



Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Hargus Handles OT Workload with Excellent Attitude

WILLIAM HARGUS, an Information Technology Client Analyst II with the Office of Technology, has been selected as the Department of Administration's *Employee of the Month* for November.

A state government employee for more than eight years, Hargus assists state employees in resolving problems with computers, software and any other technology-related equipment issues.

"William is a very dedicated employee and is a great asset to the Service Desk Unit," said one co-worker. "He is very thorough in his job duties, reliable, and maintains a positive attitude while demonstrating excellent knowledge of the issues brought to him."

Said another co-worker, "William is very friendly and professional with his callers and they appreciate his upbeat attitude and good demeanor.

We are in a very high-stress and busy atmosphere and William handles this very well."

In his spare time, Hargus likes to spend time with his family and tending to his large farm. He also enjoys paintball. He will be joined by friends and co-workers at a special ceremony presented by Acting Cabinet Secretary Ross Taylor on Thursday, November 1, at 11:15 a.m. at the Office of Technology in Building 5.



WILLIAM HARGUS
November Employee of the Month

Aviation Safety Day Allows Division to Spotlight on Safety



Marking its 20th year, Aviation Safety Day gave the Aviation Division an opportunity to stand down all flights and focus on safety. While Director Keith Wood said that safety is always the primary goal for the division, its busy schedule does not typically allow for one day where every employee can be together and focus on safety and procedures.

"We are a 24-hours-a-day, seven-days-a-week agency," Wood said. "So this one day a year is the only opportunity we have to stand down all of our flights and pinpoint on safety procedures."

On this particularly sunny and warm October 19 day, the doors were open at the state hangar located on Eagle Mountain Road, not far from Yeager Airport. Pilots walked the newest members of Governor

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Charles "Chip" McDowell, left, reviews safety procedures during the Aviation Division's annual Aviation Safety Day. McDowell has been a pilot with the division for 13 years.

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Employee of Year Program Marks its 20th Year

Ceremony Scheduled for December



Shawna Carson
January Recipient



Mike Green
February Recipient



Tim Pauley
March Recipient



Tony O'Leary
April Recipient



Christine Johnson
May Recipient



Scott Joslin
June Recipient



Tony Easley
July Recipient



Tammy White
August Recipient



Frank Whittaker
September Recipient



Shannon Workman
October Recipient



William Hargus
November Recipient



Burley Williams
December Recipient

Department of Administration employees have the opportunity to vote on who will be named as the department's 2012 *Employee of the Year*. Department employees will receive their ballots soon to vote on this year's recipient. The deadline for the ballots is November 16th.

This is the 20th year of this program. Acting Cabinet Secretary Ross Taylor will make the official announcement in December at a

ceremony in the upper rotunda of the Capitol, near the House of Delegates chamber entrance. More details to follow.

The winner of this award receives a Certificate of Recognition signed by Gov. Earl Ray Tomblin and Secretary Taylor, along with a monetary award.

The nominees for the 2012 *Employees of the Year* are the monthly award winners, who include:

SHAWNA CARSON, our January Employee of the Month, is an Office Assistant II with the Consolidated Public Retirement Board.

MIKE GREEN, our February Employee of the Month, is an IT Client Analyst I with the Office of Technology.

TIM PAULEY, our March Employee of the Month, is an Information Systems Specialist III with the Office of Technology.

TONY O'LEARY, our April Employee of the Month, is a Public Information Specialist II with the Purchasing Division.

CHRISTINE JOHNSON, our May Employee of the Month, is an Office Assistant II with the Board of Risk and Insurance Management.

SCOTT JOSLIN, our June Employee of the Month, is a Mail Runner with the Division of Personnel.

TONY EASLEY, our July Employee of the Month, is a Groundskeeper with the General Services Division.

TAMMY WHITE, our August Employee of the Month, is a Retirement Advisor with the Consolidated Public Retirement Board.

FRANK WHITTAKER, our September Employee of the Month, is a Senior Buyer with the Purchasing Division.

SHANNON WORKMAN, our October Employee of the Month, is an Information Technology Client Analyst II with the Office of Technology.

WILLIAM HARGUS, our November Employee of the Month, is an Information Technology Client Analyst II with the Office of Technology.

BURLEY WILLIAMS, our December Employee of the Month, is an Administrative Services Assistant with the Public Employees Insurance Agency.

