

# MINUTES OF THE STATE PERSONNEL BOARD

September 16, 1999

Charleston, West Virginia

The State Personnel Board met on September 16, 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 Halter were unable to attend. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, Perry Dotson, Max Farley, and Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the August 19, 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 August minutes were approved by unanimous consent.

## CONSIDERATION OF PROPOSALS

### DEPARTMENT OF ADMINISTRATION

#### Division of Personnel

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2014, to establish the following classifications effective November 1, 1999:

#### NEW CLASSIFICATIONS AND PAY GRADES

Data Warehouse Specialist 1	15	(\$25,944-42,204)
Data Warehouse Specialist 2	16	(\$27,768-45,168)
Business Recovery Specialist 2	15	(\$25,944-42,204)
Help Desk Analyst 2	13	(\$22,644-36,852)

The Board approved a modification to the proposal and established Imaging Operator at pay grade 8 (\$16,116-26,256) and Imaging Operator Supervisor at pay grade 10 (\$18,468-30,072) instead of pay grades 9 and 11 as had been requested. Tim Basford, Assistant Director, Classification and Compensation Section presented the proposal.

### DEPARTMENT OF TAX & REVENUE

#### Division of Banking

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2023, to delete the classification of Director, Bank Supervision; establish the classification of Director, Charters and Licensing at pay grade 21 (\$38,976-63,372); revise the pay grade for Financial Institutions Examiner, Chief, from pay grade 19 to pay grade 20 (\$36,420-59,220); and, revise the pay grade for Director, Regulatory Operations, from pay grade 21 to pay grade 22 (\$41,712-67,812). These actions are effective November 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

## **DEPARTMENT OF ADMINISTRATION**

### **Division of Personnel**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2024, to implement a pilot salary schedule for Physicians for a one year period to be effective October 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal to Board.

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

### **Health Care Authority**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board acknowledged proposal #2025, the revised list of Health Care Authority job classifications exempt from the Division of Personnel salary regulations pursuant to WV Code §16-29B-7(d). Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

## **DIVISION OF HEALTH & HUMAN RESOURCES**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal # 2026, to implement revisions to the pay grades for the classifications in the Health and Human Services Occupational Group effective October 1, 1999. The Board also approved revised pay grades for the following positions:

### **TITLE AND NEW PAY GRADE**

Health Service Assistant	07	(\$15,060-24,528)
Health Service Worker	06	(\$14,064-22,920)
Health Service Trainee	05	(\$13,140-21,420)
Social Service Worker 1	10	(\$18,468-30,072)

Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

## **DEPARTMENT OF ADMINISTRATION**

### **Purchasing Division, Operations Section**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board deferred consideration of the Department of Administration's proposal to approve the Operations Section of the Purchasing Division as the organizational unit for a reduction-in-force, until its October 21, 1999 meeting.

## **OTHER BUSINESS**

- Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board determined that Ed Martin's secondary employment would not conflict with his employment with the Office of Behavioral Health, Department of Health and Human Resources, according to Section 18.1 of the Division of Personnel *Administrative Rule*.
- Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved the Severance Pay Policy, DOP-19.
- Chairman Morgan requested a Filled Position/Salary Comparison Report from Tari McClintock Crouse.

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, October 21, 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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