

MINUTES OF THE STATE PERSONNEL BOARD

June 21, 2007

Charleston, West Virginia

The State Personnel Board met on June 21, 2007 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were members Jack Canfield, Mark Carbone, Sharon Lynch, Eugene Stump and Elizabeth D. Walker. Also attending was Bill Hicks, designated as Chairman by Secretary of Administration Robert Ferguson, Jr. who was unable to attend. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Tim Basford, Tari Crouse, and Evelyn Davis, Assistant Directors of Classification and Compensation, Employee Communications and Information, and Organization and Human Resource Development, respectively; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the May 17, 2007 meeting had been sent to the members of the Board prior to the meeting. Chairman Hicks asked for any additions or corrections. There being none, Mr. Stump moved the minutes be accepted. Ms. Walker seconded the motion. The May 17, 2007 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Veterans Affairs

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2399 (tabled at the March 15, 2007 meeting), as recommended by staff, changing the titles of Veterans Affairs Officer 1 and Veterans Claims Manager to Veterans Service Officer 1 and 2, respectively. The Board also approved abolishing the Veterans Affairs Officer 2 classification. The proposal was modified insofar as the pay grade revisions originally requested for the Veterans Service Officer 1 and 2 positions were denied. A special hiring rate of 15% was approved for the Veterans Service Officer 1 classification in order to put the agency in a better recruiting posture while not jeopardizing the existing pay grade relationship with similar job classifications. These actions are effective July 16, 2007. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Office of Technology

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board voted to table proposal #2413 until the July 19, 2007 meeting in order to gather additional information regarding the request. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

The Board voted unanimously to table the proposal after the initial motion by Ms. Lynch, seconded by Ms. Walker approving the proposal as written. Mr. Carbone initiated a discussion regarding the Board's

procedure for approving new job specifications. Mr. Canfield asked Ms. Lynch if she would entertain an amendment to her original motion approving two of the new job specifications while leaving one to be reviewed at the July 19, 2007 meeting. Ms. Lynch agreed and it was so moved with a second by Mr. Carbone. Director Streyle-Anderson requested that the Board consider the proposal in its entirety rather than splitting it since the job specifications in question are within the same series and it would be difficult to consider one without reviewing the others. The Board unanimously approved a motion by Ms. Walker, seconded by Mr. Carbone, rescinding the amended motion.

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2419, implementing a salary adjustment of \$.96 per hour to be granted to employees in the Transportation Worker 1, 2, 3 and 4 and the Transportation Crew Chief job classifications at the successful conclusion of the six months probationary period, beginning with employees hired on or after July 1, 2007. This action is in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

CABELL-HUNTINGTON HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Mr. Carbone, the State Personnel Board approved proposal #2415, implementing an across-the-board salary adjustment which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal the greater of \$600 or 5% annually. The adjustment will apply to all permanent, full-time employees and permanent, part-time employees of the Cabell-Huntington Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective July 1, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

HANCOCK COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2416, implementing an across-the-board, non-base building salary adjustment in addition to the mandatory across-the-board increase for which the Legislature provided funding. The adjustment is \$2,000 for all permanent, full-time employees and \$1,500 for all permanent, part-time employees of the Hancock County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective July 15, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2417, implementing an across-the-board salary adjustment which, when combined

with the mandatory across-the-board increase for which the Legislature provided funding, will equal the greater of 4% or \$600 annually. The adjustment will apply to all permanent, full-time employees and permanent, part-time employees of the Monongalia County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective July 1, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

POCAHONTAS COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2418, implementing an across-the-board salary adjustment in addition to the mandatory across-the-board increase for which the Legislature provided funding. The adjustment is \$200 per month for all permanent, full-time employees of the Pocahontas County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The increase is effective July 1, 2007 with the \$200 per month increase to be implemented first, then the state funded increase. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF COMMERCE

Upon motion of Mr. Canfield, seconded by Ms. Walker, the State Personnel Board approved proposal #2420, designating the Division of Natural Resources in the Department of Commerce, as the organizational unit for an interdepartmental transfer. The transfer is due to the elimination of a position (Senior Appraiser) in the Department of Commerce, Division of Natural Resources, and subsequent consolidation of that eliminated position in the Real Estate Division of the Department of Administration, and is in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). The action is effective no sooner than July 16, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2421, designating the Office of Operations, Real Estate Services unit in the Department of Health and Human Resources, under the Deputy Secretary for Administration as the organizational unit for an interdepartmental transfer. The transfer is due to the elimination of a position (Administrative Services Manager 2) in the Department of Health and Human Resources and subsequent consolidation of that eliminated position in the Real Estate Division of the Department of Administration and is in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). The action is effective no sooner than July 16, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF COMMERCE

Upon motion of Mr. Canfield, seconded by Ms. Walker, the State Personnel Board approved proposal #2422, designating the following organizational units for the specified job classes in the Department of Commerce as the organizational units for interdepartmental transfers. These transfers are due to the elimination of positions in the Department of Commerce and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration, all in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7).

Development Office

Information Systems Manager 1

Information Systems Coordinator 2

Division of Labor

Information Systems Coordinator 2

Division of Natural Resources

Information Systems Specialist 2

Division of Tourism

Information Systems Coordinator 2

These actions are effective no sooner than July 16, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2423, designating the Department of Administration, Office of Technology, Information Services Division, Employment Programs Unit as the organizational unit for an interdepartmental transfer. The transfers are due to the elimination of positions in the Office of Technology of the Department of Administration and subsequent consolidation of those eliminated positions in the Department of Commerce, Workforce West Virginia and are in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). The affected job classes are : Computer Operator 2, Database Administrator 1, Data Processing Supervisor, Information Systems Manager 2, Programmer Analyst 2, Programmer Analyst 3, and Programmer Analyst 4. These actions are effective no sooner than July 16, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for July 19, 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