

**PERD’s Objectives:**

The objective of this review was to assess the technological capabilities of the civil service hiring system, determine the impact of job postings that have a continuous status, evaluate the State’s ability to maintain past vacancies and related historical data, and calculate the number of State employees who may qualify for additional assistance based on individual income.

**Key Recommendations:**

*The Legislature should consider prohibiting State General Fund appropriations for positions that have been vacant longer than a certain length of time such as three or four years.*

*The Legislature should consider initiating an annual report that would calculate state agencies’ turnover and vacancy rates, and compile historical data on filled and vacant positions. The report should also include data on temporary staff, overtime expenses, and the use of any contract staff.*

**Performance Review: Division of Personnel**

In 2021, the chair of the Senate Committee on the Workforce requested that PERD conduct an evaluation of the Division of Personnel and issues related to job vacancies in state government.

**What Did PERD Find?**

**For FY 2022, a total of \$226.9 million were appropriated in the Executive Budget for 4,857 vacant positions in West Virginia state government.**

Table 1 West Virginia FY 2022 Executive Budget Appropriations for Budgeted Vacant Positions					
Fund Type	Total Budgeted Vacant Positions**	Percent of All Budgeted Positions	Total Salary Appropriations for Vacant Positions	Estimated Total for Budgeted Benefits	Grand Total for Budgeted Vacancies
All Funds	4,857	12%	\$171,904,988	\$55,009,596	\$226,914,584
General*	2,289	5.5%	\$76,894,208	\$24,606,147	\$101,500,355
Length of Time Appropriated Positions Have Been Vacant					
Original Vacancy Years	Total Budgeted Vacancies	Percent of Total Budgeted Vacancies	Total Salary Appropriations for Vacant Positions	Estimated Total for Budgeted Benefits	Grand Total for Budgeted Vacancies
2014 <sup>1</sup> - 2018	494	10%	\$17,348,333	\$5,551,467	\$22,899,799
2019 - 2021	4,363	90%	\$154,556,655	\$49,458,130	\$204,014,785
<small>Source: PERD calculations using OASIS reports WV-HRP-PC-010 and WV-HRP-PC-024 as of 12/31/2021.                      *Includes a relatively small amount of Lottery Funds.                      **Vacant positions do not include vacancies for Marshall University, West Virginia University, and West Virginia University at Parkersburg because these institutions do not provide data for entry into OASIS.</small>					

PERD also found the following:

- The Division of Health, and the Division of Corrections and Rehabilitation have the most vacant positions, with over 800 each.
- There is no evidence that State agencies are actively advertising many of the oldest vacancies that have been unfilled since 2014 – 2018.
- There is limited evidence that State agencies are utilizing intradepartmental transfers to move vacancy appropriations to other line-item budget expenses.
- The current civil service system exhibits progress, but further improvements can be made to reduce redundancies and fully utilize the capabilities of the NEOGOV application software.
- There are currently over 300 full-time West Virginia stat employees who may qualify for assistance programs based on income.