

MINUTES OF THE STATE PERSONNEL BOARD

February 19, 2004

Charleston, West Virginia

The State Personnel Board met on February 19, 2004 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, Sharon Lynch and Reverend Paul J. Gilmer. Others in attendance were: Willard M. Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the January 15, 2004 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. Lynch seconded the motion. The January minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

WORKERS' COMPENSATION COMMISSION

Upon motion of Ms. Lynch seconded by Ms. Harter, the State Personnel Board approved proposal #2252 as presented by staff, to implement the Workers' Compensation Commission Classification Study by establishing the new job classifications listed below:

<u>PAY</u>	<u>NEW</u>	
<u>GRADE</u>	<u>CLASS CODE</u>	<u>PROPOSED TITLE</u>
3	7800	Workers' Compensation Clerical Assistant 1
5	7801	Workers' Compensation Clerical Assistant 2
7	7802	Workers' Compensation Clerical Assistant 3
6	7805	Workers' Compensation Customer Service Representative 1
7	7806	Workers' Compensation Customer Service Representative 2
8	7807	Workers' Compensation Customer Service Representative 3
10	7808	Workers' Compensation Customer Service Representative Supervisor
10	7810	Workers' Compensation Systems Specialist 1
12	7811	Workers' Compensation Systems Specialist 2
14	7812	Workers' Compensation Systems Specialist 3
16	7813	Workers' Compensation Systems Specialist Supervisor
9	7816	Workers' Compensation Claims Adjuster Trainee
10	7817	Workers' Compensation Claims Adjuster 1
11	7818	Workers' Compensation Claims Adjuster 2
13	7819	Workers' Compensation Claims Adjuster 3
15	7820	Workers' Compensation District Claims Manager
13	7822	Workers' Compensation Claims Deputy

14	7825	Workers' Compensation Ombudsman
16	7826	Workers' Compensation Ombudsman, Senior
14	7827	Workers' Compensation Project Management Coordinator
11	7828	Workers' Compensation Claims Specialist
13	7829	Workers' Compensation Claims Specialist, Senior
12	7830	Workers' Compensation Credit Analyst 1
14	7831	Workers' Compensation Credit Analyst 2
16	7832	Workers' Compensation Credit Analyst 3
18	7833	Workers' Compensation Credit Analyst Supervisor
12	7835	Workers' Compensation Premium Auditor 1
13	7836	Workers' Compensation Premium Auditor 2
14	7837	Workers' Compensation Premium Auditor 3
17	7838	Workers' Compensation Premium Auditor Supervisor
12	7841	Workers' Compensation Rate Analyst 1
14	7842	Workers' Compensation Rate Analyst 2
16	7843	Workers' Compensation Rate Analyst 3
18	7844	Workers' Compensation Rate Analyst Supervisor
12	7846	Workers' Compensation Underwriter 1
16	7847	Workers' Compensation Underwriter 2
18	7848	Workers' Compensation Underwriter 3
20	7849	Workers' Compensation Underwriter Supervisor
22	7850	Workers' Compensation Underwriter Manager
15	7852	Workers' Compensation Financial Specialist 1
17	7853	Workers' Compensation Financial Specialist 2
19	7854	Workers' Compensation Financial Specialist 3
21	7855	Workers' Compensation Financial Specialist Supervisor
23	7863	Workers' Compensation Chief Financial Officer
16	7864	Workers' Compensation Actuarial Analyst 1
18	7865	Workers' Compensation Actuarial Analyst 2
20	7866	Workers' Compensation Actuarial Analyst 3
22	7867	Workers' Compensation Actuarial Analyst Supervisor
26	7868	Workers' Compensation Actuary
10	7871	Workers' Compensation Paralegal
11	7872	Workers' Compensation Paralegal, Lead
19	7874	Workers' Compensation Attorney 1
20	7875	Workers' Compensation Attorney 2
22	7876	Workers' Compensation Attorney 3
24	7877	Workers' Compensation Attorney Supervisor
25	7878	Workers' Compensation Attorney Manager

26	7880	Workers' Compensation General Counsel
15	7882	Workers' Compensation Hearings Examiner
26	7889	Workers' Compensation Inspector General
12	7890	Workers' Compensation Investigator 1
13	7891	Workers' Compensation Investigator 2
14	7892	Workers' Compensation Investigator 3
16	7893	Workers' Compensation Investigator Supervisor
12	7910	Workers' Compensation Training Specialist 1
13	7911	Workers' Compensation Training Specialist 2
14	7912	Workers' Compensation Training Specialist 3
15	7913	Workers' Compensation Training Supervisor
18	7920	Workers' Compensation Ergonomist
18	7925	Workers' Compensation Industrial Hygienist
16	7930	Workers' Compensation Industrial Rehabilitation Specialist
16	7932	Workers' Compensation Industrial Rehabilitation Nurse
17	7933	Workers' Compensation Industrial Rehabilitation Nurse, Senior
18	7934	Workers' Compensation Industrial Rehabilitation Nurse Manager
20	7935	Workers' Compensation Industrial Rehabilitation Nurse Director
9	7941	Workers' Compensation Supervisor I
11	7942	Workers' Compensation Supervisor II
13	7943	Workers' Compensation Supervisor III
18	7946	Workers' Compensation Manager 1
20	7947	Workers' Compensation Manager 2
22	7948	Workers' Compensation Manager 3
20	7950	Workers' Compensation Staff Operations Director, Executive Office
22	7951	Workers' Compensation Director of Claims Management
26	7953	Workers' Compensation Director, Legal Division
22	7955	Workers' Compensation Director of Employer Services
25	7957	Workers' Compensation Director, Management Information Systems
22	7958	Workers' Compensation Director, Claims Resolution
22	7960	Workers' Compensation Director, Record Management & Research
25	7962	Workers' Compensation Director of Corporate Affairs
22	7963	Workers' Compensation Director of Human Resources
99	7965	Workers' Compensation Director of Medical Management

This proposal is effective March 16, 2004 noon. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DIVISION OF NATURAL RESOURCES

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2254, to provide a special pay differential of \$100 per month for employees who serve as in-house sidearm repair and maintenance staff. This action is effective at the beginning of the pay period for the second half of March 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

KANAWHA-CHARLESTON HEALTH DEPARTMENT

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2255 as presented by staff, designating the Clinic Services Division of the Kanawha-Charleston Health Department, as the organizational unit for a reduction in force due to lack of work. The reduction is to be effective no sooner than the close of business March 5, 2004. Roy Gooding, Deputy Director for the Kanawha-Charleston Health Department addressed the Board's questions. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

WORKERS' COMPENSATION COMMISSION

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2255, establishing a pay differential in the form of a monetary award for individuals selected for *Employee of the Month* and/or *Employee of the Year* in accordance with the Workers' Compensation Commission's **Program Guidelines** for its *Employee of the Month/Year Program*. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Priority Referral List

Acting Director Farley addressed the Board regarding the Priority Referral List that was approved at the June, 2003 Personnel Board Meeting. It was noted that there had not been an opportunity to use the Pilot Program up to now. The Program will remain in place for another six months and be re-evaluated at that time.

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 March 18, 2004, 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