

MINUTES OF THE STATE PERSONNEL BOARD

December 19, 2002

Charleston, West Virginia

The State Personnel Board met on December 19, 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 Reverend Paul J. Gilmer. Board Member Elizabeth Harter was unable to attend. Others in attendance were: Nichelle Perkins, Director; Assistant Directors Tari McClintock Crouse, Tim Basford, Jim Wells, and Max Farley; and Brenda Brooks, Interim Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the November 21, 2002 meeting were mailed to members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Reverend Gilmer moved the minutes be accepted as presented, Ms. Lynch seconded the motion. Motion carried. The November minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2202, to establish the classifications of Elevator Mechanic at pay grade 15 (\$27,252 - \$50,400), effective January 1, 2003. Motion carried. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TAX AND REVENUE

State Tax Department

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2203, to establish the classification of Executive Director, Office of Tax Appeals at pay grade 24 (\$50,172 - \$92,808), effective January 1, 2003. In support of the legislation creating the Office of Tax Appeals, the Board also approved the deletion of the classification of Director, Office of Hearings and Appeals (#9996) from the classification plan and the addition of the classification of Chief Administrative Law Judge, Office Tax Appeals to the classified-exempt service. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TAX AND REVENUE

State Tax Department

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2204 to revise the pay grades for the classifications of Tax Analyst 1 and 2, effective February 1, 2003, as follows:

<u>Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Tax Analyst I	15	17
Tax Analyst II	16	18

Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

With no further business to consider, Chairman Stump entertained the motion to adjourn the meeting. Ms. Lynch so moved, Reverend Gilmer seconded the motion. Motion carried.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for January 16, 2003, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Brenda Brooks, Interim Secretary
State Personnel Board