

**MINUTES OF THE STATE PERSONNEL BOARD**  
**April 17, 2008**  
**Charleston, West Virginia**

The State Personnel Board met on April 17, 2008, 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, Eugene Stump, Jack Canfield, and Mark Carbone. Member Sharon Lynch was unable to attend. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Frank Chambers, Manager of the Applicant Placement Unit of Staffing Services; Mike Campbell, Manager of the Test Construction and Research Unit of Staffing Services; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; and, Shelly Lowery, Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the March 20, 2008 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Carbone moved to accept the minutes. Mr. Stump seconded the motion. The Board approved the March 20, 2008 minutes by unanimous consent.

**ADDITION OF PROPOSAL TO AGENDA**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved the addition of proposal #2451 to the agenda.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**  
**Division of Protective Services**

Upon motion of Mr. Carbone, seconded by Mr. Canfield, the State Personnel Board denied proposal #2449 establishing the classification of Division of Protective Services Telecommunicator at pay grade 8 (\$16,932-\$31,320). When evaluating the request, it was found that the duties and responsibilities for the proposed Division of Protective Services Telecommunicator fell within the existing classification of Police Telecommunicator which was originally established for the State Police and has the same minimum qualifications. As the Division of Protective Services and the State Police are both exempt from the salary regulations for classified employees, it was recommended that the Division of Protective Services use the same hiring rates for their positions as the State Police use for theirs. It was also agreed that the

Division of Personnel would continue to work with the Division of Protective Services to incorporate the duties specific to its needs into the existing Police Telecommunicator class specification. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

## **PUBLIC SERVICE COMMISSION**

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2450 designating the Public Service Commission, as the organizational unit for an interdepartmental transfer. The transfer is due to the elimination of positions in the Public Service Commission, and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration and is in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). These actions are effective no sooner than May 16, 2008. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

## **DEPARTMENT OF COMMERCE Division of Labor**

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2451 extending the exemption from the classified service of five positions for the Undocumented Worker Pilot Program, originally approved at the January 2007 meeting, under the provisions of *West Virginia Code* ' 29-6-4(c)(9):

APersons employed in a professional or scientific capacity to make or conduct a temporary and special inquiry, investigation or examination on behalf of the Legislature or a committee thereof, an executive department or by authority of the governor...@.

The extension is for a period of one year beginning May 14, 2008. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

At its meeting on March 20, 2008, the State Personnel Board approved a proposal regarding engineering and related job classifications in the Department of Transportation. Further details of the proposal were approved by the Board at its meeting on April 17, 2008. All actions approved by the Board are as shown below and on the attached spreadsheet.

(1) Establishing the following classifications with special hiring rates as noted:

<u>Proposed Classification Title</u>	<u>Pay Grade</u>	<u>Pay Grade Minimum</u>	<u>Minimum Special Hiring Rate</u>
Highway Engineer Trainee	19	35,736	38,604 8% above the minimum*
Highway Engineer Associate	22	43,800	46,872 7% above the minimum**
Highway Engineer	23	46,872	50,160 7% above the minimum
Highway Engineer Senior	25	53,676	57,444 7% above the minimum
Highway Engineer Chief	26	57,444	61,476 7% above the minimum

\* Plus a 5% increase after passing the Fundamentals of Engineering Examination administered by the West Virginia Board of Registration for Professional Engineers, or an equivalent examination administered by another state's engineer registration organization, **and** after having been employed for 12 months as a Highway Engineer Trainee .

\*\*Plus a 5% increase 12 months and 36 months after original appointment, promotion, or reallocation to Highway Engineer 1 (for existing employees) or Highway Engineer Associate (for employees hired on or after May 1, 2008).

(2) Establishing a hiring rate 7% above the minimum hiring rate for the Transportation Engineering Technician/Technologist series.

(3) Establishing a hiring rate 7% above the minimum hiring rate for the Bridge Safety Inspector series.

(4) Implementing the proposal so that: incumbents reclassified to Highway Engineer Trainee (8220) are adjusted to the new minimum rates or receive a 10% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade, provided that the minimum for incumbents with one or more years as a Highway Engineer Trainee (9890) or Engineer-in-Training 1, and for Engineer-in-Training 2 incumbents, is \$40,524; incumbents reclassified to Highway Engineer Associate are adjusted to the new minimum rates or receive a 10% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade, provided that Highway Engineer 1 incumbents with one or more years, but less than three years, as a Highway Engineer 1 receive an additional 5% adjustment, and Highway Engineer 2 incumbents with three or more years as a Highway Engineer receive an additional 5% adjustment; incumbents reclassified to Highway Engineer classifications are adjusted to the new minimum rates or receive a 10% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; incumbents reclassified to the Highway Engineer Senior classification are adjusted to the new minimum rate or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; incumbents reclassified to the Highway Engineer Chief classification are adjusted to the new minimum rate; and, incumbents in the Transportation Engineering Technician/Technologist series and Bridge Safety Inspector series are adjusted to the new minimum or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade.

