

MINUTES OF THE STATE PERSONNEL BOARD

May 17, 2007

Charleston, West Virginia

The State Personnel Board met on May 17, 2007 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert Ferguson, Jr., Chairman, and members Jack Canfield, Eugene Stump and Elizabeth D. Walker. Member Sharon Lynch participated by telephone. Absent was Board member Mark Carbone. Messrs Canfield and Carbone are new members appointed by the Governor on April 18, 2007. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Tim Basford, Tari Crouse, and Evelyn Davis, Assistant Directors of Classification and Compensation, Employee Communications and Information, and Organization and Human Resource Development, respectively; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the April 19, 2007 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. Walker seconded the motion. The April 19, 2007 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2408, establishing the classification of Deputy Commissioner, DHHR in pay grade 24 (\$50,172 - 92,808). This action is effective July 16, 2007. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

Chairman Ferguson initiated a discussion regarding the minimum qualifications and/or substitutions for the Deputy Commissioner, DHHR position. Tim Basford addressed the Chairman's questions on behalf of the Division of Personnel. Mike McCabe spoke on behalf of the Department of Health and Human Resources .

OFFICE OF MINERS' HEALTH, SAFETY, AND TRAINING

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2409, establishing the classifications of Chief Electrical Inspector, Chief Diesel Inspector and Mine Rescue Coordinator in the classified-exempt service. The Board also approved the assignment of each new job class and certain existing job classes to pay grades in the Division of Personnel compensation plan to better distinguish the hierarchy of jobs and to clarify promotional levels.

The approved pay grade assignments are as follows:

Class Code	Class Title	Salary by Statute	Proposed Pay Grade
8513	Mine Safety Instructor	37,400	15

27,252-50,400		
8516	Surface Mine Inspector	37,332 16
29,160-53,952		
8514	Underground Mine Inspector	38,160 17
31,200-57,720		
8515	Mine Electrical Inspector	42,828 18
33,396-61,788		
New	Chief Electrical Inspector	New 19
35,736-66,120		
New	Chief Diesel Inspector	New 19
35,736-66,120		
New	Mine Rescue Coordinator	New 19
35,736-66,120		
8512	Mine Personnel Examiner	21
40,932-75,720		
8517	Assistant Inspector-At-Large	44,448 21
40,932-75,720		
8511	Inspector-At-Large	46,104 23
46,872-86,724		

These actions are effective July 16, 2007. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF REVENUE

Lottery

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2410 which: (1) revised the pay grade for the Lottery Deputy Director from grade 19 (\$35,736 - 66,120) to grade 21 (\$40,932 - 75,720); (2) established the new classifications of Lottery Programs Manager in pay grade 20 (\$38,244 - 70,752) and Lottery Programs Supervisor in pay grade 16 (\$29,160 - 53,952); and, (3) approved an implementation plan under Section 5.4 (f)(2)(c) of the Division of Personnel *Administrative Rule*, Pay on Reclassification, whereby employees whose positions are reclassified by these actions shall receive a 5% salary increase per pay grade advanced. These actions are effective July 16, 2007. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2412, designating the HealthCheck Program of the Office of Maternal, Child and Family Health in the Bureau for Public Health of the Department of Health and Human Resources (DHHR) as an organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective no sooner than July 1, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

Revision - Temporary Classification Upgrades (DOP-P13)

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved revisions to the Division of Personnel policy regarding *Temporary Classification Upgrades* (DOP-P13). The revision specifies that the salary of an employee placed in a temporary upgrade status must be adjusted to at least the minimum salary rate of the higher pay grade.

The policy revisions are effective immediately and will soon be posted to the Division of Personnel web site at <http://www.state.wv.us/admin/personnel/emprel/POLICIES/Policies.htm>. Chairman Ferguson requested that the Division of Personnel staff prepare a status report on the job evaluation project to be presented at a future meeting. Billie Jo Streyle-Anderson, Director of Personnel noted that a report would be prepared.

With no further business, the meeting was adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for June 21, 2007, 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

Mr. Hicks was acting as Chairman Ferguson's designee, please see minutes of June 21, 2007