The seal of the Mississippi State Personnel Board is a circular emblem. It features a central shield with a scale of justice, a sword, and a laurel wreath. The shield is flanked by two figures, possibly representing justice and equity. The entire emblem is surrounded by a decorative border containing the text "MISSISSIPPI STATE PERSONNEL BOARD" and "1848".

Mississippi State Personnel Board

**Fiscal Year 2001
Annual Report**

July 1, 2000 - June 30, 2001

2001 Annual Report

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State Personnel Board Members

The Mississippi State Personnel Board provides policy guidance and administrative oversight to the State Personnel Director and his staff. The Board is composed of five members, appointed by the Governor with the advice and consent of the Senate, who serve five-year terms. In addition, there are four legislative advisors to the Board, two each appointed by the Lieutenant Governor and the Speaker of the House of Representatives.



Clockwise Tom Hall, Leslie L. Daniels, Mary S. Pyle, and Kemper Ehrhardt. Not pictured James Schwartz.

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Statewide Personnel System Overview

Mississippi's statewide personnel system includes the members of the State Personnel Board, the State Personnel Director, administrative staff and employees who comprise the operating arm of the Board, and the members of the Mississippi Personnel Advisory Council.

The Mississippi State Personnel Board was established by the Mississippi Legislature in 1980. The State Personnel Board operates under the direction of a five-member board appointed by the Governor with the advice and consent of the Senate. Its mission is to provide the State of Mississippi with a skilled work force and a system of personnel administration that enables state agencies to provide mandated public services.

The State Personnel Board administers the state personnel system in accordance with the following principles as set in the statute:

1. Recruiting, selecting, and advancing employees based on objective criteria.
2. Providing equitable and adequate compensation.
3. Training employees to ensure high quality performance.
4. Retaining employees on the basis of performance.
5. Ensuring fair treatment of applicants and employees without regard to political affiliation, race, national origin, sex, religion, creed, age, or disability.
6. Ensuring that employees are free from coercion for partisan or political reasons.



J. K. Stringer, Jr., State
Personnel Director



John Mulholland, Deputy Director

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Legislative Advisors

Honorable John Read
Representative, District 112
Gautier, MS

Honorable John Reeves
Representative, District 71
Jackson, MS

Honorable Delma Furniss
Senator, District 11
Rena Lara, MS

Honorable William W. "Bill" Cannon
Senator, District 17
Columbus, MS

Personnel Advisory Council

The Mississippi Personnel Advisory Council advises the State Personnel Board in the development of policies, programs, rules and regulations which will improve public employment in the state. The council also assists in the promotion of public understanding of the purposes, policies, and practices of the state personnel system. The Council consists of personnel directors from five major state agencies. Members are appointed by, and serve terms concurrent with, that of the Governor.

Kathy Rudd, Chairman, Tax Commission;

Ann Thames, Department of Mental Health;

Cheryl Lunsford, Department of Corrections;

Mary McDonald, Department of Transportation;

Gloria Jackson, Department of Human Services

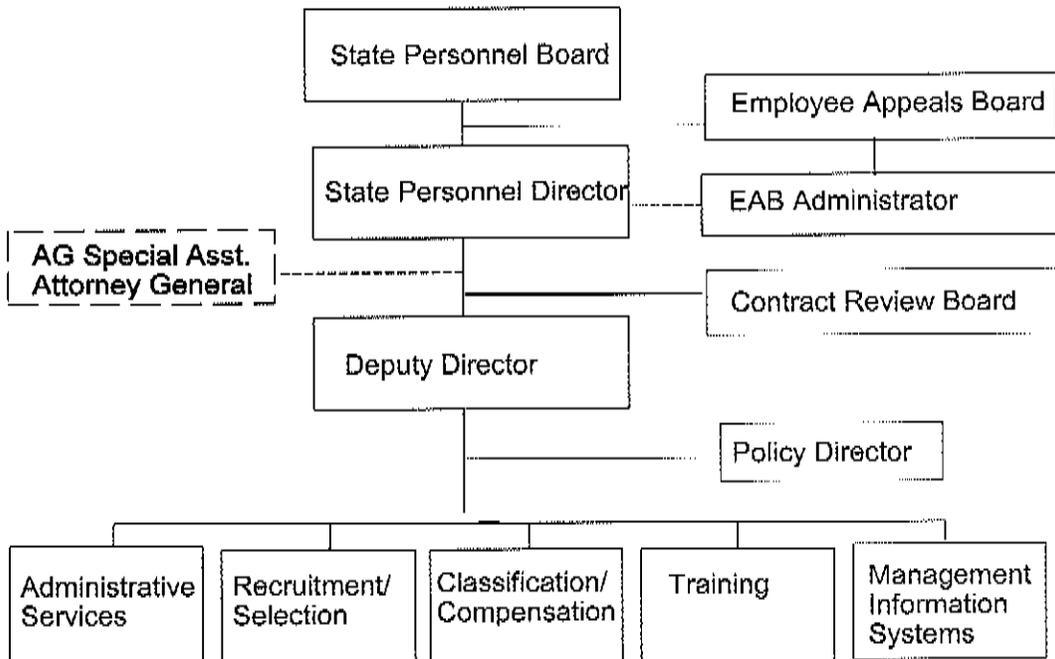
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State Personnel Board Organizational Structure

