

## **MINUTES OF THE STATE PERSONNEL BOARD**

**November 27, 2006**

**Charleston, West Virginia**

The State Personnel Board held an emergency meeting on November 27, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. The Board attempted to hold its regular monthly meeting on November 16, 2006, as scheduled, but was unable to achieve a quorum. Present at the meeting were Robert Ferguson, Jr., Chairman, and members, Eugene Stump and Elizabeth D. Walker. Board member Sharon Lynch participated by telephone. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Managers Tim Basford, Tari Crouse, Evelyn Davis, and Jim Wells; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

The minutes of the October 19, 2006 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, Mr. Stump moved the minutes be accepted. Ms. Lynch seconded the motion. The October 19, 2006 minutes were approved by unanimous consent.

### **ADDITION OF PROPOSAL TO AGENDA**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved the addition of proposal #2392 to the agenda.

### **CONSIDERATION OF PROPOSALS**

#### **CONSOLIDATED PUBLIC RETIREMENT BOARD**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2376 as recommended by staff. The proposal requested establishing the job classification of Compliance Officer in pay grade 25 (\$53,676 - 99,312). The proposal was modified insofar as the new class will be established with the title of Retirement Systems Compliance Officer in pay grade 22 (\$43,800 - 81,036). This action is effective immediately. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **DIVISION OF FORESTRY**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board disapproved proposal #2380 which requested establishment of the classification of Forestry Investigator Specialist. When evaluating the request, it was found that there are existing classifications which should, with some modifications, meet the Division of Forestry's needs. The staff of the Classification & Compensation section of the Division of Personnel will assist the Division of Forestry in revising the existing class specifications to incorporate the desired competencies relating to forestry investigation. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **MARION COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2386, implementing a one time, non-base building across-the-board salary adjustment of \$1,250 for all current classified employees of the Marion County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective no later than December 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

## **MILITARY AFFAIRS & PUBLIC SAFETY**

### **Division of Juvenile Services**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2387 as recommended by staff, revising the probationary period for employees of the Division of Juvenile Services in the Correctional Officer 1-4 job classes from six months to twelve months. This action applies to all Correctional Officers (1-4) employed by the Division of Juvenile Services after December 1, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

## **KANAWHA-CHARLESTON HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2388, implementing an across-the-board salary adjustment of \$1,200 per year for permanent, full-time employees of the Kanawha-Charleston Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective immediately. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

## **DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2390, establishing the classification of Environmental Resources Associate in pay grade 12 (\$22,224 - 41,112). This action is effective January 1, 2007. Tim Basford, Manager of Classification and Compensation, presented the proposal.

## **GREENBRIER COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2392, implementing a one time, non-base building across-the-board salary adjustment of \$350 for all current classified employees of the Greenbrier County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective no later than December 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

### **Revision Prohibited Workplace Harassment (DOP-B6)**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved revisions to the *Prohibited Workplace Harassment* (DOP-B6) interpretive bulletin.

The revisions primarily address non-discriminatory hostile workplace harassment.

The current policy revisions, as well as those approved at the October meeting are effective December 1, 2006. The updated interpretive bulletin will be posted to the Division of Personnel web site at <http://www.state.wv.us/admin/personnel/emprel/POLICIES/Policies.htm>

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

### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for December 21, 2006, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.AA

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Robert Ferguson, Jr., Chairman  
State Personnel Board

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Shelly Lowery, Secretary  
State Personnel Board