

MINUTES OF THE STATE PERSONNEL BOARD
September 15, 2015
Charleston, West Virginia

The State Personnel Board met on September 15, 2015 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chairman Jason Pizatella; Board Members Eugene Stump, Erica Mani, Elizabeth Walker and Sharon Lynch (all participating by telephone); Al Mock, MD, Chief Medical Examiner's Office; Rahul Gupta, Bureau of Public Health; Barbara Taylor, Bureau of Public Health; John R. McBrayer, Beverly Barnes and Kathleen Dempsey, Department of Transportation; Monica Robinson, Department of Health and Human Resources; Robert Arnold and Kathleen Hess, Department of Corrections; Bob Paulson, Department of Administration; and, Karen Thornton, Attorney General's Office. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas; Teresa Morgan; Mary Jane Ayoob; Roberta Salyers; Sarah Jarrett; Bobbie Seyedmonir; Bethany Sharp; and Jim Bateman.

APPROVAL OF MINUTES

The members of the State Personnel Board (SPB) received the minutes from the July 21, 2015, meeting prior to this meeting. Ms. Mani moved to accept the minutes as written and Sharon Lynch seconded the motion. The Board approved these minutes by unanimous consent.

The members of the State Personnel Board (SPB) received the minutes from the August 18, 2015, meeting prior to this meeting. Ms. Mani moved to accept the minutes as written and Sharon Lynch seconded the motion. The Board approved these minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

**2694 Department of Health and Human Resources, Bureau for Public Health
Office of the Chief Medical Examiner**

Upon motion of Ms. Mani and seconded by Elizabeth Walker, the Board tabled the Department of Health and Human Resources, Bureau for Public Health, Office of the Chief Medical Examiner's proposal (SPB #2694), to create a new exempt Executive Director position within the Office of the Chief Medical Examiner to function in correlation to and in conjunction with the Chief Medical Examiner.

**2697 Department of Military Affairs and Public Safety
Division of Corrections**

Upon motion of Ms. Lynch and seconded by Mr. Stump, the Board approved the Department of Military Affairs and Public Safety, Division of Corrections' proposal (SPB#2697) to establish a recruitment and retention pay mechanism that will allow the Division of Corrections the ability to attract and retain Probation and Parole Officers. The following has been approved effective October 15, 2015.

- A. The establishment of special hiring rates, as follows:
 - a. Probation and Parole Officer 1 -- \$27,913
 - b. Probation and Parole Officer 2 -- \$29,304
 - c. Probation and Parole Officer 3 -- \$32,400

- B. Current incumbents of the Parole and Probation classification series, Levels 1 through 3, will receive a 10% increase at implementation or go to the new minimum established by the special hiring rate, whichever is greater.
- C. New employees hired after the effective date of this proposal into the Probation and Parole Officer 1 classification, will serve a one year probationary period. At the end of that year, incumbents will receive a 5% increase.
- D. Retention incentive increases will be instituted with the effective date of this proposal for incumbents of the Probation and Parole Officer classification series, within each of the three levels, as follows:
 - a. Upon completion of two years, the employee will receive a 5% increase.
 - b. Upon completion of three years, the employee will receive a 5% increase.
 - c. Upon completion of five years, the employee will receive a 7% increase.

2698 Mid-Ohio Valley Health Department

Upon motion of Ms. Lynch and seconded by Ms. Mani, the Board disapproved the Mid-Ohio Valley Health Department's proposal (SPB# 2698) to implement a leave donation program for eligible employees of the Mid-Ohio Valley Health Department (MOVHD) under which the monetary value of sick and annual leave accrued by an employee of MOVHD may, if voluntarily agreed to by the employee, be donated to another designated employee if the other employee has exhausted his or her available leave because of a medical emergency. The Division of Personnel's statute, West Virginia Code § 29-6-27, and accompanying legislative rule (143CSR2), provide for the donation of annual leave only. If the Mid-Ohio Valley Board of Health votes to revise this policy they may resubmit it to the Board for review/approval.

2699 Department of Transportation – Division of Highways

Upon motion of Ms. Lynch and seconded by Elizabeth Walker, the Board approved the Department of Transportation, Division of Highways' proposed amendments to the Transportation Worker Apprenticeship Program that was originally approved by the State Personnel Board in November 2014. The following amendments were approved effective October 1, 2015.

Amendment 1: Reclassification of Transportation Crew Supervisor 1 - Employees who are currently classified as Transportation Crew Supervisor 1 will be reclassified as Transportation Worker 3-Crew Chief.

Amendment 2: Modified the Transportation Worker Pay Structure.

Amendment 3: Modified and added the Transportation Worker 3 Tiers to accommodate the Transportation Worker 3-Crew Chiefs, whose duties are leading the crews in their daily work activities, to be compensated in a tier level of their own.

CURRENT	
TW1	
Tier 1	\$9.73
Tier 2	\$10.37
Tier 3	\$11.00

PROPOSED	
TW1	
Tier 1	\$9.73
Tier 2	\$10.37
Tier 3	\$11.00

CURRENT	
TW2	
Tier 1	\$11.55
Tier 2	\$12.98
Tier 3	\$14.41
Tier 4	\$15.84

PROPOSED	
TW2	
Tier 1	\$11.77
Tier 2	\$12.98
Tier 3	\$14.41
Tier 4	\$15.84

CURRENT	
TW3	
Tier 1	\$16.84
Tier 2	\$18.47
Tier 3	\$20.11

PROPOSED	
TW3	
Tier 1	\$16.95
Tier 2	\$17.84
Tier 3	\$18.84
Crew Chief	\$20.11

Upon implementation of these changes, incumbents who are allocated to the Transportation Crew Supervisor 1 classification will be reclassified as Transportation Worker 3-Crew Chief. Those employees whose salary is less than the new Transportation Worker 3-Crew Chief rate, will have their pay adjusted to the new rate. Those who are currently classified as a Transportation Worker 2 in tier one will have their pay adjusted to the new rate.

No changes were made to the pay structure for Transportation Worker 4.

OTHER BUSINESS

None.

NEXT BOARD MEETING

The next regular meeting of the State Personnel Board is scheduled for Tuesday, October 20, 2015, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



 Jason Pizatella, Chairman
 State Personnel Board



 Drema Gibson, Secretary
 State Personnel Board