

## **MINUTES OF THE STATE PERSONNEL BOARD**

**November 15, 2007**

**Charleston, West Virginia**

The State Personnel Board met on November 15, 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, Sharon Lynch, and Jack Canfield; Board member Mark Carbone was absent. Others in attendance included: Tari McClintock Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information; Jim Wells, Assistant Director of the Employee Relations Section; Evelyn Davis, Assistant Director of the Organization and Human Resources Development Section; Frank Chambers, Manager of the Applicant Placement Unit of Staffing Services; Mike Campbell, Manager of the Test Construction and Research Unit of Staffing Services; Barbara Jarrell, Senior Personnel Specialist of the Classification and Compensation Section; Sandy Bryan, Senior Personnel Specialist of the Internal Employee Placement Unit of Staffing Services; and, Elizabeth Williams, Interim Secretary to the Board.

### **APPROVAL OF MINUTES**

The members of the Board received the minutes from the October 18, 2007 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Ms. Lynch seconded the motion. The Board approved the October 18, 2007 minutes by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF ADMINISTRATION**

##### **Office of Technology**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2413 as modified by staff, to establish a new job classification series of Information Technology Project Manager 1 in pay grade 21 (\$40,932 – 75,720), Information Technology Project Manager 2 in pay grade 22 (\$43,800 – 81,036), and Information Technology Project Manager 3 in pay grade 23 (\$46,872 – 86,724). The new classification series becomes effective January 1, 2008. Barbara Jarrell, Senior Personnel Specialist of the Classification and Compensation Section of the Division of Personnel presented the proposal.

#### **CABELL-HUNTINGTON HEALTH DEPARTMENT**

By unanimous vote, the State Personnel Board approved proposal #2433, to implement an across-the-board, non-base building salary adjustment of 4.17% of annual salary for all permanent, full-time employees of the Cabell-Huntington Health Department, to be effective at the time of the next available pay period. Tari McClintock Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information, presented the proposal.

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

### **Division of Corrections**

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved proposal #2434 as modified by staff, to establish a new job classification of Corrections Chief Hearing Officer in pay grade 15 (\$27,252 – 50,400), and to include a special hiring rate of \$28,212, effective January 1, 2008. Barbara Jarrell, Senior Personnel Specialist of the Classification and Compensation Section of the Division of Personnel presented the proposal.

## **DEPARTMENT OF REVENUE**

### **State Budget Office**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2435, to establish a new job classification of Director, State Budget Office at pay grade 25 (\$53,676 – 99,312) with a plan of implementation consistent with promotion, all to be effective December 1, 2007. Barbara Jarrell, Senior Personnel Specialist of the Classification and Compensation Section of the Division of Personnel presented the proposal.

## **DEPARTMENT OF ADMINISTRATION**

### **Division of Personnel**

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved proposal #2436, to increase the pay grade of the classification of Trainee from pay grade 9 (\$12,120 – 33,540) to pay grade 10 (\$19,392 – 35,892), effective December 1, 2007. Tari McClintock Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

### **Monongalia County Health Department**

The State Personnel Board acknowledged receipt of department's organizational chart and change in organizational structure.

With no further business, the meeting adjourned.

## **NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for December 20, 2007 at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

Robert Ferguson, Jr., Chairman  
State Personnel Board

Elizabeth Williams, Interim Secretary

State Personnel Board