

**MINUTES OF THE STATE PERSONNEL BOARD**  
**February 19, 2009**  
**Charleston, West Virginia**

The State Personnel Board met on February 19, 2009, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Rebecca Mott Bentley, Assistant General Counsel for the Department of Administration and Designee, per Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Mark Carbone, Sharon Lynch, and Eugene Stump. Also present was reappointed member Elizabeth Walker. Others in attendance included: Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Lisa Dalporto, Assistant Director of the Classification & Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; Debbie Anderson, Senior Personnel Specialist of the Classification and Compensation Section; Neville Kenning, Vice President for Consulting Services for State Governments the Hay Group; and, Shelly Lowery, Secretary to the Board.

Rebecca Mott Bentley, Designee for Chairman Ferguson, requested that Board Member Eugene Stump chair the meeting.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the January 15, 2009 meeting prior to this meeting. Acting Chairman Stump asked for any additions or corrections. There being none, Ms. Lynch moved to accept the minutes for the January 15, 2009 meeting. Ms. Walker seconded the motion. The Board approved the January 15, 2009 minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF ADMINISTRATION**  
**Division of Personnel**

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2497, abolishing the following classification specifications from the Division of Personnel's Classification and Compensation Plan. These classifications were created and established specifically for the Workers' Compensation Commission. There are no incumbents in these job classifications and there has not been a need for these classifications since the workers compensation function was privatized on January 1, 2006.

<u>Class #</u>	<u>Class Name</u>	<u>Pay Grade</u>
7904	WC ALTERNATIVE DISPUTE RESOLUTION SPECIALIST	17
7902	WC AWARDS SPECIALIST	17
7824	WC CLAIMS RESOLUTION ASSOCIATE DIRECTOR	22
7814	WC CLAIMS RESOLUTION MANAGER	20
7815	WC CLAIMS RESOLUTION SUPERVISOR	18
7908	WC CORPORATE AFFAIRS COMMUNICATIONS MANAGER	22
7909	WC CORPORATE AFFAIRS SPECIAL EVENTS MANAGER	22

7905	WC CORPORATE AFFAIRS SPECIALIST 1	12
7906	WC CORPORATE AFFAIRS SPECIALIST 2	13
7907	WC CORPORATE AFFAIRS SPECIALIST 3	15
7809	WC CUSTOMER SERVICE MANAGER	20
7805	WC CUSTOMER SERVICE REPRESENTATIVE 1	08
7806	WC CUSTOMER SERVICE REPRESENTATIVE 2	09
7807	WC CUSTOMER SERVICE REPRESENTATIVE 3	10
7808	WC CUSTOMER SERVICE REPRESENTATIVE SUPERVISOR	14
7883	WC CUSTOMER SERVICE SPECIALIST	12
7884	WC CUSTOMER SERVICE SPECIALIST, SENIOR	14
7886	WC CUSTOMER SERVICE SUPERVISOR	16
7958	WC DIRECTOR, CLAIMS RESOLUTION	25
7954	WC DIRECTOR, CUSTOMER SERVICE	25
7953	WC DIRECTOR, LEGAL DIVISION	26
7957	WC DIRECTOR, MANAGEMENT INFORMATION SYSTEM	25
7952	WC DIRECTOR OF ADMINISTRATIVE SUPPORT	24
7951	WC DIRECTOR OF CLAIMS MANAGEMENT	26
7962	WC DIRECTOR OF CORPORATE AFFAIRS	25
7955	WC DIRECTOR OF EMPLOYER SERVICES	26
7963	WC DIRECTOR OF HUMAN RESOURCES	25
7965	WC DIRECTOR OF MEDICAL MANAGEMENT	99
7960	WC DIRECTOR, RECORDS MANAGEMENT & RESEARCH	25
7820	WC DISTRICT CLAIMS MANAGER	18
7869	WC EMPLOYER AUDITS MANAGER	22
7870	WC EMPLOYER SERVICES SUPERVISOR	17
7920	WC ERGONOMIST	20
7856	WC FINANCIAL SERVICES MANAGER 1	20
7857	WC FINANCIAL SERVICES MANAGER 2	22
7858	WC FINANCIAL SERVICES SUPERVISOR	18
7880	WC GENERAL COUNSEL	26
7882	WC HEARINGS EXAMINER	15
7918	WC HUMAN RESOURCES ASSOCIATE DIRECTOR	22
7919	WC HUMAN RESOURCES MANAGER	18
7803	WC INDEPENDENT MEDICAL EXAMINER SCHEDULER	09
7925	WC INDUSTRIAL HYGIENIST	20
7932	WC INDUSTRIAL REHABILITATION NURSE	16
7935	WC INDUSTRIAL REHABILITATION NURSE DIRECTOR	22
7934	WC INDUSTRIAL REHABILITATION NURSE MANAGER	20
7933	WC INDUSTRIAL REHABILITATION NURSE, SENIOR	17
7936	WC INDUSTRIAL REHABILITATION NURSE SUPERVISOR	18
7930	WC INDUSTRIAL REHABILITATION SPECIALIST	16
7889	WC INSPECTOR GENERAL	26
7821	WC MANAGER, CLAIMS MANAGEMENT	20
7878	WC MANAGER LITIGATION UNIT	25
7825	WC OMBUDSMAN	14
7826	WC OMBUDSMAN, SENIOR	17
7835	WC PREMIUM AUDITOR 1	12
7836	WC PREMIUM AUDITOR 2	14
7837	WC PREMIUM AUDITOR 3	16
7839	WC PREMIUM AUDITOR SPECIALIST	17
7838	WC PREMIUM AUDITOR SUPERVISOR	18
7827	WC PROJECT MANAGEMENT COORDINATOR	14
7841	WC RATE ANALYST 1	14

