

MINUTES OF THE STATE PERSONNEL BOARD
December 21, 2000
Charleston, West Virginia

The State Personnel Board met on December 21, 2000 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan, Board member Eugene Stump and Rev. Paul J. Gilmer. Board members Sharon Lynch and Elizabeth Harter were unable to attend the meeting. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, Perry Dotson, Max Farley, and Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the November 16, 2000, meeting had been sent to the members of the Board prior to the meeting. Chairman Morgan asked for any additions or corrections. There being none, the November minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

PUBLIC SERVICE COMMISSION

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board acknowledged receipt of the Public Service Commission's General Order No. 195.42. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the request.

DEPARTMENT OF TAX & REVENUE

State Tax Department

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2099, to revise the pay grades for the following classifications:

Title	From Pay Grade	To Pay Grade
Data Entry Operator 1	3 (\$11,472-18,696)	5 (\$13,140-21,420)
Data Entry Operator 2	5 (\$13,140-21,420)	7 (\$15,060-24,528)
Data Entry Operator, Lead	7 (\$15,060-24,528)	8 (\$16,116-26,256)
Data Entry Supervisor	9 (\$17,256-28,104)	11 (\$19,764-32,184)

The plan of implementation provides that salaries of employees below the new minimums shall be adjusted to the new minimums and the salaries of employees within the new ranges shall remain unchanged. The effective date was amended to February 1, 2001. These revisions apply to the following agencies: Tax Department, Department of Health & Human Resources, Division of Environmental Protection, Division of Natural Resources, Bureau of Employment Programs, Division of Motor Vehicles, Division of Rehabilitation Services, Alcohol Beverage Control Administration and Division of Criminal Justice. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY

West Virginia State Police

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2102, to establish the classification of Evidence Technician 1 at pay grade 11 (\$19,764-32,184) and Evidence Technician 2 at pay grade 13 (\$22,644-36,852). The effective date was modified from January 1, 2001 to February 1, 2001. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2104, to grant a 3% salary differential for current employees assigned to the Protective Service Worker classification with three or more years of service in the area of adult services. The effective date was amended from January 1, 2001 to February 1, 2001. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

PUBLIC EMPLOYEES INSURANCE AGENCY

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2098-addendum, for a plan of implementation which would grant current employees in the Pharmacist 1 and Pharmacist 2 classifications in the Public Employees Insurance Agency a 5% adjustment per pay grade advanced (i.e. 15%) or to the new minimum, which ever is greater. The effective date was amended to February 1, 2001.

In accordance with the Division of Rehabilitation Services' wish, the plan of implementation will be standard for current employees in the Pharmacist 1 and Pharmacist 2 classification; that is, salaries of incumbents below the minimum rate for the new pay grade shall be adjusted to the new minimum and salaries within the range of the new pay grade shall remain the same. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

DEPARTMENT OF TAX & REVENUE

Division of Banking

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2103, designating the Charters and Licensing Group of the Regulatory Operations Unit of the Division of Banking as the organizational unit for a reduction in force which is to take place no sooner than February 1, 2001. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the proposal.

DEPARTMENT OF EDUCATION & THE ARTS

Division of Rehabilitation Services

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2105, designating the Career Development Services Section of the Division of Rehabilitation Services as the organizational unit for a reduction in force to be effective no sooner than January 4, 2001. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the proposal. Jim Quarles, represented the Division of Rehabilitation Services at the meeting.

OTHER BUSINESS

Tari McClintock Crouse briefed the State Personnel Board on the Filled Position/Salary Comparison report as of November 30, 2000.

The State Personnel Board acknowledged receipt of the Division of Environmental Protection's revised organizational chart (Office of Mining and Reclamation).

With no further business to discuss, Chairman Morgan entertained the motion to adjourn the meeting. The motion was seconded and passed.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for Thursday, January 18, 2001, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Roger Morgan, Chairman
State Personnel Board

Alma M. Legg, Secretary
State Personnel Board

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