

MINUTES OF THE STATE PERSONNEL BOARD
February 21, 2002
Charleston, West Virginia

The State Personnel Board met on February 21, 2002 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were, Chairman Roger Morgan, Board members Rev. Paul J. Gilmer, Eugene Stump, Sharon Lynch and Elizabeth Harter. Nichelle D. Perkins, Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, and Max Farley, and Alma M. Legg, Secretary to the Board, attended the meeting.

The minutes of the January 17, 2002 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

PUBLIC EMPLOYEES INSURANCE AGENCY

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2158, to establish the classification of Insurance Assistant at pay grade 6 (\$14,064-\$26,028) to be effective March 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Division of Personnel

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2159, to establish the classification of Imaging Operator 1 at pay grade 6 (\$14,064-\$26,028) and title change the current Imaging Operator classification to Imaging Operator 2. This action is effective March 1, 2002. The above classifications apply to the following user agencies: Bureau of Employment Programs and Division of Motor Vehicles. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Division of Personnel

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2160, to establish the classification of Customer Service Assistant at pay grade 6 (\$14,064-\$26,028) to be effective April 1, 2002. This position is to be used by the Bureau of Employment Programs, Department of Health and Human Resources and Division of Motor Vehicles. 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 Ms. Lynch, the State Personnel Board approved proposal #2161, to establish the following job classifications to be effective April 1, 2002:

Workforce Development Administrator	pay grade 20	(\$36,420-\$67,380)
Workforce Development Manager	pay grade 16	(\$27,768-\$51,372)
Workforce Development Specialist	pay grade 12	(\$21,156-\$39,144)

In addition, the Board deferred action on the special hiring rate request for the Workforce Development Administrator until such time that recruiting data is available to justify the request. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2162, to establish the classification of Environmental Resources Program Manager 3 at pay grade 21 (\$38,976-\$72,108), and to revise the pay grade for Environmental Resources Program Administrator from pay grade 22 (\$41,712-\$77,172) to pay grade 23 (\$44,640-\$82,584) to be effective March 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2164, to reassign the Hospital Administrator 2 classification from pay grade 22 (\$41,712-\$77,172) to pay grade 97 (\$75,840-\$136,740). The Board also approved a change to the title from "Physician Salary Schedule" to "Physician and Allied Health Executive Salary Schedule." This action is effective March 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal. Michael F. McCabe, Director, Office of Personnel Services, Department of Health and Human Resources, attended the meeting.

OTHER BUSINESS

Upon motion of Rev. Gilmer, seconded by Ms. Harter, the State Personnel Board, in accordance with Section 17.1 of the *Division of Personnel Administrative Rule*, determined that the secondary employment of Judith A. Kessler would not conflict with her employment with the Division of Personnel.

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board, in accordance with Section 17.1 of the *Division of Personnel Administrative Rule*, determined that the secondary employment of Richard F. Ice, Jr., would not conflict with his employment with the Department of Health and Human Resources.

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel, in accordance with Section 17.1 of the *Division of Personnel Administrative Rule*, determined that the secondary employment of Ed Gonzalez and Natalie Traugh would not conflict with their employment with the Department of Health and Human Resources.

Tari McClintock Crouse, Assistant Director, Employee Communications Section, presented the secondary employment requests to the Board.

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 21, 2002, 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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