

MINUTES OF THE STATE PERSONNEL BOARD

August 17, 2006

Charleston, West Virginia

The State Personnel Board met on August 17, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert Ferguson, Jr., Chairman, Sharon Lynch and Eugene Stump. Board member Elizabeth D. Walker participated by telephone. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Managers Tim Basford, Tari Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the July 20, 2006 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. Lynch moved the minutes be accepted. Mr. Stump seconded the motion. The July 20, 2006 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2369, establishing the classification of Journeyman Electrician (GSD) in pay grade 14 (\$25,452 - 47,088). This action is effective October 1, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

INSURANCE COMMISSION

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2370, establishing the following classifications with corresponding pay grades.

<u>Title</u>	<u>Pay Grade/Range</u>
Insurance Policy & Rate Analyst 1	14 (\$25,452 - 47,088)
Insurance Policy & Rate Analyst 2	15 (\$27,252 - 50,400)
Insurance Policy & Rate Analyst 3	16 (\$29,160 - 53,952)
Insurance Policy & Rate Analyst Supervisor	18 (\$33,396 - 61,788)
Assistant Insurance Commissioner, Regulatory	25 (\$53,676 - 99,312)
Assistant Insurance Commissioner, Operations	23 (\$46,872 - 86,724)
Associate General Counsel	24 (\$50,172 - 92,808)
Insurance Complaints Specialist Supervisor	17 (\$31,200 - 57,720)
Insurance Director, Financial Conditions	22 (\$43,800 - 81,036)

The Board also approved the following pay grade revisions.

<u>Title</u>	<u>Current Grade</u>	<u>Revised Grade</u>
Deputy Insurance Commissioner	19	26
Assistant Insurance Commissioner, Finance*	26	25
Insurance Program Manager	18	20
Insurance Complaints Specialist	12	15
Insurance Program Specialist	12	15

Board approval was given for a plan of implementation that provides for salary actions consistent with the rule for reallocation for those employees in positions being reclassified or reassigned to higher pay grades. The classification of Insurance Policy & Rate Analyst (#9197) was abolished and a title change* was authorized from Workers' Compensation Chief Financial Officer (#7863) to Assistant Insurance Commissioner, Finance with a revision of the pay grade from 26 to 25. These actions are effective September 1, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Homeland Security

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2371: (1) establishing a special hiring rate of \$18,120 for the Telecommunicator classification in pay grade 6 (\$14,772 - 27,336) for the Division of Homeland Security and Emergency Management (DHSEM); (2) providing a differential of \$1.00 per hour for employees in the Telecommunicator job class in DHSEM while working the night shift; and (3) allowing DHSEM to offer a differential modeled after the "Baylor Plan" (full-time pay for two 12-hour shifts on the weekend and one 8-hour shift during the week) for employees in the Telecommunicator job class in DHSEM who have permanent weekend assignments. These actions are in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule* and are effective immediately. Tim Basford, Manager of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Purchasing Division

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2372, establishing the classification of State Purchasing Contracts Manager in pay grade 17 (\$31,200 - 57,720). This action is effective September 1, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Division of Personnel Director Billie Jo Streyle-Anderson noted a request from Chairman Ferguson to add a proposal from the Consolidated Public Retirement Board to the agenda. Ms. Streyle-Anderson asked if there were any objections. There being none, Proposal #2373 was added to the agenda for consideration.

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2373, revising the pay grade for the classified-exempt position of Executive Director, Public Employees Retirement System (#9370) from 20 (\$38,244 - 70,752) to 26 (\$57,444 - 106,272).

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for September 21, 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