

MINUTES OF THE STATE PERSONNEL BOARD**October 17, 2002****Charleston, West Virginia**

The State Personnel Board met on October 17, 2002 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Sharon Lynch, and Reverend Paul J. Gilmer. Board member Elizabeth Harter was unable to attend. Assistant Directors Tari McClintock Crouse and Tim Basford and Brenda Brooks, Interim Secretary to the Board, attended the meeting.

APPROVAL OF MINUTES

The minutes of the September 19, 2002 meeting had been sent to members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Mr. Gilmer moved the minutes be accepted as presented, Ms. Lynch seconded the motion. Motion carried. The September minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS**BUREAU OF EMPLOYMENT PROGRAMS**

Upon motion of Mr. Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2193 effective November 1, 2002:

1) To revise the pay grades for the Attorney and Administrative Law Judge class series as follows:

<u>Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>
Attorney I	17	19
Attorney II	18	20
Attorney III	20	22
Attorney Supervisor	22	24
Administrative Law Judge I	20	22
Administrative Law Judge II	22	24
Deputy Chief Administrative Law Judge	23	25
Chief Administrative Law Judge	24	26
Director, Legal Division	24	26
General Counsel	24	26

2) To approve a special plan of implementation for Attorney and Administrative Law Judge employees in the Bureau of Employment Programs' Office of Judges and Legal Services as

specified in the Bureau's proposal. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

BUREAU OF EMPLOYMENT PROGRAMS

Workers' Compensation Fund

Upon motion of Ms. Lynch, seconded by Mr. Gilmer, the State Personnel Board approved proposal #2194, to establish the position of Director of Claims Management as exempt, policy making, effective immediately. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Mr. Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2195, to: 1) establish a special hiring rate for Nurse, Nurse Director, Licensed Practical Nurse, and Health Service Worker positions at Mildred Mitchell-Bateman Hospital (MMB); 2) grant a pay differential for employees in these job classifications at MMB; 3) establish a shift differential for all Department of Health and Human Resources hospitals; and, 4) establish a premium pay rate for employees who work the three major holidays (Thanksgiving, Christmas Day, and New Year's Day) at these facilities. The proposed changes are effective November 1, 2002. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF EDUCATION AND THE ARTS

Division of Rehabilitation Services

Upon motion of Ms. Lynch, seconded by Mr. Gilmer, the State Personnel Board approved the staff recommendation on proposal #2196, to revise the pay grades for Occupational Therapist I and II to pay grades 18 and 20, respectively, and to establish a special hiring rate of 20% above the minimum rates of the salary ranges for both classifications, effective November 1, 2002. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF EDUCATION AND THE ARTS

Division of Rehabilitation Services

Upon motion of Ms. Lynch, seconded by Mr. Gilmer, the State Personnel Board approved proposal #2197, to establish the classifications of Occupational Therapy Assistant I at pay grade 10 and Occupational Therapy Assistant II at pay grade 12, effective December 1, 2002. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Division of Personnel

Upon motion of Ms. Lynch, seconded by Mr. Gilmer, the State Personnel Board approved the proposal #2198, to extend the special hiring rate of \$46,824 for Safety & Loss Control Specialist III to the position located in the Employee Relations Section of the Department of Health and Human Resources, effective immediately. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

None.

With no further business to discuss, Chairman Stump entertained a motion to adjourn the meeting. Reverend Gilmer moved and Ms. Lynch seconded the motion. Motion carried.

NEXT BOARD MEETING

The next meeting of the State Personnel Board is scheduled for Thursday, November 21, 2002 at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Brenda Brooks, Interim Secretary
State Personnel Board