

MINUTES OF THE STATE PERSONNEL BOARD

October 18, 2018

Charleston, West Virginia

The State Personnel Board (SPB) met on October 18, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Mary Jane Pickens, Deputy Secretary, Department of Administration; SPB members Jay Arceneaux (via phone) and Rick Wallace, Ross Taylor and Bernie Deem; Mischelle Williams and Lynn Huddleston, Department of Health and Human Resources; Sam Suiter, Lincoln County Health Department; Debbie Hughes, Sheri Richardson and Tonya Gillespie, Offices of the Insurance Commissioner; Doug Buffington, West Virginia Lottery; Dr. Wilson Iyokho, Bridget Rose and Amy Atkins, Bureau for Public Health; Chris Nelson and Robert Lane, Office of the Inspector General; Drema Smith, Department of Transportation; Ken Tyree, Office of the State Fire Marshal; Melissa McCune, Department of Environmental Protection; Karen Thornton, Attorney General's Office; and Phil Kabler, Charleston Gazette.

Division of Personnel staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Carrie Sizemore, Elisabeth Arthur, Kelly Turner, Kerri Nice, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the July 19, 2018, August 16, 2018, August 31, 2018, and September 20, 2018 meetings 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

2808 Department of Transportation – State Rail Authority

Upon motion of Mr. Wallace, seconded by Ms. Deem, the SPB approved, as modified, the Department of Transportation's proposal (SPB #2808) to reassign the pay grades of the Railroad Technician classification series (within the State Rail Authority), to be effective November 10, 2018, as follows:

Class	Current Pay Grade	New Pay Grade
Railroad Technician 1	6	8
Railroad Technician 2	7	11
Railroad Technician 3	9	14
Railroad Technician 4	11	17

The Board also approved a special plan of implementation to raise the salaries of the current employees. The salary increase is to be treated in the same manner as a reallocation, with an increase of 7% for the first increment, 5% for the second increment, 4% for the third increment and 3% for each subsequent increment to a maximum of 25%. The retention incentive currently in place for all Railroad Technicians (previously approved by the SPB in proposal #2592), in which the employees receive a 5% salary increase after three (3) years of continuous employment and another 5% increase after five (5) years of continuous employment, will remain in effect.

2814 Department of Health and Human Resources – Bureau for Public Health

Upon motion of Mr. Taylor, seconded by Mr. Wallace, the SPB approved the Department of Health and Human Resources, Bureau for Public Health’s proposal (SPB #2814), to be effective on November 10, 2018. This proposal creates a new class specification, Disease Intervention Specialist Trainee (9902), changes the titles and pay grades of the Public Health Investigator series, reclassifies positions to the new titles respectively, and provides for a special plan of implementation for current employees. The new class titles and paygrades are as follows:

Current Title	Current Pay Grade	New Title	Pay Grade
n/a	n/a	Disease Intervention Specialist Trainee (9902)	PG 11 (\$24,912 - \$46,092)
Public Health Investigator 1 (9928)	PG 11 (\$24,912 - \$46,092)	Disease Intervention Specialist 1 (9928)	PG 13 (\$27,732 - \$51,312)
Public Health Investigator 2 (9929)	PG 14 (\$29,400 - \$54,396)	Disease Intervention Specialist 2 (9929)	PG 15 (\$31,164 - \$57,660)
Public Health Investigator Supervisor (9927)	PG 16 (\$33,036 - \$61,128)	Disease Intervention Specialist Supervisor (9927)	PG 17 (\$35,028 - \$64,812)

Current employees will be reclassified to the appropriate level within the new classifications and salaries will be changed in accordance with subsection §143-1-5.4.f.2., Pay on Reclassification, of the *Administrative Rule* of the West Virginia Division of Personnel. The special plan of implementation will include a 10% increase to raise current employees’ pay to avoid future salary compression.

2815 Department of Health and Human Resources – Office of Health Facilities

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB approved the Department of Health and Human Resources’ proposal (SPB #2815), as modified, to create a classified-exempt position, Director of the Office of Health Facilities, effective October 18, 2018.

2817 Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB tabled the Division of Personnel’s proposal to create a new class specification Dietician (8839) at pay grade 15 (\$31,164 - \$57,660) and that it be added to the State of West Virginia’s Classification and Compensation Plan. The Department of Health and Resources requested it be set at a pay grade 16, or a special hiring rate be set for DHHR. The SPB instructed more specific information be provided and that Dietician and the Nutritionist series be reviewed together.

2818 Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Ms. Deem, the SPB approved the Division of Personnel’s proposal (SPB #2818), as modified, to update the minimum qualifications and increase the pay grades of the Fire Marshal series within the Office of the State Fire Marshal, with a special plan of implementation, to be effective November 24, 2018. The approved pay grades are as follows:

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Classification	Current Pay Grade	New Pay Grade
Assistant Fire Marshal in Training	11	12
Assistant Fire Marshal 1	12	13
Assistant Fire Marshal 2	13	14
Assistant Fire Marshal 3	14	15
Field Deputy Fire Marshal	15	16

A special plan of implementation for current employees was approved to avoid salary compression. The special plan of implementation is to include a 7% salary adjustment to the employees' pay commensurate with the newly assigned pay grade.