The functional areas that are designed to implement the mission of the State Personnel Board include:

- Recruitment and Selection
- Classification and Compensation
- Training
- Management Information Systems
- Policy
- General Counsel
- Administrative Services
- Contract Review Board

In addition, an independent administrative court, the Employee Appeals Board, serves under the Board to provide an impartial forum for employee hearings.



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Summary of Agency Services

OFFICE OF RECRUITMENT AND SELECTION

- Implementation of Recruitment Programs
- Applicant Counseling
- Evaluation of Applicant Against Minimum Requirements of Job:
 - Education/Experience Evaluation
 - Assembled Examination
- Certification of Eligibles Process
- Authorization of Appointment of Certified Eligibles

OFFICE OF CLASSIFICATION AND COMPENSATION

- Salary Certification for New Hire and In Service Movement
- Transaction Processing for all Position and Personnel Data Changes
- Pre/Post-Audit Functions, Initial Hire
- Data Evaluations (Demographic/Fund/Status/Organizational Placement)
- Variable Compensation Plan
 - Salary Survey Process
 - Pay Range Determination
 - Establishment of Special Compensation Plans
 - Additional Compensation
- Policy Development and Administration
- Fiscal Year Budget Recommendations for:
 - Realignments
 - Experience Benchmark Awards
 - Additional Compensation
 - New Positions
 - Reallocations
 - Educational Benchmark Awards
 - Deletion of Positions
- Agency/Position Establishment and Abolishment (in accordance with legislative intent)
- Position Control
- Projection Control Files for Agencies/Position Data Projection Control Files for Program
 - Designations and Program Assignments to Positions
- Job Analysis and Position Classification
- Development and Maintenance of Class Specifications
- Organizational Staffing Patterns and Charts

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OFFICE OF TRAINING

- Management of Training Functions
- Certified Public Manager Program
- General Training Schedule
- On-Site Training
- Personnelist Training

ADMINISTRATIVE SUPPORT OFFICE (In-house Operation)

- Business Office Administration
 - Budget Preparation and Expenditure Control
 - Purchasing
 - Accounting
 - Payroll
- Telecommunication Systems Administration
- Administration of Printing and Duplication Operations
- Agency Personnel Administration
- Property Control
- Mail Distribution
- Office Supplies Distribution

OFFICE OF POLICY

- Development/Revision of SPB Policies and Procedures
- Administration/Interpretation of Policies
 - Employee Counseling
 - Agency and General Public Consultation
- Distribution of Policies and Procedures
- Maintenance of State Employees' Handbook
- Special Projects

MANAGEMENT INFORMATION SYSTEMS

- Design and Implement Internet Reports and Information
- Maintain and Secure SPB's Web Based Application Databases
- Support SPB's Wide Area Network and Applications
- Develop Special Information Reports From Statewide Request
- Provide Help Desk For Agency Computing Applications
- Manage Data Security For Agency's Computers and Servers
- Maintain and Upgrade SPB's Internet, WAN and LAN Hardware and Software Products

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OFFICE OF THE GENERAL COUNSEL

