

# WEST VIRGINIA CODE: §18B-4-2A

## **§18B-4-2a. Development of benefit programs; assistance to organizations.**

The chancellor or a qualified designee shall:

- (1) Chair the Job Classification Committee and the Compensation Planning and Review Committee established by sections four and five, article nine-a of this chapter;
- (2) Assume responsibility for coordinating retirement benefits programs for all employees, including designing these programs, and for supporting each higher education organization in implementing the programs;
- (3) Assist, as requested by an organization, organizations with classification and/or compensation programs for faculty and/or nonclassified employees, including, as appropriate, design and implementation of the programs; and
- (4) As requested by organizations, assist with carrying out the following duties related to training and development:
  - (A) Analyzing and determining training needs of organization employees and formulating and developing plans, procedures and programs to meet specific training needs and problems.
  - (B) Developing, constructing, maintaining and revising training manuals and training aids or supervising development of these materials by outside suppliers;
  - (C) Planning, conducting and coordinating management inventories, appraisals, placement, counseling and training;
  - (D) Coordinating participation by all employees in training programs developed internally or provided by outside contractors; and
  - (E) Administering and analyzing annual training and development needs surveys. The survey may coincide with the completion of the annual performance review process.