

MINUTES OF THE STATE PERSONNEL BOARD
January 19, 2017
Charleston, West Virginia

The State Personnel Board (SPB) met on January 19, 2017, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: John A. Myers, Chair; Board members participating by telephone: Ross Taylor, Jeff Woods, Bernie Deem and Mark Dellinger; Robert Paulson, General Counsel, Department of Administration; Barry Fink, Bridge Valley Community and Technical College; Billy Varney, Chad Robinson, Natasha White, Kathleen Dempsey, Adrian Lusk, Chad Boram, Randy Harris, and John McBrayer, Division of Highways; John Law, Kanawha-Charleston Health Department; Chris O'Bara, Division of Natural Resources; and Karen Thornton, Esquire, Attorney General's Office.

Division of Personnel staff members attending were: Joe Thomas, Acting Director; Wendy Elswick, Teresa Morgan, Elisabeth Arthur, Bobbie Seyedmonir, Kelly Turner, Carrie Sizemore, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the December 15, 2016 meeting prior to the meeting. Ms. Deem moved to accept the minutes as written and Mr. Dellinger seconded the motion. The Board approved the minutes by unanimous consent.

2727-A Department of Health and Human Resources

Upon motion of Ms. Deem and seconded by Mr. Woods, the Board approved the Department of Health and Human Resources' (DHHR) proposal (SPB #2727-A) to remedy an error in previously approved proposal SPB #2727, and to confirm that SPB #2705 will take precedence over proposal SPB #2727 pertaining to the hiring rate for the Physician Specialist (Psychiatrist) classification. The proposal clarified that the classification of Physician Specialist is used for multiple types of medical doctors, whereas proposal SPB #2705 was specifically created for those Physician Specialists who serve as Psychiatrists. The special hiring rate approved by the SPB in proposal #2727 on November 17, 2016, will remain in effect for other categories of physicians at Mildred Mitchell-Bateman and William R. Sharpe, Jr. Hospitals. This distinction was not addressed by DHHR when proposal #2727 was submitted to the SPB. As requested, the following rates will remain in effect for Physician Specialist (Psychiatrist).

Physician Specialist (Psychiatrist)	
Board Eligible	\$200,000
Board Certified	\$220,000
Board Eligible + 4 years of experience	\$231,000
Board Certified + 4 years of experience	\$254,000

2728 Department of Transportation - Division of Highways

Upon motion of Mr. Dellinger and seconded by Mr. Woods, the SPB denied the Division of Highways' (DOH) proposal (SPB #2728) to implement a compensation plan based upon the DOH Bridge Safety Inspector Certification Program. Specifically, the proposal requested special hiring rates for the Bridge Safety Inspector series and the creation of a new classification, Bridge Safety Inspector 5. After a review of the information submitted, both in writing and verbally, by the DOH, the Board determined they did not have sufficient information to approve this proposal. Additionally, the Board requested the following:

- The Division of Personnel (DOP) is to work with the DOH to clarify the number of vacancies within the classification series;
- The DOP is to conduct job audits on at least one position in each classification in the series and then review the findings against each current classification specification to determine if the positions are assigned to the appropriate pay grades;
- The DOP will update the classification specifications, if needed; and
- The DOP will provide a report to the SPB at a future meeting regarding the status of this project.

2732 Wayne County Health Department

Upon motion of Mr. Dellinger and seconded by Ms. Deem, the Board approved, with modification, the Wayne County Health Department's proposal (SPB #2732) to implement a 5% base building (across-the-board) salary adjustment for all permanent employees of the Wayne County Health Department. In considering this request, the SPB reviewed the minutes of the December 12, 2016 and December 20, 2016, meetings of the Wayne County Board of Health. The effective date of this increase is February 1, 2017. The SPB did not approve the request for an additional 5% base building salary adjustment for the Nurse Director who has taken on the duties of the Administrator; the Wayne County Health Department has the authority to process the additional 5% salary adjustment for the Nurse Director as a discretionary increase without approval of the SPB.

2733 Department of Administration - Division of Personnel

Upon motion of Mr. Taylor and seconded by Mr. Woods, the Board approved the Division of Personnel's proposal (SPB #2733) to remove the classification of Market Conduct Examiner from the State of West Virginia Classification and Compensation Plan. On December 18, 2008, the SPB approved the Offices of the Insurance Commissioner's proposal (SPB #2488) to establish the Market Conduct Examiner 1, 2 and 3 and Market Conduct Examiner Supervisor classifications. At that time, the Market Conduct Examiner classification should have been abolished. The effective date of this action is January 19, 2017.

2734 Department of Administration – Consolidated Public Retirement Board 

Upon motion of Mr. Woods and seconded by Ms. Deem, the Board approved the Consolidated Public Retirement Board's proposal (SPB #2734) to change the title of and make minor revisions to the classification specification for Executive Director, Public Employees Retirement System (9370). The new title of this classification is Executive Director, Consolidated Public Retirement Board. The classification will remain in pay grade 26. Additionally, the SPB approved the new classification of Deputy Director,

Consolidated Public Retirement Board (9993) at pay grade 24. The effective date of these changes is February 4, 2017.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, February 16, 2017, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



John A. Myers, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board

★ SPB Member Mark Dellinger abstained from voting
on proposal 2734; his law firm represents CPRB.
D. Gibson