- Legal Advisor to State Personnel Director on EEO Charges, Legislative Process, Personnel Questions and Pending Litigation
- Compliance with the Fair Labor Standards Act, Civil Rights Acts, and other federal and state employment laws
- Coordination of Board Policy Development and Review, Ensuring Compliance with the Administrative Procedures Act, the Open Records Act and all Laws and Regulations Governing Policy Development and the Statewide Personnel System
- Legal Services Contracts Review

EMPLOYEE APPEALS BOARD

- Conduct Hearings and Render Decisions on Matters Affecting the Employment Status of State Employees

PERSONAL SERVICE CONTRACT REVIEW BOARD

- Promulgate rules and regulations governing the solicitation and selection of contractual services personnel which are consistent with sound business practices
- Review contracts in excess of \$100,000.00 to ensure that the terms of the agreement are consistent with the rules and regulations promulgated by the board and to limit risk of loss to the state

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Employees Paid with State Funds (Full-Time and Part-Time)

32,000	State Service (Purview of State Personnel Board)
1,000	Governor's Office and Legislative Branch
20,000	Institutions of Higher Learning
6,000	Community and Junior Colleges
<u>29,000</u>	State Teachers and Assistant Teachers
88,000	TOTAL

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Overview of State Government Workforce (State Service)

The purpose of this overview is to provide a summary of personnel management and employee compensation in agencies under the purview of the State Personnel Board at the close of Fiscal Year 2001, and to provide statistical information from other southeastern states. These figures exclude Mississippi Industries for the Blind, the Gulfport Port Authority, the Institutions of Higher Learning, the Community College System, and the Minimum Foundation Program Teachers, as these entities are not under the State Personnel Board's purview.

Full-Time Employee Profile as of June 30, 1993/2000/2001

	FY 93	FY 00	FY 01
Total Employees	27,459	31,551	31,828
Total Female Employees	15,126	18,591	18,843
Percentage of Female Employees	55.1%	58.9%	59.2%
Total Male Employees	12,333	12,960	12,985
Percentage of Male Employees	44.9%	41.1%	40.8%
Percentage of White Employees	61.3%	55.9%	54.7%
Percentage of Minority Employees	38.7%	44.1%	45.3%
Average Service Time	8yrs.3mo.	9yrs.1mo.	9yrs. 2mo.
Average Number of Years of Education	14.0yrs.	14.0yrs.	14.0yrs
Average Age of Employees	40 yrs	42yrs.	42yrs.3mo.
Average Salary of Employees	\$19,762	\$27,748	\$27,649
Number of Employees Earning Less than Avg. Salary	16,986	19,426	19,549
Percentage of Employees Earning Less than Avg. Salary	61.8%	61.6%	61.4%

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Average Full-Time Base Salary Compared with 14 Southeastern States

		As of 7/01		As of 7/00
High Salary	(Florida)	\$33,633	(Kentucky)	\$32,889
Median Salary	(Arkansas)	\$30,468	(South Carolina)	\$29,963
Low Salary	(Mississippi) ..	\$27,649	(West Virginia)	\$26,402
Surrounding Four-State Average Salary	\$30,732	\$29,941
Mississippi Average Salary	\$27,649	\$27,748

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Current Average Annual Full-time Salary Comparison

For State Employees in the Southeastern Region
July 2001

	FY01	FY02
Florida	\$32,204	\$33,633
Georgia	\$30,653	\$33,337
Alabama	\$31,972	\$33,024
North Carolina	\$32,532	\$32,772
South Carolina	\$29,963	\$32,239
Kentucky	\$32,889	\$32,090
Virginia	\$31,000	\$31,000
Arkansas	\$29,963	\$30,468
Tennessee	\$30,581	\$30,384
Oklahoma	\$29,435	\$30,001
Louisiana	\$27,519	\$29,050
West Virginia	\$26,402	\$28,060
Missouri	\$27,444	\$27,871
Mississippi	\$27,748	\$27,649
TOTAL AVERAGE	\$30,002	\$30,827*

*Alabama, Arkansas, Louisiana, and Tennessee average equals \$30,732.

