

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

The State Personnel Board met on March 19, 2009, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were James A. Kirby III, General Counsel for the Department of Administration and Designee, per Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Mark Carbone, Sharon Lynch, Eugene Stump, and Beth Walker. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; 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; 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; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the February 19, 2009 meeting prior to this meeting. Acting Chairman Kirby asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes for the February 19, 2009 meeting. Ms. Walker seconded the motion. The Board approved the February 19, 2009 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2501, amending the scheduled salary adjustments for the Highway Engineer Associate job classification in the Department of Transportation to allow the scheduled increases for employees promoted out of the Highway Engineer Associate job classification. This action is effective April 1, 2009. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

WETZEL-TYLER HEALTH DEPARTMENT

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2503, designating the Wetzel-Tyler Health Department as the organizational unit for a reduction in force, in the form of a reduction in work hours, due to lack of funds. The reduction in force is effective no sooner than the close of business on March 19, 2009. The

Board also requested that the Wetzel-Tyler Health Department advise the Division of Personnel regarding any change in the status of the employees affected by the reduction in work hours. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

DEPARTMENT OF REVENUE
Lottery Commission

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2504, as recommended by staff, establishing the following class series at the pay grades indicated:

<u>Title</u>	<u>Pay Grade</u>	<u>Salary Range</u>
<u>Item 1</u>		
Lottery Chief Accountant	22	(\$47,352 - 87,612)
Lottery Games Accounting Manager	20	(\$41,736 - 77,220)
Lottery Accounting Specialist Supervisor	18	(\$37,140 - 68,712)
Lottery Accounting Specialist 4	17	(\$35,028 - 64,812)
Lottery Accounting Specialist 3	16	(\$33,036 - 61,128)
Lottery Accounting Specialist 2	15	(\$31,164 - 57,660)
Lottery Accounting Specialist 1	14	(\$29,400 - 54,396)
<u>Item 2</u>		
Lottery Video Technical Support Manager	20	(\$41,736 - 77,220)
Lottery Video Technical Support Supervisor 2	18	(\$37,140 - 68,712)
Lottery Video Technical Support Supervisor 1	16	(\$33,036 - 61,128)
Lottery Video Technical Support Specialist 2	14	(\$29,400 - 54,396)
Lottery Video Technical Support Specialist 1	12	(\$26,160 - 48,396)
<u>Item 3</u>		
Lottery Games Test Analyst Supervisor	16	(\$33,036 - 61,128)
Lottery Games Test Analyst 2	14	(\$29,400 - 54,396)
Lottery Games Test Analyst 1	13	(\$27,732 - 51,312)
<u>Item 4</u>		
Lottery Marketing Specialist, Senior	15	(\$31,164 - 57,600)
Lottery Marketing Specialist	14	(\$29,400 - 54,396)
Lottery Marketing Specialist Trainee	13	(\$27,732 - 51,312)
<u>Item 5</u>		
Lottery Financial Specialist 2	21	(\$44,244 - 81,852)
Lottery Financial Specialist 1	18	(\$37,140 - 68,712)

Item 6

Lottery Investigations Manager	18	(\$37,140 - 68,712)
Lottery Investigator Supervisor	16	(\$33,036 - 61,128)
Lottery Investigator	14	(\$29,400 - 54,396)

The Board also approved a plan of implementation which provides that the salaries of reclassified Lottery employees will be increased by either 5% or to the minimum of the pay grade for the new classification, whichever is greater. These actions are effective May 1, 2009. Lisa Dalporto, Assistant Director for the Classification and Compensation Section, presented the proposal. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the amended staff recommendation to the proposal.

OTHER BUSINESS

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for April 16, 2009, 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