

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

The State Personnel Board met on March 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, Evelyn Davis, and Max Farley, and Alma M. Legg, Secretary to the Board, attended the meeting.

The minutes of the February 21, 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 February minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2165, to establish a twelve month probationary period for the Family Support Supervisor classification. This twelve month probationary period will apply only to employees hired in this job classification from an original appointment on or after April 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2171, to revise the pay grade for Nosologist from pay grade 6 (\$14,064-\$26,028) to pay grade 9 (\$17,256-\$31,932) and to establish a special hiring rate of \$20,016 per year. The Board also approved a plan of implementation which provides that the current salaries of all incumbents be increased to the new hiring rate or by 15% whichever is greater. These actions are effective May 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

BUREAU OF EMPLOYMENT PROGRAMS

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2166, to establish the classification of Employment Programs Executive at pay grade 24 (\$47,772-\$88,380) to be effective May 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal. Tom Rardin, Personnel Administrator, Bureau of Employment Programs, answered questions of the Board. The Board requested Mr. Rardin to provide an up-to-date organizational chart showing the placement of the Employment Programs Executive.

BUREAU OF EMPLOYMENT PROGRAMS

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2170, to extend the previously approved pay differential for the Intergovernmental Personnel Act (IPA) temporary assignment for Patrick Harvey for an additional year beginning April 1, 2002 through March 31, 2003 to include mandated salary increases at the GS-12 level. 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 #2167 to: establish the classification of Investigator 3 at pay grade 14 (\$24,240-\$44,844); revise the pay grade for Investigator 1 from pay grade 10 (\$18,468-\$34,176) to pay grade 12 (\$21,156-\$39,144); revise the pay grade for Investigator 2 from pay grade 11 (\$19,764-\$36,564) to pay grade 13 (\$22,644-\$41,892); and, continue the existing pay differentials previously approved for the Investigator class series. The plan of implementation provides that salaries of incumbents below the minimum rate for the new pay grades shall be adjusted to the new minimum and salaries with the range of the new pay grades shall remain the same. These actions are all effective May 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal. Following are the user agencies for the Investigator class series: Division of Highways, Department of Health and Human Resources, Human Rights Commission, State Tax Department, Bureau of Employment Programs, Lottery Division, Division of Juvenile Services, Insurance Commission and Division of Corrections.

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2168, to implement a pay differential of \$150 per year for equipment tool replacement for employees of the Division of Highways classified as Transportation Worker 2, 3 and 4, in the area of Equipment Repair, and some employees classified as Highway Equipment Specialist to be effective April 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board, approved proposal #2173, to establish a pay differential for employees assigned to the Biomedical Emergency Response Team. The pay rate of double the regular rate is restricted to the hours of work spent in the inspection and custody of any biomedical materials. This action is effective immediately. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

OTHER BUSINESS

Upon motion of Rev. Gilmer, seconded by Ms. Lynch, the State Personnel Board, approved the request of the Gilmer County Health Department, to make a lump sum payment for years of service to eligible employees, provided sufficient funds are available, using the Division of Personnel Annual Increment Policy as the basis for such payment. The Board further recommended that the Division of Personnel provide assistance to the Gilmer County Health Department in identifying those parts of the Annual Increment Policy which should be modified to meet the county's particular circumstances. Tari McClintock Crouse, Assistant Director, Employee Communications Section, presented the proposal.

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 Stephanie Dawson and Elsie Stewart would not conflict with their employment with the Department of Health and Human Resources.

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 Patricia M. Ordile, Leshia Emch, Mary Ann Yevuta, Karlheinz Paul, Taunia L. Hudson, Lori A. Parker, and, Amanda Dodds would not conflict with their employment with the Department of Health and Human Resources.

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 Rose Spears would not conflict with her employment with the Department of Health and Human Resources.

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 Susan Hutchinson would not conflict with her 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, April 18, 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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