

MINUTES OF THE STATE PERSONNEL BOARD
December 20, 2019
Charleston, West Virginia

The State Personnel Board (SPB) met on December 20, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Allen McVey; SPB members Jay Arceneaux, Jim Dissen, Kym Gillespie, Forrest Roles and Rick Wallace; Karen Thornton, Assistant Attorney General; Angela Jacobs-Ferris, Robert Price, Lynn Huddleston and Andrea Hicks, Department of Health and Human Resources; John McHugh, WV Real Estate Division; Carol McCormick and Stanley Mills, Kanawha County Health Department; and Lolita Kirk, Putnam County Health Department.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Carrie Sizemore, Teresa Morgan, Elisabeth Arthur, Bobbie Seyedmonir, Kelly Turner, Kerri Nice, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the November 22, 2019, meeting of the SPB prior to the meeting. Mr. Arceneaux moved to accept the minutes and Mr. Dissen seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2873 Department of Administrative – Real Estate Division

Upon motion of Mr. Wallace, seconded by Mr. Dissen, the SPB approved converting one vacant classified position to a classified-exempt position titled Attorney 3. This position meets the three-pronged definition of a policy-making position as set forth in code. The proposal was submitted under the provisions of the W. VA. Code §29-6-2(l) which defines a policy-making position. This proposal is effective upon passage.

2878 Department of Administrative – Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Division of Personnel's proposal (SPB 2878) to implement pay grades for the Sanitarian series and reclassify positions, effective upon passage. After working with the local health departments and the Department of Health and Human Resources (DHHR) regarding recruitment and retention difficulties for the Sanitarian series. The class specifications and their corresponding pay grades, effective upon passage, are as follows:

Class Specification	Pay Grade (effective 12-20-2019)
Sanitarian 1	14 (\$31,146 - \$57,620)
Sanitarian 2	15 (\$32,722 - \$60,535)
Sanitarian Registered	16 (\$34,688 - \$64,172)
Sanitarian Supervisor	17 (\$36,779 - \$68,041)
Sanitarian Chief	18 (\$38,997 - \$72,144)

As a result of the raise in pay grades, DHHR and several local health departments have requested the following special plans of implementation:

- DHHR is requesting a 16% pay differential for incumbents.
- Monongalia County Health Department is requesting a 3% pay differential or for the incumbents to be brought to the new minimum, whichever is greater.
- Wheeling-Ohio County Health Department is requesting an 11% pay differential for incumbents

The Jefferson County Health Department would only retain the special hiring rate of \$40,000, and the two retention incentives will be abolished.

§143-1-5.4a. of the *Administrative Rule of the West Virginia Division of Personnel* authorizes the State Personnel Board to assign each class of positions to an appropriate range of compensation consistent with the duties outlined in the class specification. In addition, §143-1-5.4.f.1.A. provides that the State Personnel Board “may approve a plan of implementation which ensures incumbents in the classified service receive equal treatment based on sound compensation practices.”

OTHER BUSINESS

Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Disson, the SPB approved revisions to the Division of Personnel’s Pay Plan Policy (DOP-P12), effective February 1, 2020.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, January 23, 2019, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board