

MINUTES OF THE STATE PERSONNEL BOARD

January 19, 2006

Charleston, West Virginia

The State Personnel Board met on January 19, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Robert Ferguson, Jr., Chairman, Sharon Lynch, Eugene Stump and Elizabeth D. Walker. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari Crouse, and Evelyn Davis; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the December 15, 2005 meeting had been sent to the members of the Board prior to the meeting. Chairman Ferguson asked for any additions or corrections. There being none, Ms. Walker moved the minutes be accepted. Ms. Lynch seconded the motion. The December 15, 2005 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF COMMERCE

Division of Forestry

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2331 (Amended)[Amended], which changed the effective date of the previously approved proposal #2331 (Amended) from February 1, 2006 to March 1, 2006. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF REVENUE

Division of Banking

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2337, establishing the classification of Director of Operations Regulation in pay grade 22 (\$43,800 - 81,036). This action is effective March 1, 2006. The Board denied the proposal to establish the classification of Financial Institutions Examiner Specialist. When evaluating the request, it was found that there is an existing classification which should, with some modifications, meet the Division of Banking's needs. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Purchasing Division

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2339, revising pay grades for the following job classifications: Buyer from pay grade

10 (\$19,392 - 35,892) to 14 (\$25,452 - 47,088); Senior Buyer, from pay grade 14 (\$25,452 - 47,088) to 16 (\$29,160 - \$53,952); and, Buyer Supervisor, from pay grade 16 (\$29,160 - \$53,952) to 18 (\$33,396 - 61,788). These actions are effective March 1, 2006, with a standard plan of implementation. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Revision - *Temporary Classification Upgrade* (DOP-P13)

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved a revision of the policy on *Temporary Classification Upgrade* (DOP-P13) to allow a classified employee to be paid the statutory salary for an exempt, appointive position for which the employee is serving in an acting capacity on an interim basis. The policy revision is effective retroactive to January 1, 2006 and has been posted to the Division of Personnel web site.

Chairman Ferguson initiated a discussion regarding the payment of suspended employees. Mr. Farley noted that the current *Administrative Rule* defines a suspension as "leave without pay." The *Rule* applies to classified employees. Chairman Ferguson asked that the Division of Personnel staff prepare a point paper noting which agencies are covered by these rules with suggestions on future coverage of exempt agencies.

At the request of Chairman Ferguson, Mr. Farley provided information to the Board regarding hiring practices and procedures in State agencies. Mr. Farley noted that, while agencies may adhere to the strict letter of the law regarding hiring classified employees, some practices may not respect the intent of the law. He indicated that he would initiate efforts to reinforce the intent of the law and best personnel practices in the agencies.

With no further business, Chairman Ferguson entertained the motion to adjourn the meeting. Ms. Lynch moved, Mr. Stump seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for February 16, 2006, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board