

MINUTES OF THE STATE PERSONNEL BOARD

January 18, 2007

Charleston, West Virginia

The State Personnel Board met on January 18, 2007 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert Ferguson, Jr., Chairman, and members Eugene Stump and Elizabeth D. Walker. Member Sharon Lynch participated by telephone. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Tim Basford, Tari Crouse, Evelyn Davis, and Jim Wells, Assistant Directors of Classification and Compensation, Employee Communications and Information, Organization and Human Resource Development, and Employee Relations, respectively; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the December 21, 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, Mr. Stump moved the minutes be accepted. Ms. Walker seconded the motion. The December 21, 2006 minutes were approved by unanimous consent.

ADDITION OF PROPOSAL TO AGENDA

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved the addition of proposals #2397 and #2398 to the agenda.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF EDUCATION & THE ARTS

Division of Rehabilitation Services

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2394, establishing the classification of Social Security Disability Psychologist Specialist in pay grade 23 (\$46,872 - 86,724). This action is effective March 1, 2007. Dr. Debra Lilly and Dr. Rose Smith addressed the Board regarding the new classification as it relates to their positions as contract employees. Jim Quarles answered the Board's questions on behalf of the Division of Rehabilitation Services. Chairman Ferguson recused himself from voting as he was acquainted with Dr. Smith. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF REVENUE

State Budget Office

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2395, establishing special hiring rates of 14% above the minimum pay rates for the Budget Analyst 1, 2 and 3 positions in the State Budget Office. Upon implementation of the new hiring rates, a salary adjustment of 3.5% will be granted to current employees in the Budget Analyst job classes in the State Budget Office. These actions are effective February 1, 2007.

Tim Basford, Assistant Director of Classification and Compensation, presented the proposal. Chairman Ferguson asked that proposals #2396 Division of Highways and #2397 Department of Health and Human Resources be presented together as they both involve interdepartmental transfer of employees. The Board approved the request.

DEPARTMENT OF TRANSPORTATION

Division of Highways

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposals #2396 and #2397. Proposal #2396 designated the Department of Transportation, Division of Highways, as the organizational unit for an interdepartmental transfer due to the elimination of positions in the Department of Transportation, Division of Highways, and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration in accordance with the *Interdepartmental Transfer of Permanent State Employees* emergency rule (143CSR7). These actions are effective no sooner than February 1, 2007.

Proposal #2397 designated the following organizational units for the specified job classes in the Department of Health and Human Resources as the organizational units for an interdepartmental transfer due to the elimination of positions in the Department of Health and Human Resources and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration in accordance with the *Interdepartmental Transfer of Permanent State Employees* emergency rule (143CSR7).

Office of Management Information Systems: Network and Technical Support

Help Desk Analyst 1

Help Desk Analyst 2

Information Systems Consultant 2

Information Systems Consultant 3

Information Systems Coordinator 1

Information Systems Coordinator 2

Information Systems Specialist 1

Information Systems Specialist 2

Information Systems Specialist 3

Information Systems Specialist 4

Bureau of Children and Families: Mercer County; Wood County; Cabell County; Kanawha County

Information Systems Assistant

Bureau of Health and Health Facilities: Hopemont Hospital

Information Systems Coordinator 1

Bureau of Health and Health Facilities: Welch Community Hospital

Information Systems Coordinator 1 Information Systems Manager 1

Bureau of Health and Health Facilities: Bateman Hospital

Information Systems Coordinator 1
Information Systems Coordinator 2
Information Systems Manager 1

Bureau of Health and Health Facilities: Sharpe Hospital

Information Systems Coordinator 2
Information Systems Specialist 1

Bureau of Health and Health Facilities: Pinecrest Hospital

Information Systems Specialist 1

Bureau of Public Health: Office of Nutrition Services

These actions are effective no sooner than February 1, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DIVISION OF LABOR

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2398, exempting from the classified service five positions for the Undocumented Worker Pilot Program under the provisions of *West Virginia Code* § 29-6-4(c)(9):

“Persons employed in a professional or scientific capacity to make or conduct a temporary and special inquiry, investigation or examination on behalf of the Legislature or a committee thereof, an executive department or by authority of the governor...”.

The exemptions are for a period of one year beginning with the hire date of the first exempt employee. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for February 15, 2007, 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