

MINUTES OF THE STATE PERSONNEL BOARD

December 15, 2005

Charleston, West Virginia

The State Personnel Board met on December 15, 2005 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Robert Ferguson, Jr., Chairman, Eugene Stump and Elizabeth D. Walker. Member Sharon Lynch participated by telephone. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the November 17, 2005 meeting had been sent to the members of the Board prior to the meeting. Chairman Ferguson asked for any additions or corrections. There being none, Ms. Walker moved the minutes be accepted. Mr. Stump seconded the motion. The November 17, 2005 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF COMMERCE

Division of Forestry

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2331 (Amended), to establish the following new classifications at the indicated pay grades:

<u>Title</u>	<u>Pay Grade</u>
Forester 1	13
Forester 2	14
Forester 3	15
Forester 4	16
Forester Supervisor	18
Forestry Program Specialist	19
Regional Forester	20
Assistant State Forester	22
Deputy State Forester	24

The Board also approved a standard plan of implementation that requires salaries of reclassified employees that are below the minimum rates for the new pay grades be adjusted to the new minimum rates and that salaries of reclassified employees that are within the ranges of the new pay grades remain the same. These actions are effective February 1, 2006. This proposal was originally scheduled for the October 20, 2005 meeting but was withdrawn for further study. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF REVENUE

Insurance Commission

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board denied proposal #2336, to

establish the classifications of Forensic Accountant/Auditor and Information Technology Specialist, Forensic Examiner. When evaluating the request, it was found that there were existing classifications which would, with some modifications, meet the Insurance Commission's needs. The staff of the Classification & Compensation section of the Division of Personnel will assist in revising these existing class specifications to incorporate the desired competencies relating to fraud investigation and prosecution. 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 Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2338, establishing the classification of Capitol Security Screener in the classified-exempt service. The proposal was modified insofar as the new class will be assigned to pay grade 8 (\$16,932 - 31,320) rather than pay grade 11 (\$20,760 - 38,400) as originally requested. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal

OTHER BUSINESS

Appeal of Adverse Suitability Determinations Rule

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved the request for filing a notice of public comment on the proposed *Appeal of Adverse Suitability Determinations Rule* with the Secretary of State's Office in accordance with the provisions of *W.V. Code* §29A-3-1 et seq.

Interdepartmental Transfer of Permanent State Employees Rule

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved the request for filing a notice of an emergency rule and public comment on a proposed rule regarding *Interdepartmental Transfer of Permanent State Employees* with the Legislative Rule-Making Committee and the Secretary of State's Office in accordance with the provisions of *W.V. Code* §29A-3-1 et seq.

With no further business, Chairman Ferguson entertained the motion to adjourn the meeting. Mr. Stump moved, Ms. Walker seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for January 19, 2006, 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