

MINUTES OF THE STATE PERSONNEL BOARD

July 19, 2007

Charleston, West Virginia

The State Personnel Board met on July 19, 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, Mark Carbone and Eugene Stump. Member Sharon Lynch participated by telephone. Absent were Board members Jack Canfield and Elizabeth D. Walker. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Tim Basford, Tari Crouse, Evelyn Davis, and Jim Wells, Assistant Directors of Classification and Compensation, Employee Communications and Information, Organization and Human Resource Development, and Employee Relations, respectively; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the June 21, 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. Mr. Carbone seconded the motion. The June 21, 2007 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF COMMERCE

Division of Labor

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2411, exempting the position of Director, Licensing Section (Labor Program Manager) from the classified service under *West Virginia Code* §29-6-4(c)(7) as policymaking. This action is effective immediately. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

JEFFERSON COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2424, implementing an across-the-board salary adjustment which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal the greater of \$600 or 5% annually. The adjustment will apply to all permanent, full-time employees and permanent, part-time employees of the Jefferson County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective retroactive to July 1, 2007. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2425, which: (1) abolished the Transportation Crew Chief (#8369) classification; (2) revised the class specifications for Transportation Crew Supervisor 1 (#8363), Transportation Crew Supervisor 2 (#8364), and Transportation Worker 4; and, (3) reclassified incumbent employees accordingly. These actions are in accordance with Subdivision 4.6 (a) of the Division of Personnel *Administrative Rule* and are effective September 1, 2007. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF EDUCATION AND THE ARTS
Division of Rehabilitation Services

Upon motion of Chairman Ferguson, seconded by Mr. Carbone, the State Personnel Board voted to table proposal #2426 until the August 16, 2007 meeting in order to gather additional information regarding the request. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

The Board voted unanimously to table the proposal after the initial motion by Ms. Lynch, seconded by Mr. Stump approving the proposal as written. Mr. Carbone initiated a discussion regarding the necessity of a four year degree for the new classification requested by the Division of Rehabilitation Services. Chairman Ferguson asked Ms. Lynch if she would withdraw her original motion in order to investigate the request further and she agreed.

OTHER BUSINESS

With no further business, the meeting was adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for August 16, 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