2819 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 #2819), as modified, to create an Investigator Associate classification at pay grade 12 (\$26,160-\$48,396) to allow for an entry level into the Investigator series, to increase the pay grades of the existing Investigator class series, to abolish Lottery Investigator and Lottery Investigator Supervisor, to change the title of the Lottery Investigations Manager to Investigation Manager, and abolish the Medicolegal Investigator series.

All current employees in the Investigator, Medicolegal Investigator and Lottery Investigator series are to be reclassified to the appropriate classification and any employee not currently at the minimum for the new compensation range will be brought to the new minimum. The classifications and pay grades, to be effective November 24, 2018, are listed below:

Classification	Current Pay Grade	Approved Pay Grade
Investigator Associate	n/a	12 (\$26,160-\$48,396)
Investigator 1	12 (\$26,160-\$48,396)	14 (\$29,400-\$54,396)
Investigator 2	13 (\$27,732-\$51,312)	15 (\$31,164-\$57,660)
Investigator 3	14 (\$29,400-\$54,396)	16 (\$33,036-\$61,128)
Investigation Manager (Currently titled Lottery Investigations Manager)	18 (\$37,140-\$68,712)	18 (\$37,140-\$68,712)

Additionally, after discussion, upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB withdrew, reconsidered, and amended its previous motion and voted to also approve any special hiring rates that currently exist in the Investigator class series, Lottery Investigator series, and the Medicolegal Investigator series will remain in place.

2820 Department of Revenue – Offices of the Insurance Commissioner

Upon motion of Ms. Deem, seconded by Mr. Taylor, the SPB approved the Department of Revenue, Office of the Insurance Commissioner's (OIC) proposal (SPB #2820) to modify the pay grade for the Insurance Company Examiner Supervisor (9199) from a pay grade 24 (\$54,228-\$100,332) to a pay grade 20 (\$41,736-

\$77,220). This was done as a result of the minimum qualifications being decreased as requested by the OIC to assist with its accreditation through the National Association of Insurance Commissioners.

2821 Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Ms. Deem, the SPB approved the Division of Personnel’s proposal (SPB #2821), as modified, to create three new class specifications that will encompass duties and responsibilities being performed in the Board of Risk and Insurance Management’s Claims Management Department. Following are the new class titles and approved pay grades, to be effective November 24, 2018.

Class Title	Approved Pay Grade
Insurance Claims Representative 1 (9152)	PG 13 (\$27,732 - \$51,312)
Insurance Claims Representative 2 (9153)	PG 16 (\$33,036 - \$61,128)
Insurance Claims Representative Supervisor (9154)	PG 19 (\$39,372 - \$72,840)

2822 Lincoln County Health Department

Upon motion of Mr. Wallace, seconded by Ms. Deem, the SPB went into executive session to consider the facts surrounding the Lincoln County Health Department’s proposal (SPB #2822) requesting to designate the Lincoln County Health Department as the organizational unit for a reduction in force.

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB returned to regular session. The SPB instructed subpoenas be issued to the following individuals requesting that they appear before the SPB at its meeting on November 15, 2018: Sam K. Suiter; Laura C. Cunnings; and Julie Blankenship-Suiter. At the request of Mr. Suiter, the SPB amended its motion, and approved, to include that Rosa M. Farley, Chair, Lincoln County Board of Health also be subpoenaed to appear at the November 15, 2018 meeting.

2823 Department of Revenue – West Virginia Lottery

Upon motion of Ms. Deem, seconded by Mr. Wallace, the SPB approved the Department of Revenue, West Virginia Lottery’s proposal (SPB #2823) to convert a classified position, Associate General Counsel (9522), to a classified-exempt position, effective October 18, 2018.

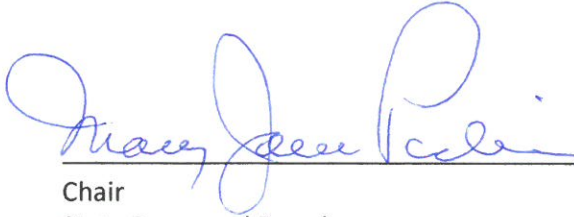
OTHER BUSINESS

Department of Administration – Division of Personnel

After hearing all proposals noted above, due to a prior commitment of Board member Jay Arceneaux, he was unable to attend the full meeting and therefore, the SPB was unable to maintain a quorum and the meeting adjourned. The Overview of the Division of Personnel’s Compensation Strategic Plan will be moved to the next regular meeting of the SPB.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, November 15, 2018, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.

A handwritten signature in blue ink, reading "Nancy Jean Rubin", written over a horizontal line.

Chair
State Personnel Board

A handwritten signature in blue ink, reading "Drema Gibson", written over a horizontal line.

Drema Gibson, Secretary
State Personnel Board