

## MINUTES OF THE STATE PERSONNEL BOARD

January 26, 2023

The State Personnel Board (SPB) met telephonically on January 26, 2023, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson for Mark D. Scott, Chair; SPB members Jim Dissen, Kymberly Gillespie, Forrest Roles, Rick Wallace and Jay Arceneaux.

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Mays, Dori Sunderland, Teresa Morgan, Elisabeth Arthur, Kerri Nice, Mark Isabella, Bobbie Wisniewski and Board Secretary, Layna Valentine-Brown.

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the December 16, 2022, regular meeting and the January 23, 2023 special meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Rick Wallace seconded the motion. The SPB voted to approve the minutes by unanimous consent.

### PROPOSALS

#### **2440-A Department of Veterans Assistance (DVA) - Veterans Nursing Facility**

Upon the motion of Forrest Roles seconded by Jay Arceneaux, the SPB voted and approved the request to amend SPB 2440 by authorizing a pay differential for work performed on the calendar holidays of the 4th Thursday in November, the 25th day of December, and the 1st day of January for up to eight (8) hours rather than on the official observed holidays.

#### **3044 Department of Administration (DOA) - Division of Personnel (DOP)**

Upon the motion of Rick Wallace seconded by Kymberly Gillespie, the SPB voted and approved the request to increase the pay grade for the Probation and Parole Officer 1 (8905), Probation and Parole Officer 2 (8906) and Probation and Parole Officer 3 (8907) classifications based on the Nature of Work and the Minimum Qualifications.

#### **3045 DOA - DOP**

Upon the motion of Jay Arceneaux seconded by Forrest Roles, the SPB voted and approved the request to change the titles of the Corrections Industries Supervisor 1 (8930) and Corrections Industries Supervisor 2 (8931) class specifications to Corrections Industries Coordinator 1 and Corrections Industries Coordinator 2 to better reflect the duties of these positions.

#### **3046 Hancock County Health Department (HCHD)**

Upon the motion of Kymberly Gillespie seconded by Rick Wallace, the SPB voted and approved the request to implement a 2% across-the-board base building salary adjustment for all classified employees of the HCHD.

#### **3047 Jefferson County Health Department (JCHD)**

Upon the motion of Jay Arceneaux seconded by Kymberly Gillespie, the SPB voted and approved the request to implement special hiring rates for the Sanitarian 2 (9931), Sanitarian, Registered (9932), and Sanitarian, Supervisor (9933) classifications in the JCHD.

**3048 Department of Health and Human Resources (DHHR)**

Upon the motion of Rick Wallace seconded by Forrest Roles, the SPB voted and approved the request to have the Diamond Building Maintenance and Parking Garage, Operation Services as the organizational unit for an interdepartmental transfer of employees as a result of the elimination of positions due to the lease-purchase agreement ending.

**3049 Department of Revenue - Tax Department**

Upon the motion of Forrest Roles seconded by Jay Arceneaux, the SPB voted and approved the request to convert a vacant classified-exempt position, Tax and Revenue Director (9989), to a classified-exempt position.

**3050 DOA - DOP**

Upon the motion of Rick Wallace seconded by Kymberly Gillespie, the SPB voted and approved the request to change the title of the Employment Programs Field Supervisor (9426) class specification to Employment Programs Field Manager to better reflect the duties of these positions.

**3051 DHHR - Bureau for Public Health - Office of Environmental Health Services (OEHS)**

Upon the motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the request to implement a special hiring rate for the Radiological Health Specialist (9936) and Radiological Health Specialist, Chief (9937) classifications with a special plan of implementation and retention incentive.

**OTHER BUSINESS**

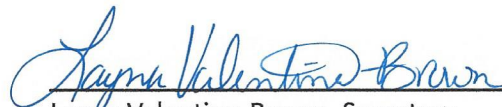
None.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for February 23, 2023, at 1:00 p.m.



Mark D. Scott, Chair  
State Personnel Board



Layna Valentine-Brown, Secretary  
State Personnel Board