

MINUTES OF THE STATE PERSONNEL BOARD

July 17, 2003

Charleston, West Virginia

The State Personnel Board met on July 17, 2003 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Chairman, Elizabeth Harter and Reverend Paul J. Gilmer. Board member Sharon Lynch was unable to attend. Others in attendance were: Nichelle D. Perkins, Director of the Division of Personnel; Assistant Directors Tim Basford, Mark Isabella for Evelyn Davis, James Wells and Tari McClintock Crouse; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the June 19, 2003 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, Reverend Gilmer moved the minutes be accepted, Ms. Harter seconded the motion. The June minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved the motion to consider proposal #2229 first. Chairman Stump asked if anyone would like to address the Board. Marjorie Tierney and Sue Staples, both managers with the Bureau of Child Support Enforcement, were given three minutes each to speak. Tim Basford, Assistant Director of Classification and Compensation, responded to the concerns presented by Ms. Tierney and Ms. Staples.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Child Support Enforcement

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved a modification to proposal #2229, establishing the following classification series with the respective pay grades:

Title	Pay Grade
Child Support Technician 1	8 (\$16,932 - \$31,320)
Child Support Technician 2	9 (\$18,120 - \$33,540)
Child Support Paralegal	10 (\$19,392 - \$35,892)
Child Support Specialist 1	11 (\$20,760 - \$38,400)
Child Support Specialist 2	12 (\$22,224 - \$41,112)
Child Support Specialist 3	13 (\$23,784 - \$43,992)
Child Support Supervisor 1	13 (\$23,784 - \$43,992)
Child Support Supervisor 2	15 (\$27,252 - \$50,400)
Child Support Regional Manager	17 (\$31,200 - \$57,720)

The special plan of implementation provides that incumbents reclassified to a higher classification will receive a salary adjustment equivalent to that required for promotion effective September 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

State Fire Marshal (Amended)

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved an amendment to proposal #2214, which originally came before the Board at the April 17, 2003 meeting. The amendment establishes a special hiring rate of 7.5% above the minimum salary rate for the recently approved Assistant Fire Marshal-In-Training and Assistant Fire Marshal 3 classifications, effective July 1, 2003, and continues this same special hiring rate for the Assistant Fire Marshall 1 and 2 classifications. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2219, establishing the classification series of Occupational Safety Inspector I at pay grade 12 (\$22,224 - \$41,112), Occupational Safety Inspector 2 at pay grade 14 (\$25,452 - \$47,088) and Occupational Safety Inspector 3 at pay grade 16 (\$29,160 - \$53,952), effective September 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

WEST VIRGINIA LOTTERY

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved a request by the West Virginia Lottery to table proposal #2224 to the August meeting.

DIVISION OF CULTURE AND HISTORY

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved the staff's recommendation on proposal #2225, to delete the position of Director of West Virginia Independence Hall, exempted under the policy-making provisions, and to approve the exemption of the Museum Project Manager position for a period of up to 24 months beginning August 1, 2003. Jim Wells, Assistant Director for Employee Relations presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2226, designating the Division of Children and Adult Services Unit of the Office of Children and Family Policy, Bureau for Children and Families of the Department of Health & Human Resources, as the organizational unit for a reduction in force due to material changes in the organization. The reduction is to be effective no sooner than close of business September 1, 2003. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2227, designating the Division of Family Assistance Unit of the Office of Children and Family Policy, Bureau for Children and Families of the Department of Health & Human Resources, as the organizational unit for a reduction in force due to material changes in the organization. The reduction is to be effective no sooner than close of business September 1, 2003. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

BUREAU OF EMPLOYMENT PROGRAMS

Workers' Compensation Division

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2228 establishing the following statutorily-exempt positions for three months: Administrative Services Manager 3 (2 positions), Communications Director, Assistant Medical Director, Pharmacy Director, Director of Claims Management, Administrative Services Manager 4 (2 positions), Deputy Claims Manager (5 positions), Attorney 2, Attorney 3 (2 positions), Attorney Supervisor, Safety/Loss Control Specialist 2 (2 positions), Safety/Loss Control Specialist 3 (2 positions), Safety/Loss Control Supervisor (2 positions), Accountant/Auditor 4, Accountant/Auditor 5. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for August 21, 2003, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board