

## MINUTES OF THE STATE PERSONNEL BOARD

**April 20, 2006**

**Charleston, West Virginia**

The State Personnel Board met on April 20, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Sharon Lynch and Eugene Stump. Board member Elizabeth D. Walker participated by telephone. 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; Managers Tim Basford, Tari Crouse, Evelyn Davis, and Jim Wells; and, Elizabeth Williams, Interim Secretary to the Board.

### **APPROVAL OF MINUTES**

The minutes of the March 23, 2006 emergency meeting had been sent to the members of the Board prior to the meeting. Chairman Perdue asked for any additions or corrections. There being none, Mr. Stump moved the minutes be accepted. Ms. Lynch seconded the motion. The March 23, 2006 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF TRANSPORTATION**

##### **Division of Highways**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2342 as recommended by staff, which establishes a temporary pay differential in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The payments will be applied on a temporary basis for employees assigned to supervise/inspect highway construction projects outside of their home districts. The pay differential is 5% and will only be applicable under the conditions listed in the proposal. The conditions must be certified by the Commissioner of Highways as having been met prior to a request for approval by the Director of Personnel. The Commissioner of Highways is responsible for terminating temporary pay differentials at the conclusion of temporary assignments, and, if necessary, recovering any payments made contrary to the conditions of the approved pay differential. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **PUBLIC SERVICE COMMISSION**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2344 as recommended by staff, which rescinded the policy-making exemption for the Policy Advisor position and established the exemption from the classified service of the Director of Administration position since the position satisfies the statutory elements of a policymaking position. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **BARBOUR COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2345, designating the Home Health Program of the Barbour County Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective no sooner than the close of business on May 5, 2006. Tari

McClintock Crouse, Manager of Employee Communications and Information presented the proposal.

#### **DEPARTMENT OF ADMINISTRATION**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2348, establishing the exempt, policymaking position of State Leasing Director in pay grade 22 (\$43,800 - 81,036). Max Farley, Acting Director of the Division of Personnel 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 #2349, establishing the classified-exempt position of Operations Technician in the Division of Protective Services in pay grade 16 (\$29,160 - 53,952). This action is effective June 1, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**

##### **Division of Corrections**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board considered proposal #2350. The Board approved a modification of the proposal as follows: (1) establishing a special hiring rate of \$2,000 above the entry rate for Probation and Parole Officer 1, 2, and 3; (2) providing a \$2,000 salary adjustment for employees in the Probation and Parole Officer 1, 2, and 3 classes and employees in Parole Services in the Corrections Program Manager 1 and 2 classes; and, (3) providing a \$1,000 salary adjustment for employees in Parole Services in the Hearing Examiner, Secretary 1 and the Office Assistant 1, 2, and 3 job classes. These actions are effective no sooner than May 1, 2006, and may be effective later than May 1<sup>st</sup> so that all transactions can be processed in a timely manner with the same effective date. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **OTHER BUSINESS**

##### **Workers' Compensation Temporary Total Disability Rule**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved the request for filing a notice of public hearing and public comment on the proposed amendments to the *Workers' Compensation Temporary Total Disability Rule*, 143CSR3, 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.

##### **Administrative Rule of the Division of Personnel**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved the request for filing a notice of public hearing and public comment on the proposed amendments to the *Administrative Rule of the Division of Personnel*, 143CSR1, 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.

With no further business, the meeting was adjourned.

## **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for May 18, 2006, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

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Robert Ferguson, Jr., Chairman  
State Personnel Board

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Shelly Lowery, Secretary  
State Personnel Board