

Title 126
Legislative Rule
West Virginia Board of Education
Chapter 18A-4
Series 5610A

Title: Resolution Establishing Additional Position Titles and Pay Grades
for School Auxiliary and Service Personnel

Section 1. General

- 1.1 Scope - This legislative rule establishes auxiliary and service personnel position titles and minimum pay grades.
- 1.2 Authority & Related Code Citation(s) - W. Va. Code 18a-4-8; 18-2-5
- 1.3 Filing Date - December 23, 1982
- 1.4 Effective Date - December 23, 1982

Section 2. Resolution

2.1 WHEREAS, The West Virginia Board of Education is authorized by the provisions of Section 8, Article 4, Chapter 18a of the Code of West Virginia to establish additional class titles of auxiliary and service personnel and to provide appropriate pay grades within the established minimum salary scale, therefore,

2.2 BE IT RESOLVED, That the following auxiliary and service personnel position titles and minimum pay grades be hereby established:

Section 3. Pay Grades

3.1 Accountant I - means personnel employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll.

3.2 Accountant II - means personnel employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, purchasing and related operations.

3.3 Accountant III - means personnel who are employed in the county board of education office to manage and supervise accounts, accounts payable and/or payroll procedures.

3.4 Audiovisual Technician - means personnel employed to perform minor maintenance on audiovisual equipment, films, supplies and the filling of requests for equipment.

3.5 Buyer - means personnel employed to review and write specifications, negotiate purchase bids, recommend purchase agreements for materials and services that meet predetermined specifications at the lowest available costs.

3.6 Cabinet Maker - means personnel employed to construct cabinets, tables, bookcases and other furniture.

3.7 Chief Mechanic - means personnel employed to be responsible for directing activities which insure that student transportation and/or other board owned vehicles are properly and safely maintained.

3.8 Computer Operator - means qualified personnel employed to operate computers.

3.9 Crew Leader - means personnel employed to organize the work for a crew of maintenance employees to carry out assigned projects.

3.10 Director of Coordinator of Services - means personnel not defined as professional personnel or professional educators in Section 1, Article 1, Chapter 18a of the Code of West Virginia who are assigned to direct a department or division.

3.11 Draftsmen - means personnel employed to plan, design and produce detailed architectural/engineering drawings.

3.12 Electronics Technician I - means personnel employed at the apprentice level to repair and maintain electronic equipment.

3.13 Electronics Technician II - means personnel employed at the journeyman level to repair and maintain electronic equipment.

3.14 Executive Secretary - means personnel employed as the superintendent's secretary or as a secretary who is assigned to a position characterized by significant administrative duties.

3.15 Glazier - means personnel employed to replace glass or other materials in windows and doors and to do minor carpentry tasks.

3.16 Graphic Artist - means personnel employed to prepare graphic illustrations.

3.17 Heating and Air Conditioning Mechanic I - means personnel employed at the apprentice level to install, repair, and maintain heating and air conditioning plants and related electrical equipment.

3.18 Heating and Air Conditioning Mechanic II - means personnel employed at the journeyman level to install, repair and maintain heating and air conditioning plants and related electrical equipment.

3.19 Heavy Equipment Operator - means personnel employed to operate heavy equipment.

3.20 Inventory Supervisor - means personnel who are employed to supervise and/or maintain operations in the receipt, storage, inventory and issuance of materials and supplies.

3.21 Key Punch Operator - means qualified personnel employed to operate key punch machines and/or verifying machines.

3.22 Locksmith - means personnel employed to repair and maintain locks and safes.

3.23 Maintenance Clerk - means personnel employed to maintain and control a stocking facility to keep adequate tools and supplies on hand for daily withdrawal for all school maintenance crafts.

3.24 Mason - means personnel employed to perform tasks connected with brick and block laying and carpentry tasks related to such laying.

3.25 Multi-classification - means personnel employed to perform tasks that involve the combination of two or more class titles as prescribed in Section 8, Article 4, Chapter 18a, or as created by the West Virginia Board of Education. In such instance the minimum salary scale shall be the higher pay grade of the class titles involved.

3.26 Printing Operator - means personnel employed to operate duplication equipment, and as required, to cut, collate, staple, bind and shelve materials.

3.27 Printing Supervisor - means personnel employed to supervise the operation of a print shop.

3.28 Programmer - means personnel employed to design and prepare programs for computer operation.

3.29 Roofing/Sheet Metal Mechanic - means personnel employed to install, repair, fabricate and maintain roofs, gutters, flashing and duct work for heating and ventilation.

3.30 Supervisor of Transportation - means qualified personnel employed to direct school transportation activities, properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system.

3.31 Switchboard Operator-Receptionist - means personnel employed to refer incoming calls, to assume contact with the public, to direct and to give instructions as necessary, to operate switchboard equipment, call director, etc., and to provide clerical assistance.

3.32 Warehouse Clerk - means personnel employed to be responsible for receiving, storing, packing and shipping goods.