All department employees are encouraged to attend the *Employee of the Year* ceremony in December to support our outstanding employees. A special congratulations is extended to our well-deserved *Employees of the Month* for this year!

Louisiana Offered Our Office of Technology Workers Much in Return for the Experience

Acting Director of Telecommunications and Infrastructure John Dunlap enjoyed talking about his experience. As one of 17 Office of Technology (OT) employees who traveled to Louisiana in the wake of Hurricane Isaac in September, Dunlap discovered just how different the state was from his own home state.

“In Louisiana, they have parishes, rather than counties,” he said. “You travel from one parish to another and it is truly a culture shock because it is so different to go from one to another.” What remained the same was how people treated him. “Everyone, up and down the board, was incredibly friendly,” he said.

Dunlap and the others spent from two to nearly four weeks traveling throughout Louisiana, offering technical support to state government agencies that needed help setting up and operating mobile sites to enroll people for disaster aid, working a minimum of 12-hour days. Touring through the state gave them an experience of a very different culture.

“There was still damage remaining from Hurricane Katrina in 2006,” said Information Systems Specialist II Diana Gertz. “Because so much of the state is below sea level, the highways are built elevated. We traveled on an eight-mile stretch of road that had just been reopened after being destroyed by Katrina.”

In another circumstance, Gertz said she found herself helping set up a work site at a church in Baton Rouge. A mas-



Visiting Canal Street in New Orleans was one of the unique experiences that Office of Technology workers had when they volunteered to help in Louisiana in the wake of Hurricane Isaac in September.

sive facility that co-worker Greg Pittman compared in size to the Charleston Civic Center, Gertz said everything was set up, then had to be taken down and removed for a Wednesday night church service.

Time in Louisiana also gave workers the opportunity to see other areas in the state; however, the long hours and travel time to new locations did not give them much chance to do anything but work. Everyone agreed, however, that the

friendliness and thankfulness of those they worked with made the experience worthwhile. “The Louisiana staff was wonderful to work with, and they had a great sense of humor,” Dunlap said. “There are people I met who I really feel I will be friends with for life.”

Ryan Jett, an Information Specialist III, laughed and held up his cell phone. “I even have games of ‘Words with Friends’ with some of the folks I met in Louisiana,” he said.

Personnel Offers Human Resources Conference for Coordinators

The nature of change in the workplace was the focus of a September Human Resources Conference offered by the Division of Personnel. Entitled “Strategic Partners in Leadership: The Changing Role of Human Resources,” the three-day event was conducted at the Tamarack Conference Center in Beckley.

“We had two speakers from academia who spoke specifically on change,” said Division of Personnel Director Sara Walker. “The idea was to offer fundamentals on how to deal with

change and with the issues that arise from change.”

Walker said change is apparent for many state government employees in the way of work with wvOASIS, the Enterprise Resource Planning (ERP) project, and PLANS, the Division of Personnel’s Reclassification and Compensation plan. “We wanted to be able to offer tools in how to prepare for the changes that will be coming to state government,” she said.

Focused on human resources workers within divisions and agencies, the

conference also offered the chance to peel back the curtain on the inner workings of the Division of Personnel, Walker said. “Some sessions went into the finer points of what the Division of Personnel does and offered insight in how we arrive at our decisions,” she said.

Walker said response to the event was overwhelmingly positive, especially since it was the first such conference Personnel had offered in years. “It was truly well worth it, and we hope to have one again every year,” she said.

WV Public Service Recognition Week



West Virginia state government employees celebrated Public Service Recognition Week during the week of October 1-5. Gov. Earl Ray Tomblin offered the keynote speech at an awards ceremony held October 2 at the Culture Center for those state employees with 30, 35, 40, 45 and 50 years of service.

During a separate ceremony for Department of Administration employees on October 4 in the State Training Center in Building 7, Acting Cabinet Secretary Ross Taylor recognized our department employees who have 20, 25, 30, 35, and 40 years of service along with those who had superior attendance. A reception followed the ceremony. The photo and list of those earning superior attendance will be featured in the December issue.

