

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

The State Personnel Board met on November 20, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Sharon Lynch, and Eugene Stump. Member Mark Carbone was unable to attend. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Mike Campbell, Assistant Director of the Staffing Services Section; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; John Bowyer, Assistant Director of the Employee Relations Section; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the October 16, 2008 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 16, 2008 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DIVISION OF HIGHWAYS

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2468, revising the pay grade for the position of Highway District Engineer/Manager from grade 24 (\$50,172 – 92,808) to 25 (\$53,676 - 99,312). The Board also approved a plan of implementation which provides a 5% increase for two incumbents who are Registered Professional Engineers and the standard plan of implementation for non-engineer incumbents (i.e., incumbents whose salaries are below the minimum of the new pay grade shall be adjusted to the new minimum and the salaries of incumbents within the pay range will remain unchanged). This action is effective December 1, 2008. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

DIVISION OF CRIMINAL JUSTICE SERVICES

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2490, establishing the classifications of Research Specialist 1 at pay grade 15 (\$27,252 – 50,400), Research Specialist 2 at pay grade 16 (\$29,160 – 53,952), and Research Specialist 3 at pay grade 17 (\$31,200 – 57,720). Upon motion of Mr. Canfield, seconded by Mr. Stump, the Board also approved the staff recommendation to establish a special hiring rate 7% above the

minimum for all classifications in the Research Specialist series. These actions are effective January 1, 2009. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

OTHER BUSINESS

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for December 18, 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