

MINUTES OF THE STATE PERSONNEL BOARD

July 15, 2004

Charleston, West Virginia

The State Personnel Board met on July 15, 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 and Sharon Lynch. Board member Elizabeth Harter participated by telephone. Absent was Board member Reverend Paul J. Gilmer. Also attending was Nichelle D. Perkins, designated representative for Acting Cabinet Secretary and Acting Commissioner, Employee and Insurance Services Division John T. Poffenbarger. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tari McClintock Crouse, Tim Basford and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the June 17, 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, Ms. Lynch moved the minutes be accepted. Ms. Harter seconded the motion. The June 17, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION

Aviation Division

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved proposal #2269, revising the pay grade for the Aircraft Chief Mechanic from pay grade 16 (\$29,160 - \$53,952) to pay grade 18 (\$33,396 - \$61,788). This action is effective September 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TAX & REVENUE

State Tax Department

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved proposal #2270, establishing the classification of Tax Resolution Officer and allocating the classification to pay grade 18 (\$33,396 - \$61,788). This action is effective September 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved proposal #2271 as recommended by staff, establishing the classification of Executive Director, Fleet Services and Planning and allocating the classification to pay grade 22 (\$43,800 - \$81,036). This action is effective

August 1, 2004. The Board disapproved establishing the classification of Occupational Safety and Loss Control Manager as there is an existing classification that can be used. It was noted that the Division of Highways had been notified and was agreeable. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved proposal #2272, implementing an across-the-board salary adjustment of \$1,000 per year for eligible employees under the provisions of the *Administrative Rule of the Division of Personnel*, subparagraph 5.4(f)4, which authorizes the Board to establish pay differentials. The adjustment would be effective July 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

PUBLIC SERVICE COMMISSION

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved proposal #2273, consenting to the addition to the classified service the positions of Director of Government Relations, Director of Customer Service, Director of Quality Assurance, and Logistics Coordinator within the Public Service Commission. The date for the addition is to be fixed by agreement as provided in the *Administrative Rule*, Executive Order No. 11-04 having been issued by Governor Wise on June 30, 2004. Willard M. (Max) Farley, Acting Director Division of Personnel, presented the proposal.

OTHER BUSINESS

Priority Referral List Program

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board voted to approve the staff's recommendation and discontinue the pilot program because there was no opportunity to evaluate the effectiveness and due to expiration of the one year pilot period as of July 1, 2004.

Pay Plan Implementation (DOP-P12) - Revision

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board voted to revise the plan to make the provisions for promotion consistent with those of new hires. The revision changes the current promotional rate to "...up to 10%...for each 6 months...above the minimum qualifications...". This action is effective August 1, 2004.

Temporary Classification Upgrade (DOP-P13) - Revision

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board voted to revise the policy to increase the salary adjustment for a temporary upgrade to 5% per pay grade difference up to a maximum of 15%. The prior policy provided a salary adjustment of 3% per pay grade difference up to a maximum of 9%. This action is effective August 1, 2004.

Workers' Compensation Commission Pilot Performance Pay Program - *CompExcels*

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the pilot performance pay program *CompExcels* to spur productivity and achieve innovations in business operations and competitiveness. Nichelle Perkins recused herself from voting as she is employed by the Workers' Compensation Commission. This action is effective August 1, 2004. The Board asked that Tim Basford, Assistant Director of Classification and Compensation continue to work closely with the Commission on issues they feel need further clarification such as dispute resolution and timely decisions. Mr. Basford said that he would continue work on the project and report back to the Board.

Ms. Harter noted that due to her participation by teleconference, she had difficulty hearing portions of the meeting. She stated that she had reviewed all of the proposals as well as the items listed under Other Business and supported their approval.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for August 19, 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