

MINUTES OF THE STATE PERSONNEL BOARD

July 19, 2018

Charleston, West Virginia

The State Personnel Board (SPB) met on July 19, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Mary Jane Pickens, Deputy Secretary, Department of Administration acting on behalf of Chair John Myers; SPB members Jay Arceneaux, Rick Wallace, Ross Taylor and Mark Carbone; Lynn Huddleston, Department of Health and Human Resources, Chad Bundy, Harrison-Clarksburg Health Department; Commissioner Dale Steager and Danny Morgan, State Tax Department; Doug Buffington and Winsor Boggs, Department of Revenue; and Phil Kabler, Charleston Gazette. Dr. David Didden and Marty Freeman, Jefferson County Health Department, attended via telephone to participate in the discussion of SPB proposal #2794-A only.

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

APPROVAL OF MINUTES

The members of the SPB received the minutes from the June 21, 2018, meeting prior to the meeting. Mr. Arceneaux moved to accept the minutes and Mr. Carbone seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2793 Department of Administration – Division of Personnel

Upon motion of Mr. Carbone, seconded by Mr. Taylor, the SPB approved the Division of Personnel's proposal to abolish the following class specifications that are no longer being utilized, effective July 19, 2018.

Classification	Code
Adjunctive Therapist	9660
Administrative Officer	9040
Building Operations/Maintenance Technician (GSD)	9764
Certified Welder	8640
Child Advocate Legal Assistant	9501
CIB Terminal Operator	8852
Customer Service Assistant	9002
Deputy Claims Manager	9453
Director of Claims Management	9456
Driver License Examiner	8857
EEG/EKG Technician	9919
Employment Relations Specialist	9342
Employment Service Worker	9341

Firefighter	8864
Firefighter Crew Chief	8865
Firefighter Trainee	8863
Forest Ranger 1	8543
Forest Ranger 2	8544
Forest Ranger 3	8545
Forestry Aide	8546
Histopathology Technician	9916
Homeland Security Associate	8820
Intermittent Employment Programs Interviewer	9096
Intermittent Office Assistant 1	9097
Intermittent Office Assistant 2	9098
Machinist	8633
Patient Advocate	9667
Personnel Analyst Trainee	9304
Pre-Press Service Technician	9826
Printing Services Supervisor 1	9830
Printing Services Supervisor 2	9831
Rehabilitation Equipment Technician	9723
Rehabilitation Residential Assistant	9668
Security Police	8860
Security Police Leader	8861
Security Police Officer	8862
Steam Boiler Operator	9741
Transportation Technician 1	8371
Transportation Technician 2	8372
Weight Enforcement Worker	8350

2794-A Jefferson County Health Department

The Division of Personnel, via SPB #2794, sought clarification from the SPB of the recently approved (June 21, 2018) proposal, SPB #2794, which permitted the Jefferson County Health Department to implement a special hiring rate for Sanitarian 1 of up to \$40,000. The effective date was contingent upon approval of the new rate by the Jefferson County Board of Health, which was approved at its meeting of June 28, 2018, as reflected in the minutes of that meeting. It also allowed the retention incentive for Sanitarian 1 and Sanitarian 2 that was approved by the SPB (SPB #2769) effective December 9, 2017, to remain in effect for the Jefferson County Health Department.

Upon motion of Mr. Arceneaux, seconded by Mr. Carbone, the SPB clarified SPB proposal #2794, in that all employees in the Sanitarian 1, Sanitarian 2, and Registered Sanitarian positions will be permitted to exceed the maximum of the compensation range for their respective classifications, pay grades 11, 12 and 13 for the next 12 months.

Additionally, in a separate motion by Mr. Wallace and seconded by Mr. Carbone, the SPB approved the special hiring rate not only apply to new appointments, but also apply to incumbents in these positions within the Jefferson County Health Department. The approved proposal further permits Jefferson County Health Department to make a one-time adjustment to the salaries of incumbents in these positions consistent with the pay on appointment provisions of the DOP Pay Plan Policy. More specifically, salaries of incumbents may be adjusted increments of five percent above the special hiring rate for each six-months of pertinent experience or pertinent training above the minimum qualifications for the classification.

Further, the SPB extended approval of SPB #2794-A for the special hiring rate of \$40,000 to apply to all county health departments and all state agencies utilizing the Sanitarian 1 classification, with the exception of the retention incentive approved specifically for the Jefferson County Health Department in 2017.

The SPB further requested the DOP to present for their review within the next 12 month (after consultation and approval by the Governor's Office) new salary grades for all classifications.

2807 Harrison-Clarksburg Health Department

Upon motion of Mr. Arceneaux, seconded by Mr. Taylor, the SPB approved the Harrison-Clarksburg Health Department's proposal (SPB #2807) to implement a 3% across-the-board base building salary adjustment for all permanent employees of the Harrison-Clarksburg County Health Department, to be effective August 1, 2018.

2809 Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Mr. Carbone, the SPB approved the Division of Personnel's proposal (SPB #2809) to create the class specification, Mental Health Therapist (9644) at a pay grade 17 (\$35,028 - \$64,812) to be added to the State of West Virginia's Classification and Compensation Plan. This class specification is effective July 19, 2018.

2810 Department of Administration – Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Division of Personnel's proposal (SPB #2810) to abolish the class specification Telephone Operator (pay grade 4) and to reclassify employees currently in these positions to Office Assistant 1 (pay grade 3), effective September 1, 2018. The Office Assistant 1 class specification was revised to encompass the duties of a telephone operator and to remove antiquated language. This will also allow a career path in the Office Assistant series. No current employee will lose money as a result of this reclassification.

2811 Department of Revenue – State Tax Department

Upon motion of Mr. Arceneaux, seconded by Mr. Carbone, the SPB approved the State Tax Department's proposal (SPB #2811) to revise the class specification Tax Regional Supervisor (9992), change its title to Tax Regional Manager and to increase the pay grade from 16 (\$33,036 - \$61,128) to a pay grade 19 (\$39,372 - \$72,840), effective August 1, 2018. Mr. Arceneaux noted that the proposed revised class

specification was presented to the SPB with the title Tax Regional Supervisor and it should have read Tax Regional Manager.

A special plan of implementation was approved for three employees currently serving in the Tax Regional Supervisor classification; their current salary is benchmarked against the minimum for pay grade 16, which is \$33,036, and their salaries will be adjusted upward the same percentage above the minimum for pay grade 19, which is \$39,372. A 15% pay differential was also approved for the existing Tax and Revenue Assistant Director (9988).

This proposal was submitted as a result of Senate Bill 2003, which passed during the 2017 Second Extraordinary Session of the West Virginia Legislature and provides "Special employment procedures for Tax Division personnel". The bill was effective upon passage with an internal effective date of December 1, 2017. Proposal SPB #2811 was presented to the SPB by Danny Morgan, State Tax Department.

2812 Department of Revenue

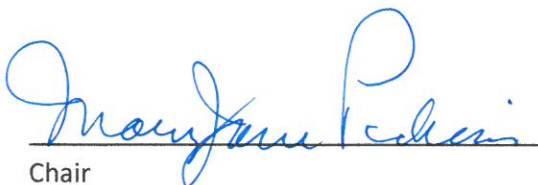
Upon motion of Mr. Wallace, seconded by Mr. Carbone, the SPB approved the Department of Revenue's proposal (SPB #2812) to convert a classified position, Director, Budget Office (9114), to a classified-exempt position, effective July 21, 2018.

OTHER BUSINESS

None.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, August 16, 2018, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board