7842	WC RATE ANALYST 2	14
7843	WC RATE ANALYST 3	16
7844	WC RATE ANALYST SUPERVISOR	18
7898	WC RECORDS MANAGEMENT MANAGER	15
7899	WC RECORDS MANAGEMENT SUPERVISOR	13
7823	WC REGIONAL CLAIMS SUPERVISOR	16
7931	WC REHABILITATION SERVICES MANAGER	20
7903	WC SETTLEMENT SPECIALIST	17
7950	WC STAFF OPERATIONS DIRECTOR, EXECUTIVE OFFICE	20
7968	WC TECHNOLOGY MANAGER	20
7969	WC TECHNOLOGY SUPERVISOR	18
7910	WC TRAINING SPECIALIST 1	12
7912	WC TRAINING SPECIALIST 3	16
7913	WC TRAINING MANAGER	17
7846	WC UNDERWRITER 1	14
7847	WC UNDERWRITER 2	16
7848	WC UNDERWRITER 3	18
7850	WC UNDERWRITER MANAGER	22
7849	WC UNDERWRITER SUPERVISOR	20
7956	WC UNDERWRITING DIRECTOR	26

These actions are effective April 1, 2009. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

## **DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved a modification of proposal #2498, which exempted the position of SBIRT (Screening, Brief Intervention, Referral, and Treatment) Clinical Project Director 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 exemption is for the five-year duration of the federal grant and begins with the hire date of the exempt employee. The Board also approved the Division of Personnel’s staff recommendation that the Department of Health and Human Resources use an appropriate existing job classification for the position. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

**DEPARTMENT OF ADMINISTRATION  
Division of Personnel**

Tari Crouse asked that proposal #2499 be withdrawn per Director Cox's request.

**OTHER BUSINESS**

**Update of Point Factor Job Evaluation Project**

Guest, Neville Kenning of The Hay Group, provided an update and overview of the point factor job evaluation project and answered questions of the Board

With no further business, the meeting adjourned.

**NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for March 19, 2009, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

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**Robert Ferguson, Jr., Chairman  
State Personnel Board**

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**Shelly R. Lowery, Secretary  
State Personnel Board**