

**MINUTES OF THE STATE PERSONNEL BOARD**

August 19, 1999

Charleston, West Virginia

The State Personnel Board met on August 19, 1999 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan and members Sharon Lynch and Eugene Stump. Board members Rev. Paul J. Gilmer and Elizabeth Harter were unable to attend. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, Perry Dotson, Max Farley, Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting along with staff attorney Stephanie Schulz.

The minutes of the July 15, 1999 meeting had been sent to the members of the Board prior to the meeting. Chairman Morgan asked for any additions or corrections. There being none, the July minutes were approved by unanimous consent.

**CONSIDERATION OF PROPOSALS*****BUREAU OF EMPLOYMENT PROGRAMS******Workers' Compensation Division***

The State Personnel Board reviewed the request from the Bureau of Employment Programs, Workers' Compensation Division, to establish the Rate/Reserve Analyst class series, and Director of Rating Services and Actuary at pay grade 20 (\$36,420 - 59,220) with a special hiring rate of 10% above the minimum rate. Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved the staff recommendation on proposal #2005, to establish the following classifications effective October 1, 1999:

<b><u>CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>
Rate/Reserve Analyst 1	12 (\$21,156 - 34,440)
Rate/Reserve Analyst 2	14 (\$24,240 - 39,432)
Rate/Reserve Analyst 3	16 (\$27,768 - 45,168)
Rate/Reserve Analyst 4	18 (\$31,800 - 51,720)
Director of Rating Services 22	22 (\$41,712 - 67,812)

The Board disapproved Bureau of Employment Programs, Workers' Compensation Division request to establish the classification of Actuary. The Board recommended that the Division of Personnel staff work with Bureau of Employment Programs/Workers' Compensation Division staff to develop a proposal to pay incentives to employees for skills acquisition evidenced by passing the Actuary examinations. Tom Rardin and Cheryl Ranson represented the Bureau of Employment Programs.

***BUREAU OF EMPLOYMENT PROGRAMS******Workers' Compensation Division***

The State Personnel Board considered the proposal from the Bureau of Employment Programs to grant a special salary differential for Safety/Loss Control Specialist 3 in the Workers' Compensation Division due to potential retention problems. Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved the staff recommendation on proposal #2013, as modified, to permit the Workers' Compensation Division to make counter offers to bona fide written job offers to current employees in the Safety/Loss Control Specialist 3 classification. The modification will allow counter offers to adjust the salaries of eligible employees up to the mid-point of the range (i.e. \$41,820). This action is effective September 1, 1999.

Tom Rardin represented the Bureau of Employment Programs. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposals from the Bureau of Employment Programs, Workers' Compensation Division.

## ***BUREAU OF COMMERCE***

### ***Division of Natural Resources***

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2011, to implement a new salary schedule for the Conservation Officer classes to be effective retroactive to July 1, 1999. This action will comply with W.Va. Code §20-7-1c (d) which provides that across-the-board increases are added to and reflected in the minimum statutory salaries set for these classifications. The salary schedule has been revised to include the \$756 across-the-board increase which was effective July 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal to the Board.

## ***DEPARTMENT OF ADMINISTRATION***

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2012, to establish the classification of Administrative Services Specialist at pay grade 16 (\$27,768 - 45,168). This action is to be effective September 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

## ***DIVISION OF PERSONNEL***

### ***West Virginia Development Office***

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2015, to revise the pay grades for the following exempt classifications in the WV Development Office: Deputy Executive Director (WVDO), from pay grade 23 (\$44,640 - 72,564) to pay grade 25 (\$51,120 - 83,088) and Director, International Development Division, from pay grade 21 (\$38,976 - 63,372) to pay grade 23 (\$44,640 - 72,564). This action is effective September 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, gave an overview to the revised pay grades.

## ***DEPARTMENT OF HEALTH & HUMAN RESOURCES***

### ***Cabell-Huntington Health Department***

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2010, designating the Cabell-Huntington Health Department's Home Health Service Program as the organizational unit for a staggered

reduction-in-force. The reduction-in-force is to be carried out in two phases. The first layoff is to be effective no sooner than September 15, 1999; the second phase is to be effective no sooner than December 31, 1999. Omayma T. Touma, M.D., Director, Cabell-Huntington Health Department answered questions of the Board. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the reduction-in-force for Cabell-Huntington Health Department.

### ***OTHER BUSINESS***

Tim Basford, Assistant Director, Classification and Compensation Section, advised the Board that he had confirmed with staff from the Department of Health and Human Resources that DHHR is prepared to implement the pay grade revisions for the Health and Human Services Occupation Group October 1, 1999.

With no further business to discuss, Chairman Morgan entertained the motion to adjourn the meeting. The motion was seconded and passed.

### **NEXT BOARD MEETING**

The next State Personnel Board meeting is scheduled for Thursday, September 16, 1999, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Roger Morgan, Chairman  
State Personnel Board

Alma M. Legg, Secretary  
State Personnel Board

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