004. Roy Gooding, Deputy Director for the Kanawha-Charleston Health Department addressed the Board's questions. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

## WORKERS' COMPENSATION COMMISSION

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2255, establishing a pay differential in the form of a monetary award for individuals selected for *Employee of the Month* and/or *Employee of the Year* in accordance with the Workers' Compensation Commission's **Program Guidelines** for its *Employee of the Month/Year Program*. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### OTHER BUSINESS

# **Priority Referral List**

Acting Director Farley addressed the Board regarding the Priority Referral List that was approved at the June, 2003 Personnel Board Meeting. It was noted that there had not been an opportunity to use the Pilot Program up to now. The Program will remain in place for another six months and be re-evaluated at that time.

With no further business, Chairman Stump entertained the motion to adjourn the meeting. Ms. Harter moved, Reverend Gilmer seconded the motion. Motion carried.

#### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for March 18, 2004, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman State Personnel Board

Shelly Lowery, Secretary State Personnel Board