

MINUTES OF THE STATE PERSONNEL BOARD

November 18, 2004

Charleston, West Virginia

The State Personnel Board met on November 18, 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 October 21, 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 October 21, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2286 to grant a one-time, non-base building payment to eligible employees of the Department of Health and Human Resources in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The payments of \$1,000 for employees hired before July 1, 2004 and \$500 for employees hired on or after July 1, 2004 have restrictions and conditions based on the status of the employee. Restrictions also apply to any administrative unit in DHHR which has been allowed to grant merit increases in the last 12 months (i.e., the Health Care Authority). These actions are effective December 8, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Protective Services

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2287 as recommended by staff, establishing the classifications of Controlled Access Coordinator at pay grade 7 (\$15,816 - 29,268) and Controlled Access Assistant at pay grade 5 (\$13,800 - 25,536). With the consent of the Division of Protective Services, the approved titles replaced the proposed titles of Card Access Administrator and Card Access Assistant. These actions are effective January 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

WORKERS' COMPENSATION COMMISSION (WCC)

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2289: (1) deleting Workers' Compensation Customer Service Specialist 1, Workers' Compensation Customer Service Specialist 2, and Workers' Compensation Customer Service Specialist 3; and, (2) establishing the new classifications of Workers' Compensation Customer Service Specialist at pay grade 12 (\$23,340 - 43,176), Workers' Compensation Customer Service Specialist, Senior at pay grade 14 (\$26,736 - 49,452) and Workers' Compensation Claims Adjustor, Senior at pay grade 15 (\$28,620 - 52,920); and, (3) revising the pay grades for existing classifications as shown in the following table.

PROPOSED PAY GRADE REVISIONS

TITLE	CURRENT	PROPOSED
Workers' Compensation Claims Adjuster 2	12	13
Workers' Compensation Claims Adjuster 3	15	14
Workers' Compensation Claims Specialist	11	13
Workers' Compensation Claims Specialist, Senior	13	14
Workers' Compensation District Claims Manager	17	18
Workers' Compensation Claims Resolution Supervisor	16	18
Workers' Compensation Self Insurance Manager	20	22
Workers' Compensation Self Insurance Specialist Supervisor	17	18
Workers' Compensation Self Insurance Specialist 1	11	12
Workers' Compensation Self Insurance Specialist 2	13	14
Workers' Compensation Self Insurance Specialist 3	15	16
Workers' Compensation Ergonomist	18	20
Workers' Compensation Industrial Hygienist	18	20
Workers' Compensation Underwriter 1	12	14
Workers' Compensation Human Resources Manager	20	18

These actions are effective December 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Prohibited Workplace Harassment Interpretive Bulletin (DOP-B5)

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board voted to revise the *Sexual Harassment Prohibited Policy* (DOP-P6) to encompass all forms of illegal harassment, including, race, color, religion, national origin, age, disability, military status, and protected activity. The Policy will be re-issued as an interpretive bulletin titled *Prohibited Workplace Harassment Interpretive Bulletin* (DOP-B5).

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for December 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