(5) Abolishing the following classifications: Highway Engineer Trainee (9890), Highway Engineer 1 (9891), Highway Engineer 2 (9892), Highway Engineer 3 (9893), Highway Engineer 4 (9894), Highway Engineer 5 (9895), and Highway Engineer 6 (9896).

These actions are effective May 1, 2008.

At its meeting on March 20, 2008, the State Personnel Board also approved a multi-agency proposal regarding engineering and related job classifications. Further details of this proposal were approved by the Board at its meeting on April 17, 2008. All actions approved by the Board are as shown below and on the attached spreadsheet.

(1) Establishing the following classifications with the noted special hiring rates:

<u>Proposed Classification Title</u>	<u>Pay Grade</u>	<u>Pay Grade Minimum</u>	<u>Minimum Special Hiring Rate</u>
Engineer Trainee	19	35,736	38,604 (8% above the minimum) *
Engineer Associate	22	43,800	46,872 (7% above the minimum)**
Engineer	23	46,872	50,160 (7% above the minimum)
Engineer Senior	25	53,676	57,444 (7% above the minimum)
Engineer Chief	26	57,444	61,476 (7% above the minimum)

\* Plus a 5% increase 12 months after the effective date of the original appointment to Engineer-in-Training 1 or 2 (for existing employees) or Engineer Trainee (for employees hired on or after May 1, 2008).

\*\*Plus a 5% increase 12 months and 36 months after original appointment, promotion, or reallocation to Engineer 1 (for existing employees) or Engineer Associate (for employees hired on or after May 1, 2008).

(2) Establishing the following classifications and pay grades:

<u>Proposed Classification Title</u>	<u>Pay Grade</u>	<u>Salary Range</u>
Technical Analyst Trainee	18	33,396 - 61,788
Technical Analyst Associate	21	40,932 - 75,720
Technical Analyst	22	43,800 - 81,036
Technical Analyst Senior	23	46,872 - 86,724

(3) Revising the pay grade for the Engineering Technician from pay grade 12 (22,224 - 41,112) to pay grade 13 (23,784 - 43,992).

(4) Implementing the proposal so that: incumbents reclassified to the Engineer Trainee, Engineer Associate, Engineer, Engineer Senior and Engineer Chief classifications are adjusted to the new minimum rate or receive a 10% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; incumbents reclassified to the Technical Analyst Trainee, Technical Analyst Associate, Technical Analyst and Technical Analyst Senior classification are adjusted to the new minimum rate or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade; and, incumbents classified in the Engineering Technician

classification are adjusted to the new minimum rate or receive a 5% salary adjustment, whichever is greater, not to exceed the maximum of the pay grade.

(5) Reclassifying two Utilities Analyst Manager positions to the Engineer Senior classification and one Public Utilities Director position to the Engineer Chief classification for engineers in those positions in the Public Service Commission.

(6) Reclassifying the incumbents in the Building Engineer (GSD) classification to the appropriate job classification in the newly created Engineering series.

(7) Reclassifying certain Environmental Resources Program Manager and Environmental Resources Program Administrator positions to the appropriate engineer and technical analyst job classifications.

(8) Abolishing the following classifications: Building Engineer (GSD), Engineer-in-Training 1 (9948), Engineer-in-Training 2 (9949), Engineer 1 (9953), Engineer 2 (9954), Engineer 3 (9955), Engineer 4 (9956), Engineer 5 (9957), Technical Analyst-in-Training 1 (8490), Technical Analyst-in-Training 2 (8491), Technical Analyst 1 (8492), Technical Analyst 2 (8493), Technical Analyst 3 (8494), Technical Analyst 4 (8495), and Technical Analyst Manager (8496).

These actions are also effective May 1, 2008.

The Board was advised that the actions approved for both proposals applied respectively to all eligible classified employees in the Department of Transportation and all eligible classified employees in the remaining departments and agencies of State government.

Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the updates to these proposals.

With no further business, the meeting adjourned.

### **NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for May 15, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

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**Robert Ferguson, Jr., Chairman**  
**State Personnel Board**

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**Shelly R. Lowery, Secretary**  
**State Personnel Board**