

MINUTES OF THE STATE PERSONNEL BOARD
January 30, 2012
Charleston, West Virginia

The State Personnel Board met on January 30, 2012, at 3:00 p.m. to conduct business and to consider other administrative matters. The Board attempted to hold its regular monthly meeting on January 19, 2012, as scheduled, but was unable to achieve a quorum. Participants were Robert W. Ferguson, Jr., Chairman, and members Eugene Stump, Mark Carbone, and Sharon Lynch. Member Beth Walker participated by telephone. Others in attendance included: Sara Walker, Director, Joe Thomas, Assistant Director, Employee Relations; Barbara Jarrell, Assistant Director, Classification & Compensation; Evie Davis, Assistant Director, Organization & Human Resource Development; Lisa Collins, Employee Information & Transaction Processing; Debbie Anderson, Classification & Compensation; Kelley McClanahan, Classification & Compensation; Lynn Schillings, Internal Placement; Jim Bateman, Staffing Services; Mary Jane Ayoob, Recruitment & Research; Linda Coleman, Department of Administration, Cedric Greene, Deputy Secretary, Department of Administration; Cindy Butler, Executive Director, State Rail Authority; Wayne Wilson, Department of Environmental Protection; Sandy Kee, Department of Environmental Protection; James Martin, Department of Environmental Protection; David W. Mullins, Commissioner, Division of Labor; John Junkins, Division of Labor; Jennifer Burgess, Division of Labor; and Drema Gibson, Secretary to the Board.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the December 15, 2011, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the December 15, 2011, meeting. Ms. Lynch seconded the motion. The Board approved the December 15, 2011, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF VETERANS ASSISTANCE

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2583 to adopt a special hiring rate of \$60,584 for the Nurse Director 2 classification at the West Virginia Veterans Nursing Facility in Clarksburg with an effective date of February 1, 2012.

DIVISION OF LABOR

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2584 to establish the exempt, policymaking position of Director, Consumer Protection Section (Labor Program Manager), under the provisions of West Virginia Code § 29-6-4(c) (7), effective immediately. Additionally, the Board acknowledged the Division of Labor's organizational chart changing the name of the Safety and Boiler Section to the Occupational and Environmental Safety Section and the addition of the new section.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2585, contingent upon an Executive Order by the Governor, to add to the classified service seventeen (17) current Environmental Inspectors (including one vacancy), three Environmental Inspector Specialists (including one vacancy), and two Environmental Inspector Supervisors (including one vacancy) in the Department of Environmental Protection's Office of Oil and Gas.

DEPARTMENT OF TRANSPORTATION, STATE RAIL AUTHORITY

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board reviewed the request of the State Rail Authority to establish a ten percent (10%) pay differential for employees of the South Branch Valley Railroad who are required to work on weekends between the hours of 12:00 a.m. Saturday and 12:00 a.m. Monday, and on any official state holiday between 12:00 a.m. and 11:59 p.m. This proposed pay differential of 10% was to be added to the base pay of each employee for hours worked. After discussion the Board voted to disapprove proposal #2586.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved, effective immediately, proposal #2587 to: (1) establish the classifications of Oil and Gas Inspector at pay grade 15, Oil and Gas Inspector Specialist at pay grade 16, and Oil and Gas Inspector Supervisor at pay grade 18, and (2) establish a special hiring rate, per House Bill 401 that revised WV Code § 22-6-1, et. seq., for the classification titles of Oil and Gas Inspector of \$35,000 and Oil and Gas Inspector Supervisor of \$40,000.

BERKELEY COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Carbone, second by Ms. Lynch, the State Personnel Board approved proposal #2588 to implement a one-time non-base building salary adjustment for each permanent full and permanent part-time employee of the Berkeley County Health Department in the amount of \$600. The adjustment is to be given in one lump sum effective January 31, 2012.

OTHER BUSINESS

DIVISION OF PERSONNEL

Director Walker and Barbara Jarrell, Assistant Director, gave an update on the PLANS Project.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for February 16, 2012, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



for
Robert W. Ferguson, Jr., Chairman
State Personnel Board



Secretary
State Personnel Board