

## Division of Personnel Revises Clerical Examination

Effective July 1, 2007, the Division of Personnel (DOP) began using a revised clerical examination for the following classifications:

**Administrative Secretary**  
(typing required)

**Office Assistant 1, 2, and 3**  
(both typing and non-typing)

**Secretary 1 and 2**  
(typing required)

The same examination is used for all clerical titles (classifications other than those listed above will use the revised test, but those not listed are not open for examination at this time). When testing, applicants must indicate each title for which they are applying, but they are required to test only once. That examination will be scored for all titles designated by the applicant at the same time.

The new clerical testing time limit is two hours. Previously, a three-hour limit was in place, but the new two-hour time limit should be ample. Test topics include: reading comprehension, interpersonal skills, arithmetic, working with records/using forms, checking/proofing written information, sorting/alphabetizing/filing, English grammar, and effective expression/editing. There are no study guides available; however, most libraries and bookstores carry outside source material which can be used to study and/or "brush up."



All new applicants after July 1 will be administered the new test. Anyone who is on the register and/or tested prior to July 1 must make arrangements to retest. The regular 60-day waiting period for retesting does not apply in this case. **Applicants can file an application online, and are encouraged to do so. It's an easy procedure that saves processing time, and the same application may be used to apply for other job titles.**

Visit [www.state.wv.us/admin/personnel/jobs/directions/clericaloutline.htm](http://www.state.wv.us/admin/personnel/jobs/directions/clericaloutline.htm) for complete information about the new clerical examination, and [www.state.wv.us/admin/personnel/jobs/easy123.htm](http://www.state.wv.us/admin/personnel/jobs/easy123.htm) to apply online. If you need additional assistance from a DOP counselor *after reviewing the websites*, call 558-3950, ext. 503.

As of July 1, 2007, parents may keep unmarried dependent children on their insurance until age 25, provided qualifying criteria is met.

**PEIA Dependent Coverage Regulations Change**

For complete details on criteria and enrollment, see PEIA's website at:

[www.westvirginia.com/peia/](http://www.westvirginia.com/peia/)

### ATTENTION ALL AGENCIES AND EMPLOYEES!

Make your plans to celebrate

**West Virginia's Public Service Recognition Week**  
September 17-21, 2007

The Governor's Awards Ceremony (by invitation only)  
is set for Wednesday, September 19.

# The Sobering Reality About Alcohol and Driving

For purposes of this article, the word “drunk” is used for “under the influence.”

If asked to define drunk driving, many people would say it’s when someone driving a vehicle has been drinking and his/her blood alcohol concentration (BAC) raises to or

## How to Refer an Unsafe Driver for Retesting

Few people want to admit they’ve reached a point where they can no longer drive safely. Doing so may make one feel like he’s admitting defeat to a physical condition, or that she’s giving up her independence. Sometimes, family members must intervene to have the person re-examined. The following information is edited and reprinted from the Division of Motor Vehicles (DMV) Driver Licensing Handbook.

If you are concerned about an immediate family member who can no longer safely operate a motor vehicle, you may write a detailed explanation to the DMV at the address listed below. You should provide the person’s name, address, date of birth, and driver’s license number, if possible. Law enforcement may submit this information if they have had personal observation or contact with an unsafe driver. You may also wish to seek the advice of the family member’s personal physician or the physician may submit information directly to the DMV.

Division of Motor Vehicles  
Driver Improvement Section  
State Capitol, Building 3  
Charleston, WV 25317  
Phone: (304)558-0238

Based on the submitted information, the DMV will re-examine the person’s driving skills or ask for up-

above the legal limit of 0.08. In actuality, there are several circumstances and limits to consider.

The 0.08 limit applies to drivers age 21 or over; those under age 21 may not have any measurable alcohol, and commercial vehicle drivers are considered legally drunk if their BAC is 0.04. While you may not be considered legally drunk just because your BAC isn’t at the legal limit, consuming any alcohol can significantly impair your ability to drive, and it’s not just during the immediate time that you need to be concerned. You could still be impaired or legally drunk many hours later, even into the next afternoon!

Getting alcohol out of your system is a process that takes time. There are many myths about drinking and/or how to “sober up,” such as eating during the time you’re drinking to keep from getting drunk, or drinking several cups of black coffee, taking a cold shower, or sleeping for several hours to sober up. These have little effect. Eating before or during consumption may slow down the absorption rate, but doesn’t negate it. Essentially, even if you slow the absorption rate, there really is nothing you can do to speed up how quickly your body processes alcohol. It simply takes the time it takes.