Those honored included:

20 Years of Service

- David Shawn Carper - Finance Division
- Robin L. Chambers - Finance Division
- Linda F. Coleman - Finance Division
- Carla J. Hoyman - Office of Technology
- Jeffery S. Long - Division of Personnel
- Elias Majdalani - Office of Technology
- Diana L. McGinnis - General Services Division
- Timothy L. Phillips - Office of Technology
- Cynthia L. Smith - Office of Technology
- Helena G. Templeton - Office of Technology
- Ann L. Wilmoth - Public Employees Insurance Agency

25 Years of Service

- James D. Bateman - Division of Personnel
- Sylvia Brown - General Services Division
- Michael G. Gray - Division of Personnel
- Gordon Ingold - Ethics Commission
- Carol E. Jarrett - Purchasing Division
- Debra S. Lore - Office of Technology

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(Above) 40-Year Employees: Secretary Taylor and Sharon Lacey, Office of Technology



(Above) 35-Year Employees: Secretary Taylor and Thomas Bailey III, General Services Division.



(Above) 30-Year Employees: Secretary Taylor and Scott Joslin, Division of Personnel.



(Above) 25-Year Employees: Carol Jarrett, Purchasing; Michael Gray, Personnel; Secretary Taylor; Dan Miller, Purchasing; and Carlos Neccuzi, Office of Technology.



(Above) 20-Year Employees: Elias Majadalani, Office of Technology; Shawn Carper, Finance; Secretary Taylor; Cynthia Smith, Office of Technology; and Linda Coleman, Finance.



A Day to Serve

The Department of Administration participated in Governor Earl Ray Tomblin's "Day to Serve" by collecting items for care packages to be sent to deployed military service members. Gov. Tomblin designed Sept. 29 as a statewide "Day to Serve," dedicated to volunteerism and community service projects throughout the state.

Statewide Public Hearings Scheduled for Comments on the PEIA FY14 Plan

The Public Employees Insurance Agency (PEIA) Finance Board has scheduled public hearings to discuss and to take comments for the proposed financial plan for Plan Year 2014. Registration for the sessions begins at 5 p.m. and hearings start at 6 p.m. Those wishing to speak at the hearings must indicate so at registration.

The Finance Board voted at its September meeting not to increase premiums for the next plan but is considering plans that increase co-payments, deductibles and other out-of-pocket expenses for policy holders.

PEIA will provide customer service in each location from 5 to 6 p.m. for those members who have questions about medical, prescription or life insurance benefits.

Policy holders who cannot attend any of the hearings may submit comments at PEIA.Help@wv.gov. For more information, call (304) 558-7850.

The public hearing schedule is listed below:

Monday, Nov. 12
 Holiday Inn
 301 Fox Croft Avenue
 Martinsburg

Tuesday, Nov. 13
 Ramada Inn
 20 Scott Avenue
 Morgantown

Wednesday, Nov. 14
 WV Northern Community
 College
 1704 Market Street
 Wheeling

Thursday, Nov. 15
 Marshall Medical School
 Harless Auditorium
 Huntington

Monday, Nov. 19
 Ballroom A
 One Tamarack Park
 Beckley

Tuesday, Nov. 20
 Charleston Civic Center
 Little Theater
 200 Civic Center Drive
 Charleston

Approval Needed When Seeking Secondary Employment

One result of the forthcoming holiday season is a surge in retail shopping. With it comes a rush of part-time employment hires by companies needing to serve the influx of shoppers.

Linda Coleman, Human Resources Coordinator for the Department of Administration, said it is not uncommon for state employees to have secondary employment, particularly this time of year but notes that employees need to be prudent about it.

"If a state employee plans on working a secondary job, it is important to review the nature of the job with the employee's state agency. This scenario is addressed in the Administrative Legislative Rule and the Division of Personnel policy," she said. "These guidelines also speak to secondary employment at another state agency and/or certain volunteer activity."

Coleman added that state Rule and policy provide these basic parameters to consider prior to starting a secondary job. Prohibited criteria includes:

- Employees shall not provide for personal gain any information or services to affiliated governmental agencies and/or units related to the duties and responsibilities of their primary state position.
- Employees shall not use state work time to perform work for the secondary employer or volunteer organization.
- Employees shall not use state work time, supplies or equipment to perform work for the secondary employer or volunteer organization.
- Employees shall not allow the duties of the secondary employment/volunteer activity to interfere with the assigned duties and responsibilities of the primary state employment.
- If applicable, employees must respond to any on-call demands of the primary state employment, as directed by their supervisors during periods of secondary employment/

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25 Years of Service (cont.)

