

## Mother's Day Celebration Scheduled at the Capitol

Governor and Mrs. Cecil H. Underwood invite you to a Mother's Day Celebration and Women's Health Awareness Exhibit in honor of all West Virginia mothers on Saturday, May 8 from 2:00 PM to 4:00 PM at the Cultural Center.

Refreshments will be served and music provided the Bob Thompson Trio.

"The Governor and Mrs. Underwood want to honor all West

Virginia mothers on this very special occasion for celebration," according to Cathy Hart Price, Executive Assistant to the First Lady.

"The women's health exhibit is a special part of this event because of Mrs. Underwood's deep concern for women's health issues, particularly breast and cervical cancer screening. Her hope is that with early detection, women will experience successful treatment."

## PEIA Benefit Fair



*Rose Watson (at right) of the Division of Highways consults a representative of PEIA about benefits available to State employees at a Benefit Fair held in Charleston on April 13. Open enrollment with PEIA for the 2000 Plan Year (July 1, 1999 through June 30, 2000) will end May 21, 1999.*

*Thirty-five Spring Benefit Fairs have been scheduled statewide. Call 558-7850 to get the time and place of a benefit fair near you.*

## Personnel Website Has New Features

The Division of Personnel (DOP) has had a website on the Internet since 1997. It is located at <http://www.state.wv.us/admin/personel/> and DOP has recently added two important features.

One of these features is located on the page for Classification and Compensation. This feature offers access to 800-plus job specifications. The job specifications outline the nature of work, the distinguishing characteristics (what makes this job title different from others in the group), the knowledge, skills and abilities needed to perform this job and the minimum training and experience required. This information is available for nearly every job in state government.

Any specification may be conveniently accessed from an alphabetical titles listing. The list includes pay grade and other information found in the official Division of Personnel Compensation Plan.

A search option is also available which can be used to locate class specifications by searching for specified document content, such as a partial title, a unique word, or specific phrase. For example, if you are searching for the specs on a job that requires a degree in zoology, a search for that word would bring up all jobs that have zoology in their requirements.

The Division of Personnel will update these documents as changes are formally approved. DOP will

# E-Commerce: Coming Soon To A Computer Near You



*Written with information from Shared Logic article by Rick Pickens*

Did you use the Internet to order a Christmas present this past holiday season? Have you sworn off checks and stamps in favor of paying your bills online? Want to see the applications you utilize in your agency have the same functionality and efficiency?

The 1998 Legislature passed the Electronic Signature Authorization Act. As a result, agencies will soon be able to accept and use electronic signatures for transactions between agencies, and for transactions by the public with the agencies.

The Electronic Commerce Workgroup of the Information Technology Council is trying to plan for the implementation of paperless government transactions, and needs help in identifying potential electronic transactions and steps agencies are taking to start electronic commerce. The workgroup has created an Electronic Commerce Survey and placed on the State's Intranet.

By going to the website at [INTRANET.STATE.WV.US](http://INTRANET.STATE.WV.US) and taking the link to the e-commerce survey, agencies can aid in the plan-

ning of e-commerce infrastructure for the State.

Electronic Commerce will also be the topic of one of the sessions at the upcoming Information Technology Conference and Exposition. The conference and exposition is scheduled for June 27 -30 at the Charleston Civic Center and is sponsored by the West Virginia State Unified Network, the Governor's Office of Technology, WVNET, and IS&C. More information on the conference and exposition can be found at <http://www.wvnet.edu/expo99/>.

## Legislation Passes To Regulate Cable TV

Cable television customers now have a clearer picture of where to turn with problems about their cable television service, thanks to a bill signed by Gov. Cecil H. Underwood. House Bill 2453, which gives the state Public Service Commission authority over cable television.

"Since the Cable Television Advisory Board expired last summer, most West Virginians have had no official agency available to assist them with complaints or problems with their cable service," the governor said. "This legislation empowers the PSC to receive consumer

complaints about cable television service and help West Virginians solve their legitimate problems with local cable companies.

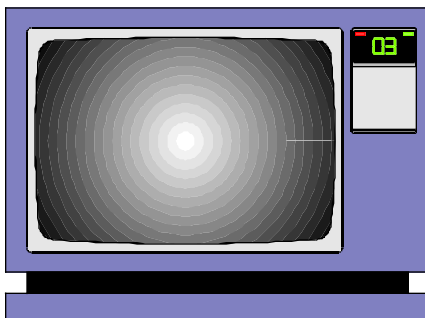
"Because the PSC has received approximately 2,400 utility complaints, most of which were resolved within 30 days," noted PSC Chairman Charlotte Lane. "We are confident that we can maintain this impressive success rate with any complaints we may receive about cable television service."

While many municipal and county governments have franchising authority for cable television companies, few communities have wielded that authority to influence cable companies or served as intermediaries for constituents with complaints about cable service.

"This bill authorizes the PSC to write rules and guidelines within the limitations imposed by federal law to allow the commission's staff to deal directly with service providers

and consumers in settling complaints," Gov. Underwood added.

The law, which takes effect in mid-June, mandates that all cable systems be franchised with the PSC becoming the franchising authority by default if municipal and county governments choose not to serve in that capacity. The legislation also gives the PSC authority to impose fines or recommend the revocation of franchises if cable companies violate their franchise agreements. However, the PSC will have no authority over programming or other issues preempted by federal law.



## April is Cancer Control Month

Cancer has yet to surpass heart disease as the number one killer in North America. But while deaths from heart disease are declining, cancer is still on the rise.

Here's what you can do to protect yourself:

**Break the cigarette habit.** More than 80 percent of all lung cancer is caused by smoking. Since 1972 lung cancer rates in men have risen by 15 percent. Lung cancer in women have risen by an astounding 147 percent. It is the leading cause of cancer death in women.