The body goes through four processes to work alcohol out of the system, according to Clinical Pharmacologist and Toxicologist Dr. David Benjamin.



1. Absorption into the blood stream from the gastrointestinal tract.
2. Distribution to the brain and all other parts of the body where there is blood flow.
3. Metabolism which renders the alcohol inactive and allows it to be excreted.
4. Excretion to rid the body of the alcohol.

How fast your body processes alcohol is an individual thing, dependent on many factors such as (but certainly not limited to) weight, gender, amount and type consumed, duration/rate of consumption, medications\* (including over the counter), food eaten, and/or emotional and physical condition.

## SCARY SCENARIO

The following story is fictitious, yet scenes like this play out across the country daily.

After a couple of long, hard days at work, Helen meets friends for “a drink” – just one – and maybe even dinner. She ends up staying much longer than anticipated and consumes more alcohol than she intended. Well aware that she shouldn’t drive home, she makes acceptable arrangements for transportation. Helen is a responsible and law-abiding person.

The next morning, the alarm rings. It’s a work day and a school day, and she may or may not be feeling the effects of the previous night. After hitting the snooze several times, Helen finally showers and dresses for the day, loads the kids up in the car to take them to school, and heads down the road. What she doesn’t realize is that she may still be seriously impaired or even legally drunk, because her body hasn’t had sufficient time to process out the alcohol. Helen would **NEVER** think of drinking and driving, and yet, she’s just done it, putting herself, her children, and other innocents at risk.

**The bottom line: Drink responsibly, and if you have even one drink, don’t get behind the wheel until it’s a certainty that you can do so safely and unimpaired.**

- \* CAUTION: It’s never a good idea to consume alcohol while taking medication. If you take medication on a regular basis, discuss the effects and dangers with your doctor.

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# Ginseng Harvesting Season Begins September 1

The following is taken from the WV Division of Forestry website ([www.wvforestry.com/ginseng.cfm?menucall=ginseng](http://www.wvforestry.com/ginseng.cfm?menucall=ginseng)).

A native plant of West Virginia, Ginseng grows in all 55 counties of the State but is prevalent in cool, moist forests. This perennial herb is highly prized for its large, fleshy roots that grow from two to six inches in length and ¼ to ½ inch in thickness. Ginseng is slow-growing, with seeds taking two years to germinate. The age of a Ginseng plant generally can be determined for the first three to five years by the number of its leaves, or prongs.

Ginseng roots must be dug only when the plant has three or more prongs (with no fewer than 15 leaflets), indicating the plant is probably at least five years old and capable of producing fertile berries. The berries must be red in color, indicating that they are mature. Younger plants have smaller roots and little or no financial value.

**The collection of Ginseng in West Virginia is regulated by State law. Ginseng roots are to be dug only between September 1 and November 30 each year.** Ginseng diggers, often called “sangers,” are required to sow the seeds from harvested plants at the site of the digging, thereby perpetuating the species in its native habitat. During the digging season, landowners may dig Ginseng on their own land or give written permission to others to dig on their land. Digging without written permission on posted or enclosed land is a criminal act and subject to fines and imprisonment. Ginseng buyers must obtain a permit from the WV Division of Forestry. **Possession of uncertified Ginseng between April 1 and August 31 is illegal and substantial penalties are imposed on violators.**

Ginseng has been harvested as a cash crop in the State for at least 200 years. In 2002, more than 6,400 pounds of Ginseng, worth more than \$2 million, were dug in West Virginia. Ginseng harvest records from 1978-1999 for wild and cultivated plants are available at the Wild Ginseng Harvest History and Cultivated Ginseng Harvest History link on the website.

Ginseng has been used for centuries in North America and Asia. Allegedly, teas, soups, and medicines made from Ginseng roots cure sickness, increase vitality, relieve mental and physical fatigue, and prolong life. In China, the roots themselves are often chewed. Western doctors sometimes prescribe Ginseng to treat stomach problems, loss of appetite, and other digestive disorders.



For answers to frequently asked questions regarding ginseng harvesting, visit [www.wvforestry.com/2006%20Ginseng%20FAQ.pdf](http://www.wvforestry.com/2006%20Ginseng%20FAQ.pdf).



