

**MINUTES OF THE STATE PERSONNEL BOARD**  
**May 16, 2002**  
**Charleston, West Virginia**

The State Personnel Board met on May 16, 2002 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were, Board members Eugene Stump, Sharon Lynch and Elizabeth Harter. Board member Rev. Paul J. Gilmer was unable to attend. 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.

Member and Chairman Roger Morgan officially resigned from the State Personnel Board effective May 1, 2002. Nichelle Perkins, Director of Personnel, convened the meeting and briefed the members on the procedures to select a replacement. Upon motion of Ms. Harter, seconded by Ms. Lynch, Mr. Stump was selected to be the Board's Chairman. Chairman Stump proceeded to call the meeting to order.

The minutes of the April 18, 2002 meeting had been sent to the members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, the April minutes were approved by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF ADMINISTRATION**

**Division of Personnel**

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2178, to establish the classification of Americans with Disabilities Act State Coordinator at pay grade 18 (\$31,800-\$58,836), effective June 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section presented the proposal.

**DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2180, to revise the pay grades for the Weight Enforcement Officer class series as follows.

<u>Title</u>	<u>From Pay Grade</u>	<u>To Pay Grade</u>
Weight Enforcement Worker	6 (\$14,064-\$26,028)	8 (\$16,932-\$31,320)
Weight Enforcement Officer	8 (\$16,116-\$29,820)	10 (\$19,392-\$35,892)
Weight Enforcement Supervisor	10 (\$18,468-\$34,176)	12 (\$22,224-\$41,112)
Weight Enforcement Regional Supervisor	12 (\$21,156-\$39,144)	14 (\$25,452-\$47,088)

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 July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the

proposal.

## **DEPARTMENT OF ADMINISTRATION**

### **Cabinet Secretary**

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the staff recommendation on proposal #2181, as follows, all effective July 1, 2002:

- to establish the classification of Chief of Fiscal Management at pay grade 26 (\$57,444- \$106,272);
- to change the status of Director, Finance Division from classified-exempt to classified and to establish the pay grade at pay grade 24 (\$50,172-\$92,808); and
- to change the status of Deputy Director, Finance Division from classified-exempt to classified.

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 the staff recommendation on proposal #2182, to establish the classification of Training and Development Consultant at pay grade 14 (\$25,452-\$47,088), effective July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

## **OTHER BUSINESS**

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the Workplace Security Policy (DOP-15) as modified, to be effective July 1, 2002. Nichelle D. Perkins, Director, Division of Personnel, presented the request.

A Public Hearing on amendments to the pay plan for classified employees will be held on June 6, 2002, at 10:00 a.m. in Building 6, Room 425, Charleston, West Virginia. Tim Basford, Assistant Director, Classification and Compensation Section, made the presentation.

With no further business to discuss, Chairman Stump 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 June 27, 2002, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman  
State Personnel Board

Alma M. Legg, Secretary  
State Personnel Board

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