

**MINUTES OF THE STATE PERSONNEL BOARD**  
**April 18, 2002**  
**Charleston, West Virginia**

The State Personnel Board met on April 18, 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 staff member Brenda Brooks attended the meeting.

The minutes of the March 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 March minutes were approved by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**INTERAGENCY TECHNOLOGY COUNCIL**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved the staff recommendation on proposal #2163, to establish the following classifications:

<b>New Classification</b>	<b>Pay Grade</b>
Geographic Information System Manager 1	21
Geographic Information System Technical Administrator 2	21
Geographic Information System Database Administrator 2	22
Geographic Information System Programmer Analyst 2	18
Geographic Information System Programmer Analyst 3	19
Geographic Information System Programmer Analyst 4	21

In addition, the Board approved title changes and revised pay grades for the following classifications:

<b>sp; Current Title Grade</b>	<b>From</b>	<b>To</b>	<b>Pay Grade</b>	<b>Pay</b>
		<b>New Title</b>		
		Geographic Information System Manager 2	21	23
		Geographic Information System Database Admin.	20	21
		Geographic Information System Programmer/Analyst	16	17

The Board also approved a title change from Geographic Information System Systems Administrator to Geographic Information System Technical Administrator 1 and the deletion of the following:

Geographic Information System Program Assistant

Geographic Information Systems Analyst

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 within the range of the new pay grades shall remain the same. All actions are effective May 1, 2002. Following are the user agencies for the classifications: Department of Tax and Revenue, Department of Health and Human Resources, Department of Environmental Protection, Department of Highways, Bureau of Commerce, and Geological and Economic Survey. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**DEPARTMENT OF TAX and REVENUE**  
**West Virginia Lottery**

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2172, to revise the pay grade for Lottery Program Specialist from pay grade 11 (\$19,764 - \$36,564) to pay grade 13 (\$22,644 - \$41,892) and Lottery Program Specialist, Sr., from pay grade 13 (\$22,644 - \$41,892) to pay grade 14 (\$24,240 - \$44,844). The plan of implementation provides that 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. This action is effective June 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**DEPARTMENT OF EDUCATION and the ARTS**  
**Division of Culture & History**

Upon motion of Rev. Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2174, to title change Security/Information Officer to Security/Information Officer 1 and establish the classification of Security/Information Officer 2 at pay grade 6 (\$14,964 - \$26,029) to be effective June 1, 2002. Chairman Morgan and board member Sharon Lynch requested that a draft of all new job descriptions be attached to the proposal review summary for the board members to review before approving. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**DEPARTMENT OF TRANSPORTATION**  
**Division of Motor Vehicles**

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2175, to establish the classified-exempt policymaking position of Executive Assistant to the Commissioner, DMV to be effective immediately. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**BUREAU OF EMPLOYMENT PROGRAMS**

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2177, to establish Employment Programs Technician 1 at pay grade 8 (\$16,116 - \$29,820) and Employment Programs Technician 2 at pay grade 9 (\$17,256 - \$31,932 ) to be effective June 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**BUREAU OF COMMERCE**  
**Division of Tourism**

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved a modification to proposal #2176, whereby the position of Director of the National Coal Heritage Area will be exempt under the provisions of WV Code §29-6-4(c)(9) from March 16, 2002 through June 30, 2002. Tari McClintock Crouse, Assistant Director, Employee Communications Section, presented the proposal.

**OTHER BUSINESS**

Upon motion of Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board, in accordance with Section 17.1 of the *Division of Personnel Administrative Rule*, determined that the secondary employment of Peter Samosky would not conflict with his employment with the Department of Health and Human Resources. Tari McClintock Crouse, Assistant Director, Employee Communications Section, presented the request.

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the Pilot Program for Other Employment to be effective immediately.

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 16, 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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