

# MINUTES OF THE STATE PERSONNEL BOARD

February 17, 2000

Charleston, West Virginia

The State Personnel Board met on February 17, 2000 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan, Board members Eugene Stump, Sharon Lynch and Elizabeth Harter. Board member Rev. Paul Gilmer was unable to attend the meeting. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Perry Dotson, Tim Basford, Tari McClintock Crouse, Mary Murphy and Max Farley, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the January 20, 2000, 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 January minutes were approved by unanimous consent.

## CONSIDERATION OF PROPOSALS

### DEPARTMENT OF TRANSPORTATION

#### Division of Motor Vehicles

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2049 as amended, to add to the classified service the Driver License Examiner positions being transferred to the Division of Motor Vehicles from the West Virginia State Police. This approval is contingent upon the issuance of a supporting Executive Order by the Governor as provided in W.Va. Code §29-6-4(b). This action is effective on or after March 15, 2000, but no later than June 16, 2000. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

### DEPARTMENT OF TRANSPORTATION

#### Division of Highways

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board deferred action on proposal #2046, to establish the classification of Transportation Engineering Technologist, at pay grade 19 (\$34,032 - \$55,344). The proposal with additional information will be considered at the March 16th meeting. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

### DEPARTMENT OF EDUCATION and the ARTS

#### West Virginia Library Commission

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2047, to establish the classified-exempt, policymaking position of Deputy Director, to be effective March 1, 2000. However, the Board determined that the position of Manager, Planning and Public Relations does not meet the criteria for exemption as a policymaking position. Therefore, the Board denied the request. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

### DEPARTMENT OF ADMINISTRATION

#### Public Employees Insurance Agency

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board disapproved proposal #2043, to establish the classification of Life Insurance Claims Processor 1 at pay grade 10 (\$18,468 - \$30,072). Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

### DEPARTMENT OF TRANSPORTATION

#### Division of Motor Vehicles and Department of Health & Human Resources

The State Personnel Board considered proposal #2052, to increase the pay grade for Hearing Examiner, from pay grade 14 (\$24,420 - \$39,432) to pay grade 16 (\$27,768 - \$45,168). Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board deferred action on the proposal until the March 16th meeting. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

## **BUREAU OF EMPLOYMENT PROGRAMS**

The State Personnel Board considered the Bureau of Employment Programs proposal to establish the classifications of Employment Programs Technician 1, Employment Programs Technician 2, Delinquency Control Specialist, Senior, Employment Relations Representative, Employment Programs Unit Supervisor; and, to revise the pay grades of existing classifications as follows:

<b>Title</b>	<b>Current Pay Grade</b>	<b>Proposed</b>
Employment Program Specialist	12	14
Employment Programs Specialist, Senior	14	15
Employment Programs Field Supervisor	17	18
Disabled Veterans Outreach Program Specialist	10	11
Local Veterans Employment Representative	11	12

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board deferred action on proposal #2053. The proposal will be considered at the March 16th meeting. Tim Basford, Assistant Director, Classification and Compensation Section presented the proposal. Tom Rardin and Dan Light from Bureau of Employment Programs addressed the Board on the issues of the proposal.

## **DEPARTMENT OF TAX and REVENUE** **Insurance Commission**

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2054, to adjust the per diem rate for Insurance Company Examiner from \$237 to \$246 and the rate for Insurance Company Examiner Supervisor from \$285 to \$296. This action has an effective date of March 1, 2000.

## **DEPARTMENT OF HEALTH & HUMAN SERVICES** **Lewis County Health Department**

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2050, designating the entire Lewis County Health Department as the organizational unit for a reduction-in-force. The reduction-in-force is to be effective no sooner than March 15, 2000. Perry D. Dotson, Assistant Director, Employee and Information Payroll Audit Section, briefed the Board on the proposal. John Frederick, Administrator, Lewis County Health Department answered questions of the Board.

## **OTHER BUSINESS**

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board acknowledged receipt of the Occupational Group Listing.

In accordance with W.Va. Code §6-9A-4(b)(7) and with the unanimous consent of the members present the State Personnel Board went into executive session to consider an official investigation. Chairman Morgan moved that the State Personnel Board go back into open session. The motion carried. The Board reconvened in open session. Upon motion of Ms. Harter, seconded by Ms. Lynch, the Board approved the conduct of the investigation and ratified all instructions given in the executive session.

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, March 16, 2000, 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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