

MINUTES OF THE STATE PERSONNEL BOARD
March 15, 2001
Charleston, West Virginia

The State Personnel Board met on March 15, 2001 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 and Rev. Paul J. Gilmer. Board members Sharon Lynch and Elizabeth Harter were unable to attend the meeting. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Perry Dotson, Tim Basford, Tari McClintock Crouse, and Max Farley, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the February 15, 2001, 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 February minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2109, designating each of the ten district headquarters of the Division of Highways as separate and distinct organizational units for reduction in force based on reorganization. The Board also approved the deletion of the classifications of Transportation District Administrator and Highway District Assistant Administrator from the classification and compensation plan. These actions are to be effective no sooner than May 1, 2001. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, addressed the Board on the proposal. Fred VanKirk, Commissioner, Division of Highways, answered questions of the Board.

DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

The State Personnel Board considered the request from the Division of Motor Vehicles for a plan of implementation related to the Board's action of December 21, 2000, increasing the pay grades for the Data Entry class series. The Division of Motor Vehicles' requested plan would grant employees in the Data Entry Operator 2 and Data Entry Supervisor classifications a five percent increase for each pay grade advanced. After considering the request and upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board denied proposal #2111. Neither the request nor the Division of Personnel's research indicated that the Division of Motor Vehicles is experiencing severe recruitment or retention problems for these classifications. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the request.

DIVISION OF NATURAL RESOURCES

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2112, to revise the pay grades for Hatchery Manager from pay grade 11 (\$19,764-34,452) to pay grade 12 (\$21,156-36,708); Hatchery Assistant Manager from pay grade 10 (\$18,468-32,340) to pay grade 11 (\$19,764-34,452); and Hatchery Technician from pay grade 9 (\$17,256-30,372) to pay grade 10 (\$18,468-32,340). The plan of implementation provides that the salaries of employees below the minimum rate for the new pay grade shall be adjusted to the new minimum and salaries of employees within the range of the new pay grade shall remain the same. This action has an effective date of May 1, 2001. Tim Basford, Assistant Director, Classification and Compensation Section addressed the Board.

BUREAU OF EMPLOYMENT PROGRAMS

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the staff recommendation on proposal #2113, for a pay differential for a Bureau of Employment Programs employee who has been selected for special assignment with the National Office of Veterans' Employment and Training Service in Washington, D.C. The pay differential is to be effective from March 16, 2001 through September 30, 2001. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the request.

HEALTH CARE AUTHORITY

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board acknowledged receipt of the list of Health Care Authority job classifications exempt from the Division of Personnel salary regulations pursuant to West Virginia Code §16-29B-7(d). The revision adds the classifications of Secretary 1, Secretary 2, Accountant/Auditor 4, Database Administrator 1, and Administrative Secretary to the Board to the list which became effective February 28, 2001. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the request.

DIVISION OF INSURANCE

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2115, to establish the classified-exempt policymaking position of Assistant to the Commissioner to be effective March 16, 2001. The Board also acknowledged receipt of the organizational chart. Joe Smith, Acting Director, Division of Personnel, briefed the Board on the proposal.

DIVISION OF JUVENILE SERVICES

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2116, to establish the classified-exempt policymaking position of Institutional Superintendent, Lory-Julian Center effective March 16, 2001. The Board also approved deletion of the policymaking position of Deputy Director, Office of Educational Services and Program Development to be effective May 1, 2001. Joe Smith, Acting Director, Division of Personnel, presented the proposal.

DIVISION OF LABOR

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board deferred consideration of proposal #2117 at the request of the agency until the April Board meeting. Joe Smith, Acting Director, Division of Personnel, presented the request to the Board.

DEPARTMENT OF ADMINISTRATION

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2118, to establish the classified-exempt policymaking position of Deputy Director, Division of Finance. This action has an effective date of March 16, 2001. Joe E. Smith, Acting Director, Division of Personnel, presented the request.

OTHER BUSINESS

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board, acknowledged receipt of the Division of Environmental Protection's most recent organizational chart for the Office of Mining and Reclamation transmitted by facsimile on March 8, 2001. Joe Smith, Acting Director of Personnel, 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, April 19, 2001, 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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