WEST VIRGINIA CODE: §29-6-5

§29-6-5. Division of Personnel continued; functions.

(a) The Division of Personnel is continued within the Department of Administration.

(b) The Division of Personnel shall perform the following functions:

(1) Evaluating applicants for appointment or promotion to positions in the classified service subject to the requirements of §5B-1-2, §5B-2-1, §5B-2i-4, §5F-2-8, §5F-2-9, §5F-2-10, and §29-1-1a of this code;(2) Establishing and applying, in consultation with the appointing authorities, a system of classification for positions in the classified service including, as needed, department-specific classifications and positions;

(3) Establishing and applying a system of compensation for positions in the classified service;

(4) Establishing and maintaining records of employment for classified employees;

(5) Advising appointing authorities and supervisory personnel regarding disciplinary matters, the provisions of this article, rules implementing the provisions of this article, and laws and rules affecting human resource management;

(6) Providing training in human resource management and the operation of the state personnel systems;

(7) Assuring compliance with this article and rules implementing the provisions of this article;

(8) Accessing performance and disciplinary records of all classified and classified-exempt employees and serving as a central clearinghouse pertaining to employment eligibility for positions in state service;

(9) Assisting departments and agencies in marketing and advertising available positions in the classified-exempt system;

(10) Assisting departments in creating categories and general job descriptions for positions in the classified-exempt system; and

(11) Other functions necessary to the establishment of a system of personnel administration as provided in this article.

WV Legislature