

MINUTES OF THE STATE PERSONNEL BOARD
September 21, 2000
Charleston, West Virginia

The State Personnel Board met on September 21, 2000 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan, Board member 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 Tim Basford, Tari McClintock Crouse, Perry Dotson, and Max Farley, and Alma M. Legg, Secretary to the Board, attended the meeting.

The minutes of the August 17, 2000, meeting had been sent to the members of the Board prior to the meeting. Chairman Morgan asked for any additions for corrections. There being none, the August minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF TRANSPORTATION
Division of Highways

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2089, as recommended by staff which includes highway positions and other professional engineers. The staff recommendations are as follows:

1) To change the title of Highway District Administrator to Transportation District Administrator.

2) Revisions to pay grades are as follows:

Title	Current Pay Grade	11/2/2000 Pay Grade
Highway Administrator 1	15 (\$25,944-42,204)	16 (\$27,768-45,168)
Highway Administrator 2	16 (\$27,768-45,168)	17 (\$29,712-48,336)
Highway Administrator 3	17 (\$29,712-48,336)	18 (\$31,800-51,720)
Highway Administrator 4	18 (\$31,800-51,720)	19 (\$34,032-55,344)
Transportation District Admin.	22 (\$41,712-67,812)	24 (\$47,772-77,652)
Highway Assistant District Adm.	20 (\$36,420-59,220)	22 (\$41,712-67,812)
Highway Engineer Trainee	15 (\$25,944-42,204)	17 (\$29,712-48,336)
Highway Engineer 1	17 (\$29,712-48,336)	19 (\$34,032-55,344)
Highway Engineer 2	18 (\$31,800-51,720)	20 (\$36,420-59,220)
Highway Engineer 3	19 (\$34,032-55,344)	21 (\$38,976-63,372)
Highway Engineer 4	20 (\$36,420-59,220)	22 (\$41,712-67,812)
Highway Engineer 5	22 (\$41,712-67,812)	24 (\$47,772-77,652)
Highway Engineer 6	23 (\$44,640-72,564)	25 (\$51,120-83,088)
Engineer 1	17 (\$29,712-48,336)	19 (\$34,032-55,344)
Engineer 2	18 (\$31,800-51,720)	20 (\$36,420-59,220)
Engineer 3	19 (\$34,032-55,344)	21 (\$38,976-63,372)
Engineer 4	20 (\$36,420-59,220)	22 (\$41,712-67,812)
Engineer 5	21 (\$38,976-63,372)	23 (\$44,640-72,564)
Engineer-in-Training 1	15 (\$25,944-42,204)	17 (\$29,712-48,336)
Engineer-in-Training 2	16 (\$27,768-45,168)	18 (\$31,800-51,720)
Technical Analyst 1	17 (\$29,712-48,336)	19 (\$34,032-55,344)
Technical Analyst 2	18 (\$31,800-51,720)	20 (\$36,420-59,220)
Technical Analyst 3	19 (\$34,032-55,344)	21 (\$38,976-63,372)
Technical Analyst 4	20 (\$36,420-59,220)	22 (\$41,712-67,812)
Technical Analyst Manager	21 (\$38,976-63,372)	23 (\$44,640-72,564)
Technical Analyst-in-Training 1	15 (\$25,944-42,204)	17 (\$29,712-48,336)
Technical Analyst-in-Training 2	16 (\$27,768-45,168)	18 (\$31,800-51,720)

3) The Board considered the request from the Division of Highways, Department of Health and Human Resources, and Division of Natural Resources for a plan of implementation which would adjust salaries of employees by 5% or to the new minimum, whichever is greater. The Board approved the request from the Division of Environmental

Protection that they be allowed to defer the 5% plan of implementation until funding is available, providing that the deferral is no later than January 1, 2001. The Board approved this plan of implementation for all employees in the Highway Engineer Trainee, Highway Engineer 1-6, Engineer-in-Training 1 and 2, Engineer 1-5 and Technical Analyst class series for the Division of Highways, Department of Health and Human Resources, and Division of Natural Resources. For the Highway Administrator 1-4, Transportation District Administrator, and Highway Assistant District Administrator, the plan of implementation is standard; that is, salaries of incumbents below the minimum rate 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. For the Public Service Commission, at their request, the plan of implementation is standard for employees in the Engineer, Engineer-in-Training, Technical Analyst, Technical Analyst-in-Training and Technical Analyst Manager class series.

4) In addition, the Board approved a pay differential for employees in the Highway Engineer Trainee and Engineer-in-Training 1 and 2 classifications who become registered as Professional Engineers by the Board of Professional Engineers. These employees shall receive a 15% salary increase upon reallocation to the Highway Engineer or Engineer series.

The pay grade revisions, the plan of implementation, and the pay differential are effective November 1, 2000. Tim Basford, Assistant Director, Classification and Compensation Section presented the proposal.

BUREAU OF COMMERCE

West Virginia Development Office

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved the staff recommendation on proposal #2092, to establish the position of Minority Business Development Specialist as classified exempt. The Board granted the exemption under the provisions of West Virginia Code §29-6-4(c)(9) for a two year period from the effective date of September 21, 2000. Tim Basford, Assistant Director, Classification and Compensation Section presented the proposal.

DEPARTMENT OF HEALTH and HUMAN RESOURCES

Lewis County Health Department

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2091, designating Lewis County Health Department's Home Health Agency as the organizational unit for a reduction-in-force. This action to be effective no sooner than October 6, 2000. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the proposal. John Fredrick, Local Health Administrator, Lewis County Health Department addressed the Board.

OTHER BUSINESS

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board, in accordance with Section 18.1 of the Division of Personnel Administrative Rule, determined that Gary A. Johnson's secondary employment would not conflict with his employment with the Division of Natural Resources. This determination, however, is contingent on a ruling from the Ethics Commission that this employment is not prohibited by the Ethics Act. Also, Officer Johnson may not use state resources/uniforms for his employment with the Kingwood Police Department.

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board, in accordance with Section 18.1 of the Division of Personnel Administrative Rule, determined that Steven Himmelrick's secondary employment would not conflict with his employment with the Division of Natural Resources. This determination is also contingent on a ruling by the Ethics Commission that this employment is not prohibited by the Ethics Act. Also, Officer Himmelrick may not use state resources/uniforms for his employment on a highway project nor at the Mountaineer Race Track.

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 19, 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

[Top of Page](#)