

**MINUTES OF THE STATE PERSONNEL BOARD**  
**May 17, 2018**  
**Charleston, West Virginia**

The State Personnel Board (SPB) met on May 17, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair John Myers; SPB members Rick Wallace (in person), Bernie Deem, Ross Taylor and Jay Arceneaux (participating by telephone); Chad Bailey, Department of Environmental Protection; John Fitzsimmons and Ward Lefler, Division of Highways (there were other Division of Highways employees present who did not sign in); Mischelle Williams and Lynn Huddleston, Department of Health and Human Resources; and Diane Holley-Brown, James Meadows and Mike Sheets, Purchasing Division.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Teresa Morgan, Jim Bateman, Wendy Elswick, Carrie Sizemore, Lisa Collins, Elisabeth Arthur and Board Secretary, Drema Gibson.

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the April 19, 2018, meeting prior to the meeting. Mr. Wallace moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

**PROPOSALS**

**2795 Department of Administration – Division of Personnel**

Upon motion of Mr. Arceneaux, seconded by Ms. Deem, the SPB approved the DOP's proposal (SPB 2795) to create the following new class specifications, effective August 4, 2018.

<b>Classification</b>	<b>Pay Grade</b>	<b>Salary Range</b>
Human Resources Assistant (7982)	8	\$21,504 - \$39,792
Human Resources Associate (7983)	10	\$23,724 - \$43,896
Human Resources Generalist 1 (7984)	12	\$26,160 - \$48,396
Human Resources Generalist 2 (7985)	14	\$29,400 - \$54,396

This proposal affects all agencies with personnel performing human resources functions. Currently this work is being performed by a variety of titles ranging from Office Assistants (paygrades 3-7), to Administrative Services Assistants (paygrades 10-13), to Personnel Specialists (paygrades 12-14). All employees currently performing human resources functions will be reallocated to one of these classifications and will be required to submit a Position Description Form to the DOP.

The current class specification titles of Personnel Analyst Trainee; Personnel Assistant; Personnel Specialist; Personnel Specialist, Associate; and Personnel Specialist, Senior will be revised to reflect that they will only be used by the Division of Highways. They will remain in the classification and compensation plan.

**2796 Department of Administration – Division of Personnel**

Upon motion of Mr. Wallace, seconded by Mr. Taylor, the SPB approved the DOP’s proposal (SPB 2796) to remove the agency specificity of “General Services Division (GSD)” from the following class specifications, effective June 8, 2018.

Classification	Code
Building and Engineering Construction Manager (GSD)	9787
Building Crafts Manager (GSD)	9759
Building Engineer (GSD)	9786
Building Operations/Maintenance Manager (GSD)	9769
Building Operations/Maintenance Supervisor (GSD)	9766
Building Operations/Maintenance Specialist (GSD)	9765
Building Operations/Maintenance Technician (GSD)	9764
Capitol Grounds Manager (GSD)	9763
Capitol Grounds Supervisor (GSD)	9762
Custodial Services Manager (GSD)	9757
Custodial Services Supervisor (GSD)	9756
Electrician, Journeyman (GSD)	9742
Electrician, Master (GSD)	9736
HVAC Technician (GSD)	9782
Occupational Health and Safety Coordinator (GSD)	8585

**2797 Department of Administration – Division of Personnel**

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB approved the DOP’s proposal (SPB 2797), as modified, to create the following new class specification series for positions performing real estate related functions, effective June 8, 2018:

Classification	Pay Grade	Salary Range
Real Estate Associate (7990)	13	\$27,732 - \$51,312
Real Estate Specialist 1 (7991)	14	\$29,400 - \$54,396
Real Estate Specialist 2 (7992)	16	\$33,036 - \$61,128
Real Estate Specialist 3 (7993)	18	\$37,140 - \$68,712

Positions in the agencies who are performing real estate related functions will be required to complete a Position Description Form and will be reallocated.

The proposal was approved, as modified, to remove the “Special Requirement for the Division of Highways” in the proposed new class specifications. The existing class specification titles of Realty Trainee, Realty Agent 1, Realty Agent 2, Realty Agent 3, Realty Agent 4 and Realty Manager will be revised for use solely by the Division of Highways and will remain in the classification and compensation plan.

**2798 Department of Health and Human Resources – Bureau for Children and Families**

Upon motion of Mr. Arceneaux, seconded by Mr. Taylor, the SPB approved the Department of Health and Human Resources' (DHHR) proposal (SPB #2798), as modified, to repeal the current retention incentive for Child Protective Service Workers (CPSWs) within the Bureau for Children and Families (SPB proposals #1817, #2295, and #2713) and approved a new retention incentive. This proposal was approved effective September 1, 2018, giving CPSW Trainees and CPSWs a 5% salary increase upon reaching two (2) years of continuous service in the CPSW Trainee and CPSW classifications and an additional 5% salary increase upon reaching five (5) years of continuing state service in the CPSW Trainee and CPSW classifications. This retention incentive does not start over upon reallocation from the CPSW Trainee classification to the CPSW classification.

As noted above, SPB #2798 was approved, with modification, in that DHHR advised the DOP that it wishes to retain its current 3% retention incentive for the Adult Protective Service worker class series, as was clarified in previous SPB proposal #2713.

**OTHER BUSINESS**

**Berkeley/Morgan County Board of Health**

The SPB acknowledged the *Agreement and Plan of Combination and Merger Between the Berkeley County Health Department and the Morgan County Health Department*. The Board understands that all previously hired staff members of both the Berkeley County Board of Health and the Morgan County Board of Health will be transferred without any separation or loss of tenure to the newly formed Berkeley/Morgan County Board of Health, effective July 1, 2018. A new Service Level Agreement will be executed.

**Department of Administration – Division of Personnel**


Upon motion of Mr. Wallace, seconded by Mr. Taylor, the SPB approved the DOP's request to revise the *Workplace Security* policy (DOP-P15) (including acknowledgment forms and poster), to be effective June 1, 2018.

**Department of Administration – Purchasing Division  
Requested an Interpretation of SPB Proposal #2706 (approved February 18, 2016)**

At its meeting of April 19, 2018, the SPB tabled the Purchasing Division's request for an interpretation of SPB proposal #2706, approved February 18, 2016, which provided for a Retention and Workforce Enhancement Program for buying staff. The Purchasing Division has now advised the SPB that it will be submitting to the DOP, for the SPB's review at a future meeting, a proposal to modify SPB #2706.


**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, June 21, 2018, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



for John Myers

John A. Myers, Chair  
State Personnel Board



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Drema Gibson, Secretary  
State Personnel Board