- Byron C. Lusher - Office of Technology
- Daniel E. Miller - Purchasing Division
- Carlos F. Neccuzzi - Office of Technology
- Lisa D. Worlledge - Finance Division

30 Years of Service

- John Gibson - Central Mail Room
- Scott A. Joslin - Division of Personnel
- Larry Meninger - Office of Technology

35 Years of Service

- Tammy Bailey - Office of Technology
- Thomas Bailey, III - General Services Division
- Barbara J. Jarrell - Division of Personnel

40 Years of Service

- Sharon Lacey - Office of Technology

SAFETY

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Tomblin's state police security detail through the emergency procedures. Wood is grateful, though, if those measures are never used.

"We always emphasize safety but in my 22 years as director, we have never had an incident or accident," Wood said. Other activities in the day included aviation safety and training videos; first aid and CPR instruction; engine, propeller and rotor system reviews; in-flight emergency scenarios; and security familiarization with the aircrafts.

The division is assigned two planes and three helicopters which it operates out of the state hangar facility. In the 2012 fiscal year, the division logged more than 1,800 flights and carried approximately 2,000 passengers.

Welcome! ... We are pleased to welcome to the Department of Administration our new employees: **David Lucas** (Ethics); **Jerry Ayersman**, **Edward Thaxton** and **Larry Thomas** (General Services); **Charlotte Stover** (PEIA); **Diana Gibson** and **Adam Heflin** (Personnel); **Jordan Kirk** (Purchasing); and **Lisa Green**, **James Kilgore**, **Frank Waybright** and **Jeffrey White** (Technology).

Happy Retirement! ... After years of hard work, congratulations to **Pamela James** of the Office of Technology who can now kick back and relax.

Best Wishes ... to **Matthew Thomas** of PEIA, who recently resigned from our department.

Got News? ... Contact **Diane Holley-Brown**, editor, at (304) 558-0661 or at Diane.M.Holley@wv.gov with information that you would like to share with the department's employees.

HAPPY BIRTHDAY ... in November

1 Yvonne McCormick Personnel	17 Bill Ward Technology
2 Karen Hall PEIA	Naomi Ward Technology
Sam Payton Technology	18 Sarah Tignor Aviation
3 Shane Hall Purchasing	Lisa Worlledge Finance
Carla Hoyman Technology	19 Matthew Harper Purchasing
4 Jeremy Tyler Technology	20 Ronald Kushner Technology
5 Paula Lowe Purchasing	21 Carol Jarrett Purchasing
6 Patrick Larsen Technology	Mark Sizer Technology
Anthony Signorelli Real Estate	Waltt Vest Finance
8 Melody Bailey CPRB	22 Chuck Mozingo BRIM
9 Derek Bailey Gen. Svcs.	23 Clifton Manns Technology
Melissa Hapney PEIA	Gilbert Richard Technology
Chuck Lawrence Real Estate	24 Terry Friend Technology
Ricky Lee Morris Gen. Svcs.	Michael Urban Gen. Svcs.
10 Tierra Gable Aviation	25 Charles Hager Gen. Svcs.
Michael Slaughter Technology	Pamela Russell CPRB
11 Bill Judy Technology	26 Barbara Bowe Personnel
13 Melody Haynes Gen. Svcs.	Guy Nisbet III..... Purchasing
Janese Sexton-Haynes PEIA	Timothy Pauley Technology
15 Cammie Parker Ethics	29 Robin Rose PEIA
16 Andrew Williams Technology	30 Scott Duff Technology
17 Chris Avis Technology	Diana Gibson Personnel
Debra Pendleberry....Technology	Stanford Moss Technology

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- volunteer activity.
- Employees shall simultaneously inform the primary state employment immediate supervisor and the secondary employer or volunteer organization, if, at any time, there becomes a conflict between the two positions.

Coleman noted that the Division of Personnel has a "Request for Determination" that state employees must fill out

and submit to their agency for a proper finding about secondary employment and/or certain volunteer activities. The policy and application can be located by visiting:

<http://www.state.wv.us/admin/personnel/emprel/POLICIES/OtherEmp4.pdf>.

For additional questions regarding this policy, please contact Coleman at (304) 558-6181, ext. 203 or Linda.F.Coleman@wv.gov.

Administrative Notes

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