

MINUTES OF THE STATE PERSONNEL BOARD

March 20, 2003

Charleston, West Virginia

The State Personnel Board met on March 20, 2003 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Elizabeth Harter, Sharon Lynch, and Reverend Paul J. Gilmer. Others in attendance were Nichelle Perkins, Director; Assistant Directors Tari McClintock Crouse, Tim Basford, Jim Wells, Max Farley, and Evelyn Davis; and Brenda Brooks, Interim Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the February 20, 2003 meeting were mailed to members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Ms. Harter moved the minutes be accepted as presented, Ms. Lynch seconded the motion. The February minutes were approved by unanimous consent.

Director Perkins asked the Board's consideration of the addition of Proposal #2213 to the agenda. By unanimous consent, the Board approved the addition.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Health Care Authority

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2210, to establish the classification of HIPAA Chief Privacy Officer in pay grade 26 (\$57,444 - \$106,272) and the HIPAA Privacy Officer at pay grade 18 (\$33,396 - \$61,788) effective April 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TAX AND REVENUE

Insurance Commission

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2211, to change the title of the Insurance Company Examiner to Insurance Company Examiner, Senior and to establish the classification of Insurance Company Examiner at pay grade 22 (\$43,800 - 81,036). The proposed changes are effective May 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2212, to increase the assigned pay grades for Environmental Inspector series as follows:

Title	Current Pay Grade Annual Salary Range	Proposed Pay Grade/ <u>Annual Salary Range</u>
Environmental Inspector-in-Training	12 22,224 - 41,112	14 25,452 - 47,088

Environmental Inspector	13	23,784 - 43,992	15	27,252 - 50,400
Environmental Inspector Specialist	14	25,452 - 47,088	16	29,160 - 53,952
Environmental Inspector Supervisor	16	29,160 - 53,952	17	31,200 - 57,720

The increases in the pay grades will be effective May 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TAX AND REVENUE
State Tax Commissioner

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2213, to establish the classification of Tax Regional Supervisor at pay grade 16 (\$29,160 - 53,952), effective April 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER

Upon motion of Ms. Harter, seconded by Ms. Lynch the Board acknowledged receipt of the Organizational chart of the Division of Mining and Reclamation of the Department of Environmental Protection, effective January 2003.

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

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for April 17, 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