

MINUTES OF THE STATE PERSONNEL BOARD

April 20, 2000

Charleston, West Virginia

The State Personnel Board met on April 20, 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, Rev. Paul J. Gilmer and Elizabeth Harter. Board member Sharon Lynch 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 March 16, 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 March minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DIVISION OF MOTOR VEHICLES DEPARTMENT OF HEALTH & HUMAN RESOURCES BUREAU OF EMPLOYMENT PROGRAMS

Upon motion of Rev. Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2052, to revise the pay grade for Hearing Examiner from pay grade 14 (\$24,240 - \$39,432) to pay grade 15 (\$25,944 - \$42,204) effective June 1, 2000. The plan of implementation for Department of Health and Human Resources and Bureau of Employment Programs provides that salaries of incumbents below the minimum rates for the new pay grade shall be adjusted to the new minimum and salaries within the range of the new pay grade shall remain the same. The plan of implementation for Division of Motor Vehicles provides that the salaries of all incumbents shall be increased by 5% or to the minimum, whichever is greater. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

DEPARTMENT OF HEALTH and HUMAN RESOURCES Beckley-Raleigh County Board of Health

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2058, to establish the classified-exempt, policymaking position of administrator for the Beckley-Raleigh County Board of Health to be effective immediately. The classification of the position is Local Health Administrator 1. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS and PUBLIC SAFETY West Virginia State Police

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2060 as modified, to establish the classifications of E-911 Telecommunicator at pay grade 8 (\$16,116 - \$26,256) and E-911 Telecommunicator Supervisor at pay grade 10 (\$18,468 - \$30,072). This action has an effective date of June 1, 2000. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

WEST VIRGINIA BUREAU OF COMMERCE Division of Tourism

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board disapproved proposal #2062, for an extension of the exemption for the position of Project Manager for the National Coal Heritage Area (NCHA). The Board recommended that the position and the incumbent be returned to the classified service. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

BUREAU OF COMMERCE
West Virginia Development Office

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2063, to increase the pay grades for Director, West Virginia Economic Development Authority (WVEDA) from pay grade 23 (\$44,640 - \$72,564) to pay grade 25 (\$51,120 - \$83,088) and Director, International Development Division, from pay grade 23 (\$44,640 - \$72,564) to pay grade 24 (\$47,772 - \$77,652). Both positions are classified-exempt. This action is effective June 1, 2000. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DIVISION OF MILITARY AFFAIRS and PUBLIC SAFETY
Division of Juvenile Services

The State Personnel Board considered proposal #2065, to establish the Juvenile Correctional Officer series and other classification and compensations issues related to the Division of Juvenile Services. Upon motion of Rev. Gilmer, seconded by Ms. Harter, the State Personnel Board approved the request as modified. By agreement between Division of Corrections, the Division of Juvenile Services will use the existing Correctional Officer class series for Juvenile Detention Officer positions in the juvenile detention facilities. The Board directed the Classification and Compensation Section to confer with the Division of Juvenile Services to establish a staffing plan for each of the juvenile detention facilities to assure consistent allocation of positions by both the Division of Juvenile Services and the Division of Corrections.

In addition, the Board approved: 1) the title change of Youth Facility Director to Juvenile Facility Director and an increase of one pay grade; 2) the title change of Youth Correctional Facility Superintendent to Juvenile Correctional Facility Superintendent; 3) the title change of Youth Correctional Facility Deputy Superintendent to Juvenile Correctional Facility Deputy Superintendent; and, 4) grant a special salary adjustment to Division of Juvenile Services employees assigned to juvenile detention facilities. These actions are effective July 16, 2000. Tim Basford, Assistant Director, briefed the Board on the proposal. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

BUREAU OF ENVIRONMENT
Division of Environmental Protection

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board acknowledged the Bureau of Environment's request to establish the exempt position of Environmental Small Business Ombudsman 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 Environmental Small Business Ombudsman falls in this category. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF HEALTH and HUMAN RESOURCES
Bureau of Children and Families

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2067, to revise the pay grade for Child Protective Services Supervisor from pay grade 14 (\$24,240 - \$39,432) to pay grade 15 (\$25,944 - \$42,204) effective June 1, 2000 with a standard plan of implementation. Tim Basford, Assistant Director, Classification and Compensation, presented the proposal.

OTHER BUSINESS

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board, in accordance with Section 18.1 of the Division of Personnel Administrative Rule, determined that Rebecca Nicholas' secondary employment with a local Hospice would not conflict with her employment with the Department of Health and Human Resources. Joe Smith, Acting Director, presented the proposal.

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board, in accordance with Section 18.1 of the Division of Personnel Administrative Rule, determined that James Bumpus' secondary employment with JMB Development, as specifically restricted, would not conflict with his employment with the General Services Division of the Department of Administration. Joe Smith, Acting Director, presented the proposal.

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, May 18 , 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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