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Salary Distribution Table All Employees as of June 30, 2001

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
\$70,000 and Over	344	1.05%	30,691,821.64	3.43%
\$60,000 - 69,999.99	390	1.19%	25,054,372.71	2.80%
\$50,000 - 59,999.99	902	2.76%	49,006,496.92	5.48%
\$40,000 - 49,999.99	2,078	6.37%	91,719,359.57	10.26%
\$30,000 - 39,999.99	6,395	19.59%	219,682,821.90	24.58%
\$20,000 - 29,999.99	13,166	40.34%	324,730,708.75	36.34%
\$14,000 - 19,999.99	7,873	24.12%	134,993,644.76	15.11%
\$13,000 - 13,999.99	844	2.59%	11,439,858.90	1.28%
\$12,000 - 12,999.99	192	0.59%	2,406,750.77	0.27%
\$11,000 - 11,999.99	107	0.33%	1,242,773.14	0.14%
\$10,000 - 10,999.99	107	0.33%	1,146,457.94	0.13%
\$ 9,000 - 9,999.99	27	0.08%	262,681.46	0.03%
Below \$ 8,999.99	215	0.66%	1,186,721.09	0.13%
FULL AND PART TIME TOTALS	32,640	100.00%	\$893,564,469.55	100.00%

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Salary Distribution Table Full-Time Employees Only From SPB Database as of June 30, 2001

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
\$70,000 and over	340	1.07%	30,303,232.81	3.44%
\$60,000 to 69,999.99	386	1.21%	24,805,913.85	2.82%
\$50,000 to 59,999.99	901	2.83%	48,948,543.78	5.56%
\$40,000 to 49,999.99	2,072	6.51%	91,464,179.73	10.39%
\$30,000 to 39,999.99	6,357	19.97%	218,408,236.80	24.82%
\$20,000 to 29,999.99	12,925	40.61%	318,913,297.49	36.24%
\$14,000 to 19,999.99	7,722	24.26%	132,456,258.46	15.05%
\$13,000 to 13,999.99	818	2.57%	11,090,170.96	1.26%
\$12,000 to 12,999.99	159	0.50%	1,993,357.89	0.23%
\$11,000 to 11,999.99	61	0.19%	713,891.35	0.08%
\$10,000 to 10,999.99	84	0.26%	906,570.72	0.10%
\$9,000 to 9,999.99	0	0.00%	0.00	0.00%
*Below \$8,999.99	3	0.01%	13,750.00	0.00%
FULL-TIME EMPLOYEE TOTALS	31,828	100.00%	\$880,017,403.84	100.00%

* These employees are advisory appointees. They were placed in full time pins.

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Comparison of Mississippi Private Sector and State Employee Salaries (Includes Full-Time and Part-Time Employees)

	Oct/Dec 1998	Oct/Dec 1999	Oct/Dec 2000	Oct/Dec* 2001	Oct/Dec 2002
Private (includes retail)	(.058) \$25,470	(.019) \$25,948	(.005) \$26,066	(.015)* \$26,456	(.015)** \$26,852
Private (excludes retail)	(.057) \$27,953	(.018) \$28,451	(.009) \$28,698	(.015)* \$29,128	(.015)** \$29,564
State Employee	\$25,887	\$27,591	\$27,444	\$27,363	\$27,363

* Projected

** If no FY2001 pay raise.

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Average Monthly Strengths and Salaries for State Employees

<u>Month</u>	<u>Strength</u>	<u>Avg Salary</u>
01/98	30,642	\$24,825
02/98	30,606	\$24,883
03/98	30,654	\$24,867
04/98	30,779	\$24,830
05/98	30,954	\$24,775
06/98	31,063	\$24,710
07/98	30,899	\$25,627
08/98	30,901	\$25,673
09/98	30,855	\$25,780
10/98	30,992	\$25,845
11/98	31,001	\$25,862
12/98	31,045	\$25,888
01/99	31,147	\$25,920
02/99	31,174	\$25,952
03/99	31,227	\$25,930
04/99	31,298	\$25,890
05/99	31,566	\$25,806
06/99	31,578	\$25,776
07/99	31,638	\$27,306
08/99	31,472	\$27,381
09/99	31,556	\$27,461
10/99	31,699	\$27,450
11/99	31,655	\$27,558
12/99	31,706	\$27,591
01/00	31,837	\$27,533
02/00	31,869	\$27,520
03/00	31,960	\$27,514
04/00	32,147	\$27,468
05/00	32,167	\$27,360
06/00	32,538	\$27,330
07/00	32,277	\$27,314
08/00	32,229	\$27,378
09/00	32,306	\$27,438
10/00	32,252	\$27,450
11/00	32,439	\$27,422
12/00	32,551	\$27,444
01/01	32,455	\$27,436
02/01	32,687	\$27,387
03/01	32,856	\$27,369
04/01	32,831	\$27,359
05/01	32,556	\$27,349
06/01	32,640	\$27,376

