

**MINUTES OF THE STATE PERSONNEL BOARD**  
**March 20, 2008**  
**Charleston, West Virginia**

The State Personnel Board met on March 20, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were William B. Hicks, Assistant General Counsel for the Department of Administration and Chair Designee, per Robert W. Ferguson, Jr., Chairman, and members, Eugene Stump, Jack Canfield, and Mark Carbone. Member Sharon Lynch was unable to attend. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of the Organization and Human Resource 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; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; Lynn Schillings, Senior Personnel Specialist of the Internal Employee Placement Unit of Staffing Services; and, Shelly Lowery, Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the February 21, 2008 meeting prior to this meeting. Mr. Hicks asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Mr. Canfield seconded the motion. The Board approved the February 21, 2008 minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2445 revising the pay grade for the Environmental Resources Associate from pay grade 12 (\$22,224 - 41,112) to pay grade 10 (\$19,392 – 35,892). The Board also approved a modification removing the technical aspects of the class specification in order to remain consistent with other paraprofessional classifications. These actions are effective May 1, 2008. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

**DEPARTMENT OF TRANSPORTATION**

Division of Highways

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2446:

- (1) Establishing the following classifications with special hiring rates as noted:

<b>Proposed Classification Title</b>	<b>Pay Grade</b>	<b>Pay Grade Minimum</b>	<b>Minimum Hiring</b>	<b>Special Rate</b>
Highway Engineer Trainee	19	35,736	38,604	8% above the minimum*
Highway Engineer Associate	22	43,800	46,872	7% above the minimum**
Highway Engineer	23	46,872	50,160	7% above the minimum
Highway Engineer Senior	25	53,676	57,444	7% above the minimum
Highway Engineer Chief	26	57,444	61,476	7% above the minimum

- \* Plus a 5% increase 12 months after the effective date of the original appointment.
- \*\* Plus a 5% increase after 12 months and 36 months in the classification.

- (2) Establishing a hiring rate 7% above the minimum hiring rate for the Transportation Engineering Technician/Technologist series.
- (3) Establishing a hiring rate 7% above the minimum hiring rate for the Bridge Safety Inspector series.
- (4) Implementing the proposal so that: incumbents reclassified to the Highway Engineer Trainee, Highway Engineer Associate, and Highway Engineer classifications are adjusted to the new minimum rates or receive a 10% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; incumbents reclassified to the Highway Engineer Senior classification are adjusted to the new minimum rate or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; and incumbents in the Transportation Engineering Technician/Technologist series and Bridge Safety Inspector series are adjusted to the new minimum or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade.
- (5) Abolishing the following classifications: Highway Engineer Trainee (9890), Highway Engineer 1 (9891), Highway Engineer 2 (9892), Highway Engineer 3 (9893), Highway Engineer 4 (9894), Highway Engineer 5 (9895), and Highway Engineer 6 (9896).

Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

**PUBLIC SERVICE COMMISSION, DEPARTMENT OF ENVIRONMENTAL PROTECTION, DEPARTMENT OF HEALTH AND HUMAN RESOURCES, DIVISION OF NATURAL RESOURCES, DEPARTMENT OF ADMINISTRATION/GENERAL SERVICES DIVISION**

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2448:

- (1) Establishing the following classifications with the noted special hiring rates:

<b>Proposed Classification Title</b>	<b>Pay Grade</b>	<b>Pay Grade Minimum</b>	<b>Minimum Hiring</b>	<b>Special Rate</b>
Engineer Trainee	19	35,736	38,604	(8% above the minimum) *
Engineer Associate	22	43,800	46,872	(7% above the minimum) **
Engineer	23	46,872	50,160	(7% above the minimum)
Engineer Senior	25	53,676	57,444	(7% above the minimum)
Engineer Chief	26	57,444	61,476	(7% above the minimum)

- \* Plus a 5% increase 12 months after the effective date of the original appointment.
- \*\* Plus a 5% increase after 12 months and 36 months in the classification.

- (2) Establishing the following classifications and pay grades:

<b>Proposed Classification Title</b>	<b>Pay Grade</b>	<b>Salary Range</b>
Technical Analyst Trainee	18	33,396 - 61,788
Technical Analyst Associate	21	40,932 - 75,720
Technical Analyst	22	43,800 - 81,036
Technical Analyst Senior	23	46,872 - 86,724

- (3) Revising the pay grade for the Engineering Technician from pay grade 12 (22,224 - 41,112) to pay grade 13 (23,784 - 43,992).
- (4) Implementing the proposal so that: incumbents reclassified to the Engineer Trainee, Engineer Associate, Engineer, Engineer Senior and Engineer Chief classifications are adjusted to the new minimum rate or receive a 10% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; incumbents reclassified to the Technical Analyst Trainee, Technical Analyst Associate, Technical Analyst and Technical Analyst Senior classification are adjusted to the new minimum rate or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; and, incumbents classified in the Engineering Technician classification are adjusted to the new minimum rate or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade.
- (5) Reclassifying two Utilities Analyst Manager positions to the Engineer Senior classification and one Public Utilities Director position to the Engineer Chief classification for engineers in the Public Service Commission.
- (6) Reclassifying the incumbents in the Building Engineer (GSD) classification to the appropriate job classification in the newly created Engineering series.
- (7) Reclassifying four Environmental Resources Program Manager positions to the appropriate engineer and technical analyst job classification.
- (8) Abolishing the following classifications: Building Engineer (GSD), Engineer-in-Training 1 (9948), Engineer-in-Training 2 (9949), Engineer 1 (9953), Engineer 2 (9954), Engineer 3 (9955), Engineer 4 (9956), Engineer 5 (9957), Technical Analyst-in-Training 1 (8490), Technical Analyst-in-Training 2 (8491), Technical Analyst 1 (8492), Technical Analyst 2 (8493), Technical Analyst 3 (8494), Technical Analyst 4 (8495), and Technical Analyst Manager (8496).

Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

**DEPARTMENT OF ADMINISTRATION**  
Public Employees Insurance Agency

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2447 establishing the classification of Insurance Assistant 2 in pay grade 7 (\$15,816 - 29,268), and re-titling the

existing Insurance Assistant classification to Insurance Assistant 1. This action is effective May 1, 2008. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

#### **OTHER BUSINESS**

##### **Department of Environmental Protection – Marcum Secondary Employment**

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board voted to remove from the agenda a request for a review of secondary employment for Vernon Marcum upon receipt of information from the requestor rendering the issue moot.

With no further business, the meeting adjourned.

#### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for April 17, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman  
State Personnel Board

Shelly R. Lowery, Secretary  
State Personnel Board