

MINUTES OF THE STATE PERSONNEL BOARD

March 16, 2000

Charleston, West Virginia

The State Personnel Board met on March 16, 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 along with staff member Debbie Anderson.

The minutes of the February 17, 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 Highways

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2046, to establish the classification of Transportation Engineering Technologist at pay grade 19 (\$34,032-\$55,344) to be effective April 1, 2000. Board member Sharon Lynch recused herself from voting. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal. Jeff Black, Highways Division Director, answered questions of the Board. Board member Sharon Lynch asked that the minutes show that the guidelines on job postings will be approved by the Division of Personnel and not the Division of Highways.

BUREAU OF EMPLOYMENT PROGRAMS

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the staff recommendation to DENY the following parts of proposal #2053: to establish the classifications of Employment Programs Technician 1 and 2; to establish the classification of Employment Relations Representative; and to establish the classification of Employment Programs Unit Supervisor. The Board deferred action on the request to establish the classification of UC Delinquency Control Specialist, Senior, until more detailed information is received from Commissioner Vieweg.

The Board approved revisions to the pay grades of existing classifications to be effective April 1, 2000, as follows:

Title	From Pay Grade	To Pay Grade
Employment Programs Field Supervisor	17	18
Disabled Veterans Outreach Program Specialist	10	11
Local Veterans Employment Representative	11	12

Tim Basford, Assistant Director, Classification and Compensation Section presented the proposal. The following representatives from Bureau of Employment Programs addressed the Board on the issues of the proposal: Dan Light, David Watson, Richard Burton, Wade Nolfingbarger and Alan Drescher. Board member Harter voted nay.

BUREAU OF ENVIRONMENT

Division of Environmental Protection

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board acknowledged the Bureau of Environment's request to establish the exempt position of Innovative Policy Administrator within the Division of Environmental Protection. The Board noted that the Division of Environmental Protection has the authority under the provisions of *W.Va. Code* §22-1-8(b) to establish supervisory positions which serve at the will and pleasure of the Director. The position of Innovative Policy Administrator falls in this category.

DEPARTMENT OF MILITARY AFFAIRS and PUBLIC SAFETY

Division of Criminal Justice Services

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2056, designating the Regional Community Policing Institute of the Division of Criminal Justice Services as the organizational unit for a reduction-in-force. The reduction-in-force is to be effective no sooner than April 28, 2000. Perry P. Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the proposal. J. Norbert Federspiel, Director of Criminal Justice Services, answered questions of the Board.

OTHER BUSINESS

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board, in accordance with Section 18.1 of the West Virginia Division of Personnel Administrative Rule, determined that Sharon Lee's secondary employment would not conflict with her employment with the Department of Health and Human Resources.

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, April 20, 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