

# MINUTES OF THE STATE PERSONNEL BOARD

October 21, 1999

Charleston, West Virginia

The State Personnel Board met on October 21, 1999, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan, board member Rev. Paul J. Gilmer, Elizabeth Harter and Eugene Stump. Board member Sharon Lynch as unable to attend the meeting. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, Perry Dotson, Max Farley, and Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting along with staff attorney Stephanie Schulz.

The minutes of the September 16, 1999, meeting had been sent to the members of the Board prior to the meeting. Chairman Morgan asked for any additions or corrections. There being none, the September minutes were approved by unanimous consent.

## CONSIDERATION OF PROPOSALS

### DEPARTMENT OF ADMINISTRATION

#### Purchasing Division, Operations Section

The State Personnel Board considered the Department of Administration's proposal to approve the Operations Section of the Purchasing Division as the organizational unit for a reduction-in-force. The motion to approve the staff recommendation died for a lack of a second. No alternate motion was made. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, presented the proposal. Bryan Michaels, Director, Finance Division, addressed the Board regarding the agency's financial situation. Dave Tincer, Director, Purchasing Division, also attended the meeting.

### BUREAU OF EMPLOYMENT PROGRAMS

#### Workers' Compensation Division

The State Personnel Board again considered the request from the Bureau of Employment Programs, Workers' Compensation Division, to grant a special salary differential to employees classified as Safety/Loss Control Specialist 3 at the Workers' Compensation Division. Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2013a, to grant a salary adjustment to \$46,824 per year for employees in the Safety/Loss Control Specialist 3 classification at the Workers' Compensation Division. This action is effective November 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal. John E. Burdette, Executive Secretary, Workers' Compensation Division, addressed the Board.

### DEPARTMENT OF HEALTH & HUMAN RESOURCES

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2028, to revise the pay grades for the following class series:

Title	From Pay Grade	To Pay Grade
Local Health Administrator 1	15 (\$25,944-42,204)	17 (\$29,712-48,336)
Local Health Administrator 2	17 (\$29,712-48,336)	19 (\$34,032-55,344)
Local Health Administrator 3	19 (\$34,032-55,344)	21 (\$38,976-63,372)

The plan of implementation provides that salaries of employees below the new minimums shall be adjusted to the new minimums and the salaries of employees within the ranges shall remain unchanged. The effective date of this action is November 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal to the Board.

## **DEPARTMENT OF TAX & REVENUE**

### **Alcohol Beverage Control Administration**

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2030, to revise the pay grade for ABCC Unit Manager, from pay grade 15 (\$25,944-42,204) to pay grade 16 (\$27,768-45,168) to be effective November 1, 1999. The plan of implementation provides that the salaries of employees below the new minimums shall be adjusted to the new minimums and the salaries of employees within the new range shall remain unchanged. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

## **WEST VIRGINIA DEVELOPMENT OFFICE**

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2031, to establish the statutorily classified-exempt position titled Director, Office of Coalfield Community Development at pay grade 19 (\$34,032-55,344) effective November 1, 1999. This statutory exemption is granted in accordance with the provision of West Virginia Code §5B-2A-4. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

## **DEPARTMENT OF TRANSPORTATION**

### **Division of Highways**

Upon motion of Ms. Harter, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2032, to 1) abolish the County Highway Maintenance Assistant 1, 2, 3, and 4 classifications; 2) title change Transportation Crew Supervisor to Transportation Crew Supervisor 1 and convert this classification from the hourly pay schedule (pay grade 15H) to pay grade 12 (\$21,156-34,440) in the salaried pay schedule; and, 3) establish Transportation Crew Supervisor 2 at pay grade 13 (\$22,644-36,852). The plan of implementation provides that the salaries of employees below the new minimums shall be adjusted to the new minimums and the salaries of employees within the new ranges shall remain unchanged. These changes are effective November 1, 1999.

## **OTHER BUSINESS**

The State Personnel Board acknowledged receipt of the Bureau of Senior Services' revised organizational chart.

The State Personnel Board approved for filing modifications to the Division of Personnel agency-approved proposed Administrative Rule and Workers' Compensation Temporary Total Disability Rule with the Legislative Rule-Making Review Committee and the Secretary of State's Office.

With no further business to discuss, Chairman Morgan entertained the motion to adjourn the meeting. The motion was seconded and passed.

## **NEXT BOARD MEETING**

The next State Personnel Board meeting is scheduled for Thursday, November 18, 1999, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Roger Morgan, Chairman  
State Personnel Board

Alma M. Legg, Secretary  
State Personnel Board

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