

MINUTES OF THE STATE PERSONNEL BOARD

May 30, 2024

The State Personnel Board (SPB) met telephonically on May 30, 2024, at 12:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson for Mark D. Scott, Chair; SPB members Rick Wallace, Kymberly Gillespie, Jim Dissen, Jay Arceneaux, and Forrest Roles. Beth Sharp and David Acord representing the Public Service Commission. Debbie Hughes representing the Offices of the Insurance Commissioner.

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director, Joe Thomas, Deputy Director, Wendy Mays, Elisabeth Arthur, Kerri Nice, Mark Isabella, and Layna Valentine-Brown, Board Secretary.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the April 25, 2024 regular meeting of the SPB prior to this meeting. Jay Arceneaux moved to approve the minutes and Forrest Roles seconded the motion. The SPB voted and the minutes were approved by unanimous consent.

PROPOSALS

3088-B Department of Homeland Security - Division of Corrections and Rehabilitation

Upon the motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to amend SPB Proposal 3088 to modify the special hiring rates to be commensurate with the Governor's recommended Across the Board pay increase approved by the West Virginia Legislature and modify the base-building pay differentials at six (6) months between the progression from Correctional Officer 1 to Correctional Officer 2 and Correctional Officer 2 to Correctional Officer 3.

3113 Department of Administration - Division of Personnel

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to establish the classifications of Consumer Affairs Specialist 1 and assign to pay grade 11, Consumer Affairs Specialist 3 and assign to pay grade 13, and Consumer Affairs Specialist Supervisor and assign to pay grade 15, and modify the Consumer Affairs Technician classification, rename it Consumer Affairs Specialist 2 and assign to pay grade 12.

3124 Department of Administration - Division of Personnel

Upon the motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted and approved the proposal to create Lottery Technical Support Quality Assurance Analyst 1, 2 and 3, Lottery Technical Support Supervisor, and Lottery Information Technology Director classifications and assign them to the appropriate pay grades; reclassify positions; and authorize a special plan of implementation.

3126 Multiple County Health Departments - Braxton, Grant, Hancock, Lewis, Upshur-Buckhannon, and Wayne

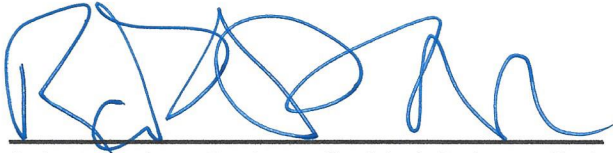
Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a non-base building pay differential for all classified employees of the referenced health departments.

OTHER BUSINESS

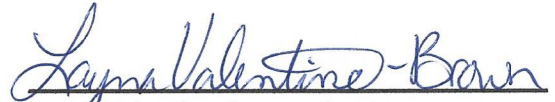
None

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for June 27, 2024, at 1:00 p.m.

A handwritten signature in blue ink, appearing to read 'R. Paulson', written over a horizontal line.

Robert Paulson, Designee for Mark D. Scott, Chair
State Personnel Board

A handwritten signature in blue ink, appearing to read 'Layna Valentine-Brown', written over a horizontal line.

Layna Valentine-Brown, Secretary
State Personnel Board