

**MINUTES OF THE STATE PERSONNEL BOARD**  
**June 27, 2019**  
**Charleston, West Virginia**

The State Personnel Board (SPB) met on June 27, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Bob Paulson, General Counsel, Department of Administration on behalf of Chair Allan McVey; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles and Rick Wallace; Aryn Collins, Andrea Hicks, Lynn Huddleston and Mischelle Williams, Office of Human Resource Management, Department of Health and Human Resources; Lynn Peters and Eric Walker, Mid-Ohio Valley Health Department; Chad Bundy, Harrison-Clarksburg Health Department; Loretta Haddy and Gary Thompson, Bureau for Public Health, Department of Health and Human Resources; Stephen McDaniel, Andrea Fout Tinsley, Sam England and Brad Reed, Division of Natural Resources.

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

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the May 23, 2019, meeting prior to the meeting. Mr. Dissen moved to accept the minutes and Mr. Roles seconded the motion. The Board approved the minutes by unanimous consent.

**PROPOSALS**

**2842 Department of Health and Human Resources**

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB approved the Department of Health and Human Resources' proposal (SPB 2842) to create special hiring rates for the Epidemiologist 1, 2, 3, and 4 classifications and to provide a pay differential of 5% to current incumbents to reduce salary compression and increase retention. The special hiring rates are as follows:

Classification	Pay Grade/Range	Current DOP Market Rate	Special Hiring Rate
Epidemiologist 1 (9913)	PG 17 \$35,028 - \$64,812	\$57,096	\$48,000.16
Epidemiologist 2 (9914)	PG 21 \$44,244 - \$81,852	\$72,120	\$60,097.44
Epidemiologist 3 (9938)	PG 22 \$47,352 - \$87,612	\$77,184	\$74,490.00
Epidemiologist 4 (9939)	PG 24 \$54,228 - \$100,332	\$88,392	\$88,391.68

The special hiring rates and the special plan of implementation are effective July 20, 2019.

- 2845 Preston County Health Department**
- 2846 Marion County Health Department**
- 2847 Lewis County Health Department**
- 2848 Harrison-Clarksburg Health Department**
- 2850 Mid-Ohio Valley Health Department**
- 2852 Hardy County Health Department**

Upon motion of Mr. Wallace, seconded by Ms. Gillespie, the SPB approved, as a group, proposals for the following county health departments:

- Preston County Health Department's proposal (SPB 2845), as modified, to implement a \$2,010.00 per year across-the-board base building salary adjustment for all full-time classified employees of the Preston County Health Department to be effective July 16, 2019. This approval was based on the minutes of the May 14, 2019 meeting of the Preston County Board of Health.
- Marion County Health Department's proposal (SPB 2846), as modified, to implement an \$1,800.00 per year across-the-board base building salary adjustment for all classified employees of the Marion County Health Department to be effective July 16, 2019. This approval was based on the minutes of the June 26, 2019 meeting of the Marion County Board of Health.
- Lewis County Health Department's proposal (SPB 2847), as modified, to implement a 6% across-the-board base building salary adjustment for all classified employees of the Lewis County Health Department to be effective July 16, 2019. This approval was based on the minutes of the April 25, 2019 meeting of the Lewis County Board of Health.
- Harrison-Clarksburg Health Department's proposal (SPB 2848), as modified, to implement a 3% across-the-board base building salary adjustment for all classified and classified-exempt employees of the Harrison-Clarksburg Health Department to be effective July 16, 2019. This approval was based on the minutes of the May 23, 2019 meeting of the Harrison County Board of Health.
- Mid-Ohio Valley Health Department's proposal (SPB 2850), as modified, to implement a \$1,600.00 per year (\$133.34 per month) across-the-board base building salary adjustment for all employees of the Mid-Ohio Valley Health Department to be effective July 16, 2019. This approval was based on the minutes of the May 30, 2019 meeting of the Mid-Ohio Valley Board of Health.
- Hardy County Health Department's proposal (SPB 2852), as modified, to implement a \$1,428.00 per year across-the-board base building salary adjustment for all full-time employees of the Hardy County Health Department to be effective July 16, 2019. This approval was based on the minutes of the May 22, 2019 meeting of the Hardy County Board of Health.

