

MINUTES OF THE STATE PERSONNEL BOARD

October 21, 2004

Charleston, West Virginia

The State Personnel Board met on October 21, 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 and Sharon Lynch. Absent was Board member Elizabeth Harter. 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 and Tim Basford; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the September 16, 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. Reverend Gilmer seconded the motion. The September 16, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

Office of Emergency Services

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2283, establishing the classification series of Homeland Security Associate at pay grade 9 (\$18,120 - 33,540), Homeland Security Specialist at pay grade 11 (\$20,760 - 38,400), Homeland Security Specialist, Senior at pay grade 13 (\$23,784 - 43,992), and Homeland Security Manager at pay grade 16 (\$29,160 - 53,952). These actions are effective December 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2284: (1) To revise the pay grade for Director, General Services from 21 (\$40,932 - 75,720) to 25 (\$53,676 - 99,312); and, (2) to establish the classification of Deputy Director, General Services at pay grade 24 (\$50,172 - 92,808). These actions are effective December 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

WORKERS' COMPENSATION COMMISSION (WCC)

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2285, establishing the following job classifications at the pay grades indicated.

PROPOSED NEW CLASSIFICATIONS	
TITLE	PAY GRADE
Workers' Compensation Director of Administrative Support	24 (\$52,692 - 97,452)
Workers' Compensation Settlement Specialist	17 (\$32,760 - 60,612)

Workers Compensation Independent Medical Examination Scheduler	9 (\$19,032 - 35,220)
Workers' Compensation Rehabilitation Services Manager	20 (\$40,164 - 74,292)
Workers's Compensation Alternative Dispute Resolution Specialist	17 (\$32,760 - 60,612)
Workers's Compensation Regional Claims Supervisor	16 (\$30,624 - 56,652)
Workers's Compensation Claims Resolution Associate Director	22 (\$45,996 - 85,092)
Workers' Compensation Claims Resolution Manager	20 (\$40,164 - 74,292)
Workers' Compensation Claims Resolution Supervisor	16 (\$30,624 - 56,652)
Workers' Compensation Self Insurance Manager	20 (\$40,164 - 74,292)
Workers' Compensation Premium Auditor Specialist	17 (\$32,760 - 60,162)
Workers' Compensation Employer Audits Manager	22 (\$45,996 - 85,092)
Workers' Compensation Employer Services Supervisor	17 (\$32,760 - 60,162)
Workers' Compensation Corporate Affairs Specialist 1	12 (\$23,340 - 43,176)
Workers' Compensation Corporate Affairs Specialist 2	13 (\$24,984 - 46,200)
Workers' Compensation Corporate Affairs Specialist 3	15 (\$28,620 - 52,920)
Workers' Compensation Corporate Affairs Manager	20 (\$40,164 - 74,292)
Workers' Compensation Corporate Affairs Special Events Manager	22 (\$45,996 - 85,092)
Workers' Compensation Financial Services Manager 1	20 (\$40,164 - 74,292)
Workers' Compensation Financial Services Manager 2	22 (\$45,996 - 85,092)
Workers' Compensation Financial Services Supervisor	18 (\$35,076 - 64,884)
Workers' Compensation Operations Specialist 1	17 (\$32,760 - 60,612)
Workers' Compensation Operations Specialist 2	18 (\$35,076 - 64,884)
Workers' Compensation Director, Customer Service	25 (\$56,364 - 104,280)
Workers' Compensation Customer Service Manager	20 (\$40,164 - 74,292)
Workers' Compensation Customer Service Specialist 1	9 (\$19,032 - 35,220)
Workers' Compensation Customer Service Specialist 2	10 (\$20,364 - 37,692)
Workers' Compensation Customer Service Specialist 3	11 (\$21,804 - 40,320)
Workers' Compensation Customer Service Supervisor	15 (\$28,620 - 52,920)
Workers' Compensation Industrial Rehabilitation Nurse Supervisor	18 (\$35,076 - 64,884)
Workers' Compensation Self Insurance Specialist 1	11 (\$21,804 - 40,320)
Workers' Compensation Self Insurance Specialist 2	13 (\$24,984 - 46,200)
Workers' Compensation Self Insurance Specialist 3	15 (\$28,620 - 52,920)
Workers' Compensation Self Insurance Specialist Supervisor	17 (\$32,760 - 60,612)
Workers' Compensation Human Resources Associate Director	22 (\$45,996 - 85,092)

Workers' Compensation Human Resources Manager	20 (\$40,164 - 74,292)
Workers' Compensation Manager, Claims Management	20 (\$40,164 - 74,292)
Workers' Compensation Technology Manager	20 (\$40,164 - 74,292)
Workers' Compensation Technology Supervisor	18 (\$35,076 - 64,884)
Workers's Compensation Records Management Manager	15 (\$28,620 - 52,920)
Workers's Compensation Records Management Supervisor	13 (\$24,894 - 46,200)

The Board also approved revisions to the pay grades of some current job classes used exclusively by the Workers' Compensation Commission as indicated below.

PROPOSED PAY GRADE REVISIONS		
TITLE	CURRENT	PROPOSED
Workers' Compensation Chief Financial Officer	23	26
Workers' Compensation Director of Claims Management	22	26
Workers' Compensation Director of Employer Services	22	26
Workers' Compensation Director of Human Resources	22	25
Workers' Compensation Director, Claims Resolution	22	25
Workers' Compensation Director, Records Management & Research	22	25
Workers' Compensation Premium Auditor 2	13	14
Workers' Compensation Premium Auditor 3	14	16
Workers' Compensation Premium Auditor Supervisor	17	18
Workers' Compensation Senior Ombudsman	16	17
Workers' Compensation Claims Adjuster 1	10	11
Workers' Compensation Claims Adjuster 2	11	12
Workers' Compensation Claims Adjuster 3	13	15
Workers' Compensation District Claims Manager	15	17
Workers' Compensation Customer Service Representative 1	06	08
Workers' Compensation Customer Service Representative 2	07	09
Workers' Compensation Customer Service Representative 3	08	10
Workers' Compensation Customer Service Representative Supervisor	10	13
Workers' Compensation Industrial Rehabilitation Nurse Director	20	22
Workers' Compensation Industrial Rehabilitation Nurse Manager	18	20
Workers' Compensation Systems Specialist 1	10	12
Workers' Compensation Systems Specialist 2	12	14

Workers' Compensation Systems Specialist 3	14	16
Workers' Compensation Systems Specialist Supervisor	16	17
Workers' Compensation Training Specialist 2	13	14
Workers' Compensation Training Specialist 3	14	16
Workers' Compensation Training Manager	16	17

Nichelle Perkins recused herself from voting as she is employed by the Workers' Compensation Commission. These actions are effective December 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Change of Annual Leave Carry-Forward Date Pilot Program (DOP-PP5) - Revision

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved an extension of the cutoff date for the *Change of Annual Leave Carry-Forward Date Pilot Program* (DOP-PP5) originally approved at the April 2003 meeting and revised at the April 2004 meeting. The deadline was changed from September 30, 2004 to December 31, 2004. The Board also approved termination of the program effective at the close of business on December 31, 2004. Max Farley, Acting Director of the Division of Personnel presented the pilot program review.

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 November 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