## Yes, we have some bananas ... and peaches ... and squash ... and potatoes ...

The Summer Farmers Market is at the State Capitol once again! Each Wednesday through September 5, 2007, the market will be in the fountain circle area of Building 1 with a varied selection of green beans, tomatoes, corn, peppers, cucumbers, potatoes, garlic, eggplant, cantaloupe, onions, squash, zucchini, sugar baby watermelons, apples, peaches, and bananas and a myriad of other vegetables and fruits. During the month of August, the market will also have “Fruit Fridays” so you can grab some tasty and healthy snacks for the weekend.

Hours of operation are 11:30 AM to 1:00 PM. The farmers market is coordinated and sponsored by the Wellness Teams of Buildings 3 & 6, the Department of Agriculture, the Capitol Market, and the Department of Administration, and supported by the Governor and First Lady.



**Both shoppers and sellers benefit from the sale of fresh vegetables and fruits at the Summer Farmers Market.**



**FAMILY FUN FOR FREE!!**

**Annual Town Social to Be Held at Concord U.**

*Contributed by Anita Moody of Concord University.*

“Almost Heaven in 2007,” the 21<sup>st</sup> Annual Athens-Concord Town Social, will be Sunday, August 12, from 2-5 P.M., on the front lawn of the Concord University campus.

The Town of Athens and Concord University jointly plan the social, which is traditionally held on the second Sunday of each August. The goal of the Town Social is to provide an opportunity for residents of the Town of Athens and surrounding areas, the Concord community, and visitors to socialize in a small-town setting – 600-800 guests typically attend.

Vendors will set up booths (free of charge) to display/sell their handicrafts, and local musicians will provide toe-tappin’ entertainment for the guests – **Ed Hartman’s Midnight Ramblers, will play from 1:30-2:45 P.M.; Billy Goat Gruff, will play from 3:15-4:45 P.M. ARAMARK will provide the fixin’s for a picnic, also free of charge!**

For vendor information, call Anne O’Sullivan (384-7353); for general information, call Tom Bone III (384-7618) or Jean Beasley (384-9712).



**SAC Regulates State Boxing/Sparring**

Are you a boxing enthusiast? Did you know that all amateur, professional, and semi-professional boxing and sparring matches/exhibitions (including any form of either) are regulated by the State?

In 1931, the State Legislature created the State Boxing Commission to have total direction, management, and control of jurisdiction over all boxing and sparring matches and exhibitions. The Commission’s name was changed by the Legislature in 1983 to the State Athletic Commission (SAC).

The SAC consists of five members appointed by the Governor, with the advice and consent of the Senate. Commission members appoint a chairman and secretary. SAC members serve without pay for a four-year term.

The term *boxing* refers to any fighting event that includes/permits the striking of an opponent with a closed fist, even if wrestling moves, elements of martial arts, or striking of an opponent with the feet are also permitted. The SAC governs all events conducted or held within the State of West Virginia by any individual, club, corporation, or other association, and is also responsible for appointing referees and judges.

For a list of upcoming events, visit [www.wvboxing.org/news.htm](http://www.wvboxing.org/news.htm).

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dated medical information from the person’s doctor. After re-examination, the DMV may issue a restricted license, or revoke his/driving privilege, not only for the safety of that individual, but for the safety of other motorists.

**Pencil In ...**



Got some spare time? Join the **State-house Mixed Bowling League!** Now signing up five-person teams (you must have at least two women per team). Spots available for individuals too. The league bowls at 6 PM on Monday evenings at Venture Lanes in St. Albans. An organizational meeting is scheduled for 6 PM on August 20. For more details, contact Bob Blosser, League President: 558-9724 or e-mail [bblosser@dot.state.wv.us](mailto:bblosser@dot.state.wv.us).



The next **Surplus Property Public Auction** is slated for Saturday, August 4. For information, visit [www.state.wv.us/admin/purchase/surplus/](http://www.state.wv.us/admin/purchase/surplus/). For a list of items up for auction, click on the “Public Sales” link on the left side of the page.



*I have had dreams, and I have had nightmares. I overcame the nightmares because of my dreams.*

Jonas Salk



**Stateline** is a publication of the West Virginia Department of Administration, Division of Personnel

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