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Cost for a 1% Increase Based on FY 2002 Projection

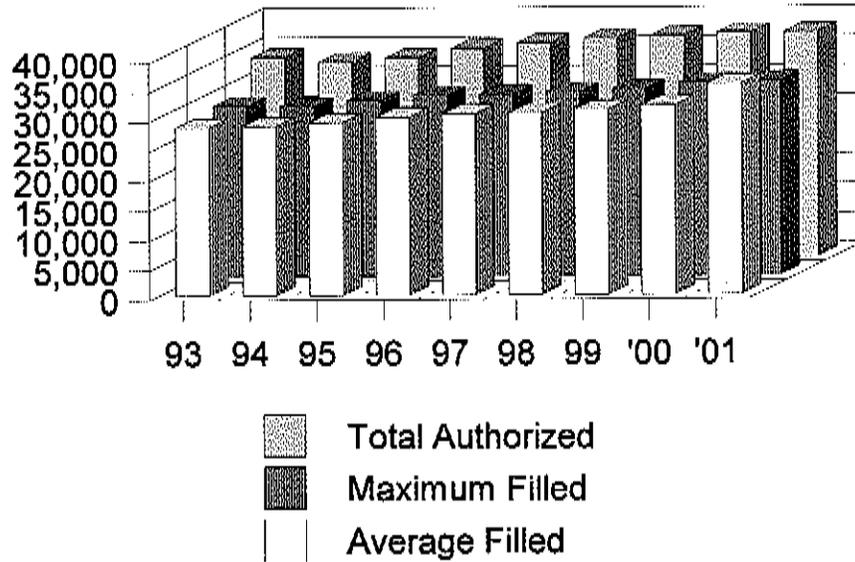
Total Projected Personal Services Cost, Current Level*	\$1,328,018,879
Less Vacant Positions	(\$174,121,250)
Less Salaries Set by Statute	(\$11,598,165)
Minus Projectable Additional Compensation	<u>(\$9,599,415)</u>
Adjusted Total Projection	\$1,132,700,049
Total Cost of 1% Increase	\$11,327,000
Cost of 1% General Fund Increase (50.57%)	\$5,779,035
Cost of 1% Federal Fund Increase (19.64%)	\$2,195,172
Cost of 1% Other Fund Increase (29.79%)	\$3,652,792

*Total based on cost continuation for FY-2002 as of 07-01-2001. Rpt run 07/01/2001.

