

MINUTES OF THE STATE PERSONNEL BOARD

August 19, 2004

Charleston, West Virginia

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

APPROVAL OF MINUTES

The minutes of the July 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, Ms. Harter moved the minutes be accepted. Reverend Gilmer seconded the motion. The July 15, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

MID-OHIO VALLEY HEALTH DEPARTMENT

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2274, implementing an across-the-board salary adjustment of \$1,200 per year for full time permanent employees and a \$0.57 per hour increase for permanent part time employees who were employed by the agency on or before June 30, 2004, 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 retroactive to July 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Corrections

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2276, (1) To establish the classification of Corrections Business Manager at pay grade 15 (\$27,252 - 50,400) with a plan of implementation upon reclassification of current Business Managers that increases their salaries by 15% or to the new minimum (\$32,488), whichever is greater; (2) to establish a special hiring rate of \$32,488 for Corrections Business Manager positions located in the state correctional facilities; and, (3) to establish a special hiring rate of \$24,000 for

Accounting Technician 4 positions in the Corrections Work Release Centers who hold the functional title of Fiscal Coordinator. These actions are effective October 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TAX AND REVENUE

Office of the Insurance Commissioner

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2277 as recommended by staff and agreed to by the Insurance Commission, to establish the classification of Insurance Fraud Investigator at pay grade 14 (\$25,452 - 47,088) rather than paygrade 15 as proposed, with a

special hiring rate of \$27,252 to facilitate the recruitment of applicants with the specialized competencies required in the position. These actions are effective September 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2278 designating the following four units of the Division of Motor Vehicles each as an organizational unit for a reduction in force due primarily to material changes in the organization, but also, incertain cases, to lack of work: Executive Division; Regional Offices Services Unit; Investigative Services Division; and, Legal Services Division. The reductions are to be effective no sooner than October 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF EDUCATION AND THE ARTS

Division of Rehabilitation Services

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2279, revising the pay grades for the following job classifications:

<u>Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
Rehabilitation Counselor	13	14
Rehabilitation Counselor, Senior	14	15
Rehabilitation Counselor, Certified	15	16
Rehabilitation Office Supervisor	16	17
Rehabilitation Program Specialist	16	17
Rehabilitation Services Manager 1	17	18
Rehabilitation Services Manager 2	19	20
Rehabilitation Services Manager 3	21	22
Disability Evaluation Specialist, Trainee	12	13
Disability Evaluation Specialist	13	14
Disability Evaluation Specialist, Senior	14	15
Disability Hearings Officer	15	16

The Board also approved establishing a special hiring rate of 7% above the minimum salary of the proposed pay grades for the Rehabilitation Counselor, Rehabilitation Counselor, Senior and the Rehabilitation Counselor, Certified classes. These actions are effective October 1, 2004 with a standard plan of implementation. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Approval for submission of proposed amendments to the *Administrative Rule of the Division of Personnel* and the proposed *Pre-Employment Reference And Inquiries Rule*, as modified, to the Legislative Rule-Making Review Committee as “Agency-Approved” proposed rules.

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved for submission the proposed amendments to the *Administrative Rule of the Division of Personnel* as well as proposed revisions to the *Pre-Employment Reference and Inquiries Rule* with the Legislative Rule-Making Review Committee and the Secretary of State’s Office in accordance with the provisions of W.V. Code §29A-3-1 et seq.

Follow-up on Proposal #2264 Monongalia County Health Department

The Board was notified that the reduction in force previously approved at the May 27, 2004 meeting for the Right From the Start Program has been cancelled.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for September 16, 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