**Limit exposure to the sun.** Cases of skin cancer are increasing significantly. More than 600,000 cases of skin cancer diagnosed each year are thought to be sun related. Always avoid prolonged exposure between the hours of 10:00 a.m. and 3:00 p.m. If you must be outdoors, wear adequate sunscreen protection.

**Go easy on alcohol.** Men who

drink have a 2- to 6-fold greater risk of cancers of the throat and mouth.

The risk is even greater for women. Those who both smoke and drink increase the risk of throat and mouth cancer by as much as 25 fold.

**Cut down on dietary fat.** A diet that is high in fat seems to increase the risk of cancers of the breast, colon, prostate and ovary.

**Get folate.** The most recent research indicates that it may not just be dietary fiber that inhibits colon cancer, but the folate one gets in vegetables. Because folate has recently been associated with other health benefits, it could be wise to supplement with 400 mcg. per day.

**Maintain a healthy weight.** The American Cancer Society (ACS) says being 40 percent overweight increases the risk of all cancers by 55 percent in women and 33 percent in men. It is higher in women because more sites are affected.

**Exercise.** Exercise is probably the most underrated cancer fighter, according to the Department of Social and Preventative Medicine at the State University of New York at Buffalo. The risk of colon cancer, for example, was found to be twice as great in sedentary people as in those with physically active occupations.

**Get the most up-to-date tests.** The ACS recommends a general cancer-related checkup and tests every three years for people 20 to 40 years of age, and a test every year after that.

Test for men should include examinations of the thyroid, testes, prostate, mouth, lymph nodes and skin. Men should be checked for colon and rectal cancer every year after the age of 40. Colorectal cancer is the second leading cause of men's cancer deaths. Women should be checked every year after the age of 20.

### DOP WEBSITE – Continued from Page 1

continue to provide paper copies of relevant notifications of changes in accordance with previously established procedures.

The second new feature added to DOP's website is located on the Staffing Services page. There are additional versions of our Application for Examination available for downloading.

The document is now available in these popular formats: Adobe Portable Document Format (PDF), WordPerfect, and Microsoft Word 97. The recent conversion of the Application to Word document format should provide significantly greater access.

In addition to the downloadable application, Staffing Services offers general information for applicants, such as instructions for completing applications, test locations, a listing

of written and unassembled tests, and available jobs.

The other sections of DOP also have information and downloadable documents available on the website.

The Employee Communications Section offers several publications including *Stateline*.

Others available for viewing and printing on the website are: *Human Resource Insights*, the State of West Virginia Employee Benefits booklet, and the DOP Annual Report. Personnel Policies and the Administrative rule are available here as well as the Employee Relations Section's page. Leave Donation Program materials, and State Personnel Board Activities will be added soon

Organization and Human Resource Development (OHRD) is the section of DOP that provides devel-

opment and training programs for state employees

Its web page on the DOP site offers information on all of the classes and services offered as well as Enrollment forms.

Administrative rules and personnel policies are available at the Employee Relations page.

Access to information on the grievance procedure and decisions as well as the grievance statute are available through a link to the Grievance Board site.

The Employee Information/Payroll Audit section's page offers information popular with all employees such as the current holiday/payroll calendar. The page also has information about Payroll seminars held on a quarterly basis.

If you can't access these webpages, call 558-3950, ext.204.

# Highway Safety Emphasized



The West Virginia Department of Transportation has launched a new public awareness campaign to improve safety in highway work zones.

“Get the Picture. Listen to the Signs,” an effort that began March 31, is the first work-zone safety campaign in partnership between the Federal Highway Administration and WVDOT.

A listing of construction zones with accompanying maps are being posted on the WVDOT website. The information will also be printed as a brochure and provided to travelers at rest areas throughout the state.

“In West Virginia during the past two years, there were 205 accidents,

9 deaths and 127 injuries in construction work zones,” said Samuel G. Bonasso, P.E., secretary of the WVDOT. “That’s not just highway workers. It’s drivers who ignore warning and safety signs, who speed through work zones. Most of the people killed or injured in work-zone crashes are motorists, not workers. Sometimes it’s their loved ones who pay the price.”

Work zones usually are marked with orange signs with black lettering. Safety officials cite speeding and inattentive driving as the major causes of crashes in these areas.

“When motorists see warning signs, barricades and cones when approaching a work zone, they need to ‘get the picture and listen to the signs,” said Bonasso. “If not, they could be the next statistic.”

## Public Service Recognition Week May 3-7



*State employees enjoying the weather and food booths at the 1998 Public Service Recognition Week activities in Charleston.*

Public Service Recognition Week is set aside to honor public employees across the country. This year, it is planned for the first week of May. The Opening Ceremony will be Monday, May 3 at 11:30. The Governor’s Ceremony is Tuesday, May 4 at 1:30. Other activities including a goodies bake off and live music are scheduled throughout the week.

## Pencil In ...



An Antiques and Collectibles Fair will be held May 21 - 23 at Blackwater Falls State Park. Activities planned include an Antiques Appraisal, a Flea Market and Street Fair, a Quilt Seminar and Antiques Workshops. Call Pat Hissom at (304) 259-5216 for more information.



The schedule for the shuttle service to the Laidley Field parking area is now 7:00 a.m. till 9:00 a.m. and 3:35 p.m. to 5:15 p.m.



The Spring issue of Goldenseal magazine contains a listing of “Folklife, Fairs and Festivals.” Reprints of the fair list are available by sending a SASE to Goldenseal, The Cultural Center, 1900 Kanawha Blvd., E Charleston, WV 25305-0300.

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