**2849 Jackson County Health Department**

Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB approved the Jackson County Health Department's proposal (SPB 2849) to implement a 5% across-the-board base building salary

adjustment for all employees of the Jackson County Health Department to be effective July 1, 2019. This approval was based on the minutes of the April 23, 2019 meeting of the Jackson County Board of Health.

**2851 Department of Administration – Division of Personnel**

**2854 Department of Commerce – Division of Natural Resources**

Upon motion of Mr. Arceneaux and seconded by Mr. Dissen, the SPB simultaneously considered, and approved, the following two proposals:

The Division of Personnel’s (DOP) proposal (SPB 2851) to update the minimum qualifications and increase the pay grades for the Park Ranger classification and the Park Superintendent 1, 2, 3, 4, and 5 classifications within the Division of Natural Resources (DNR), effective August 3, 2019. Additionally, a special plan of implementation was approved to provide an adjustment to the incumbent employees in accordance with the DOP’s *Pay Plan Policy’s* pay on promotion provisions, effective August 17, 2019.

The chart below details the approved pay grades:

Classification	Current Pay Grade/Range	Pay Grade/Range effective 8-3-19
Park Ranger (8619)	PG 10 \$23,724 - \$43,896	PG 12 \$26,160 - \$48,396
Park Superintendent 1 (8620)	PG 11 \$24,912 - \$46,092	PG 13 \$27,732 - \$51,312
Park Superintendent 2 (8621)	PG 12 \$26,160 - \$48,396	PG 15 \$31,164 - \$57,660
Park Superintendent 3 (8622)	PG 13 \$27,732 - \$51,312	PG 16 \$33,036 - \$61,128
Park Superintendent 4 (8623)	PG 14 \$29,400 - \$54,396	PG 18 \$37,140 - \$68,712
Park Superintendent 5 (8624)	PG 15 \$31,164 - \$57,660	PG 20 \$41,736 - \$77,220

The SPB also approved DNR’s request to extend the probationary period for the above-referenced classifications to 12 months due to the various steps necessary for an individual to become certified as a Special Natural Resources Police Officer. This 12-month probationary period is effective upon passage, June 27, 2019, for any employees hired after this date in these classifications through original appointment or reinstatement.

Pay differentials previously approved by the SPB will remain in effect:

- Park Superintendents who serve as Defensive Tactics Training Instructors in the Special Natural Resources Police Officer Program will receive a shift differential of \$100 per month effective February 1, 2014 (SPB 2647).
- Park Superintendents who are not provided an on-park residence will receive a stipend of \$1,000 per month in lieu of housing effective June 1, 2012 (SPB 2601).

Also approved was the DNR’s proposal (SPB 2854), as modified, to create and implement a Pilot Additional Duties Pay Policy for Park Superintendents and Park Rangers. This pilot program, as modified, is effective August 17, 2019, for a 12-month period to determine if it meets the needs of the agency. Although this pilot policy is intended for use solely by DNR, the DOP will administer the pilot policy and will continue to maintain authority over all aspects of the State’s Compensation Plan. Amendments to this pilot policy or

discontinuance of the policy requires approval of the SPB. The DOP and DNR will jointly provide the SPB with a report on the status of the pilot after it has been operational for 10 months.

**OTHER BUSINESS**

**Department of Administration – Division of Personnel**


Upon motion of Mr. Arceneaux, seconded by Mr. Roles, the SPB approved modification of the DOP's *Temporary Classification Upgrades Policy* effective July 1, 2019.

**Retirement of Lisa Collins**

Director Sheryl Webb acknowledged that a long tenured DOP employee, Lisa Collins, who presented at today's SPB meeting, is retiring effective June 30, 2019. Chair Paulson thanked Ms. Collins for her state service and her time at the DOP.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, July 25, 2019, 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