

MINUTES OF THE STATE PERSONNEL BOARD

May 19, 2005

Charleston, West Virginia

The State Personnel Board met on May 19, 2005 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Reverend Paul J. Gilmer, Elizabeth Harter, Sharon Lynch, and Eugene Stump. Also attending was Robin Perdue, designated as Chairman by Secretary of Administration Robert Ferguson, Jr. who was unable to attend. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse and Evelyn Davis; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the April 21, 2005 meeting had been sent to the members of the Board prior to the meeting. Ms. Perdue asked for any additions or corrections. There being none, Mr. Stump moved the minutes be accepted. Ms. Harter seconded the motion. The April 21, 2005 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF REVENUE

Budget Office

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2305, establishing the classification series of Budget Assistant at pay grade 7 (\$15,816 - 29,268) and Budget Assistant, Lead at pay grade 9 (\$18,120 - 33,540). These actions are effective June 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

BECKLEY-RALEIGH COUNTY BOARD OF HEALTH

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2300, designating the Clinic Department of the Beckley-Raleigh County Board of Health as the organizational unit for a reduction in force due to a lack of funds. The reduction is to be effective no sooner than July 1, 2005. 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 #2301, as recommended by staff with the following modifications: (1) a special hiring rate of \$45,000 for Occupational Therapist 1 and Physical Therapist 1; (2) authorization of a salary adjustment to \$48,000 for employees in these classifications after two years employment with the Division of Rehabilitation Services (DRS); and, (3) a plan of implementation whereby the salaries of incumbent employees in these job classes which are below the new hiring rate be raised to the new rate, and that the salaries of incumbent employees in these job classes with at least two years of employment with DRS which are below \$48,000 be raised to \$48,000. These actions are effective July 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2302, establishing the classification of Hospital Safety and Security Coordinator at pay grade 14 (\$25,452 - 47,088) with a special hiring rate of \$29,160. These actions are effective July 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2303, as recommended by staff establishing the classification of Nurse Practitioner at pay grade 20 (\$38,244 - 70,752) and allowing user agencies to implement a special hiring rate. The proposal was modified only to the extent that the special hiring rate is fixed at \$45,000 rather than discretionary up to \$45,000. These actions are effective July 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF REVENUE

Tax Department

The State Personnel Board approved a request by the Tax Department to withdraw proposal #2304 from consideration.

JEFFERSON COUNTY HEALTH DEPARTMENT

Upon motion of Reverend Gilmer seconded by Ms. Harter, the State Personnel Board approved proposal #2306 as recommended by staff, establishing a special hiring rate of \$22,836 for Sanitarian 1 in the Jefferson County Health Department. This action is effective immediately. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Pay Plan Implementation Policy (DOP-P12) - Revision

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board voted to revise the policy to incorporate the variable pay actions and relevant documentation requirements of the *Pilot Strategic Compensation Policy* as pay differentials formally approved by the Board. The policy revisions are effective July 1, 2005.

Delayed Payroll Assignment Policy (DOP-P14) - Revision

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board voted to revise the policy to clarify existing provisions, ensure employee rights, and change the duration of delayed payroll assignment. With no further business, Ms. Perdue entertained the motion to adjourn the meeting. Reverend Gilmer moved, Ms. Lynch seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for June 16, 2005, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board