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Position/Employee Growth

Fiscal Years 1993 - 2001



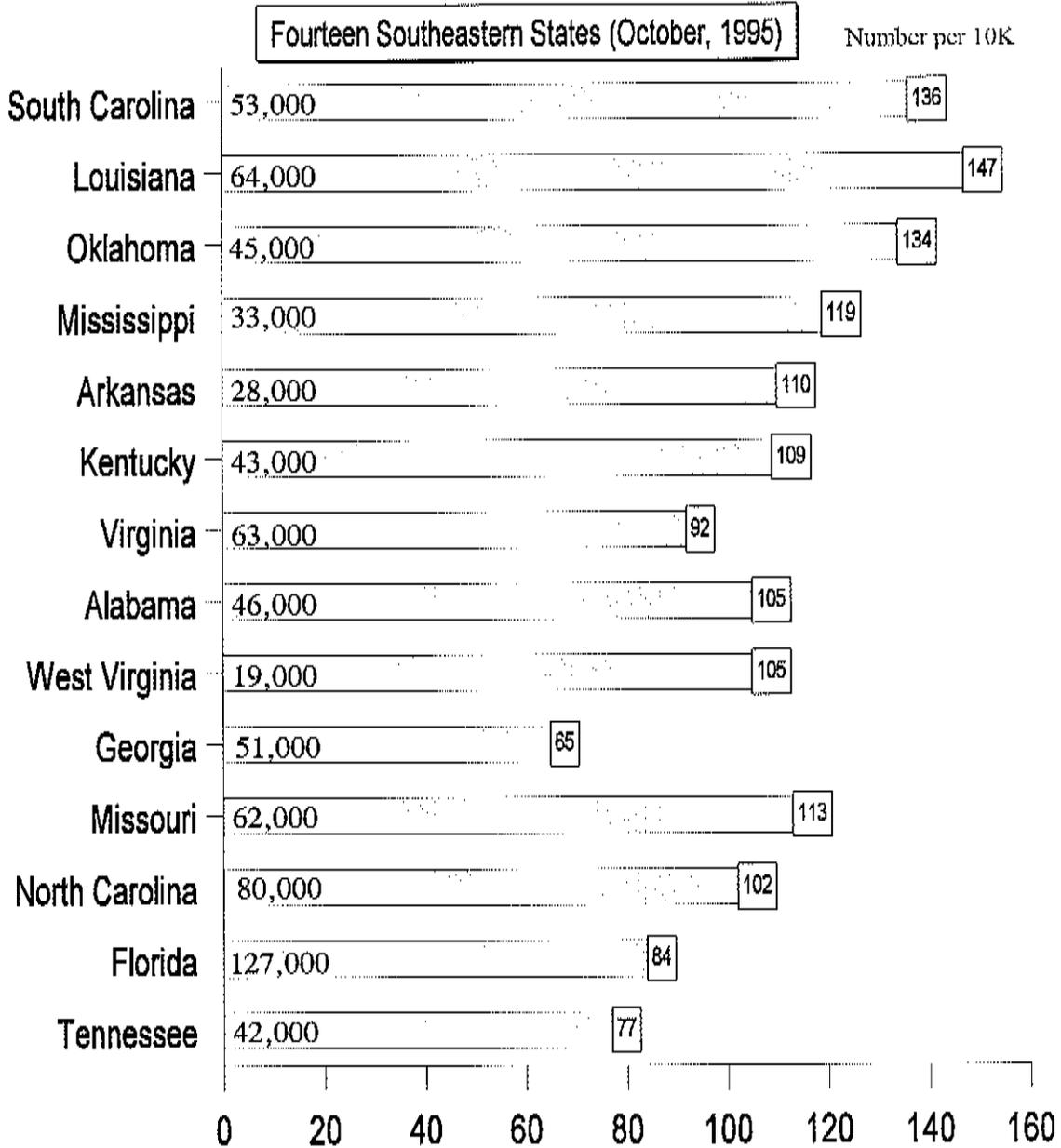
Year	Authorized	Maximum	Average
93	33,923	28,818	28,308
94	33,095	28,702	28,483
95	33,736	29,686	29,076
96	35,324	30,559	29,979
97	36,237	30,663	30,454
98	37,015	31,063	30,454
99	37,378	31,578	31,139
00	37,848	32,538	31,854
01	37,977	32,856	35,507

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FY 93/FY 00/ FY 01 Strength Comparison				
	June 93	June 00	June 01	June 93 to June 01 Difference
Mental Health	6,229	8,237	8,451	2,222
Human Services	3,531	3,780	3,555	24
Department of Transportation	3,504	3,306	3,329	(175)
Department of Corrections	2,772	3,654	3,753	981
Department of Health	2,791	2,387	2,312	(479)
Department of Public Safety	841	1,031	1,067	226
Wildlife & Fisheries & Marine Resource	1,006	1,158	1,028	22
Employment Security	981	742	751	(230)
Rehabilitation Services	855	804	854	(1)
State Tax Commission	840	779	765	(75)
Forestry Commission	720	697	635	(85)
Department of Education	602	801	793	191
Military Department	<u>560</u>	<u>657</u>	<u>660</u>	<u>100</u>
Subtotal	25,232	28,033	27,953	2,721
Department of Environmental Quality	384	460	471	87
Division of Medicaid	242	482	558	316
Supreme Court	67	127	131	64
Gaming Commission	0	146	137	137
All Others*	<u>2,894</u>	<u>3,290</u>	<u>3,390</u>	<u>496</u>
Subtotal	3,587	4,505	4,687	1,100
TOTAL	28,819	32,538	32,640	3,821

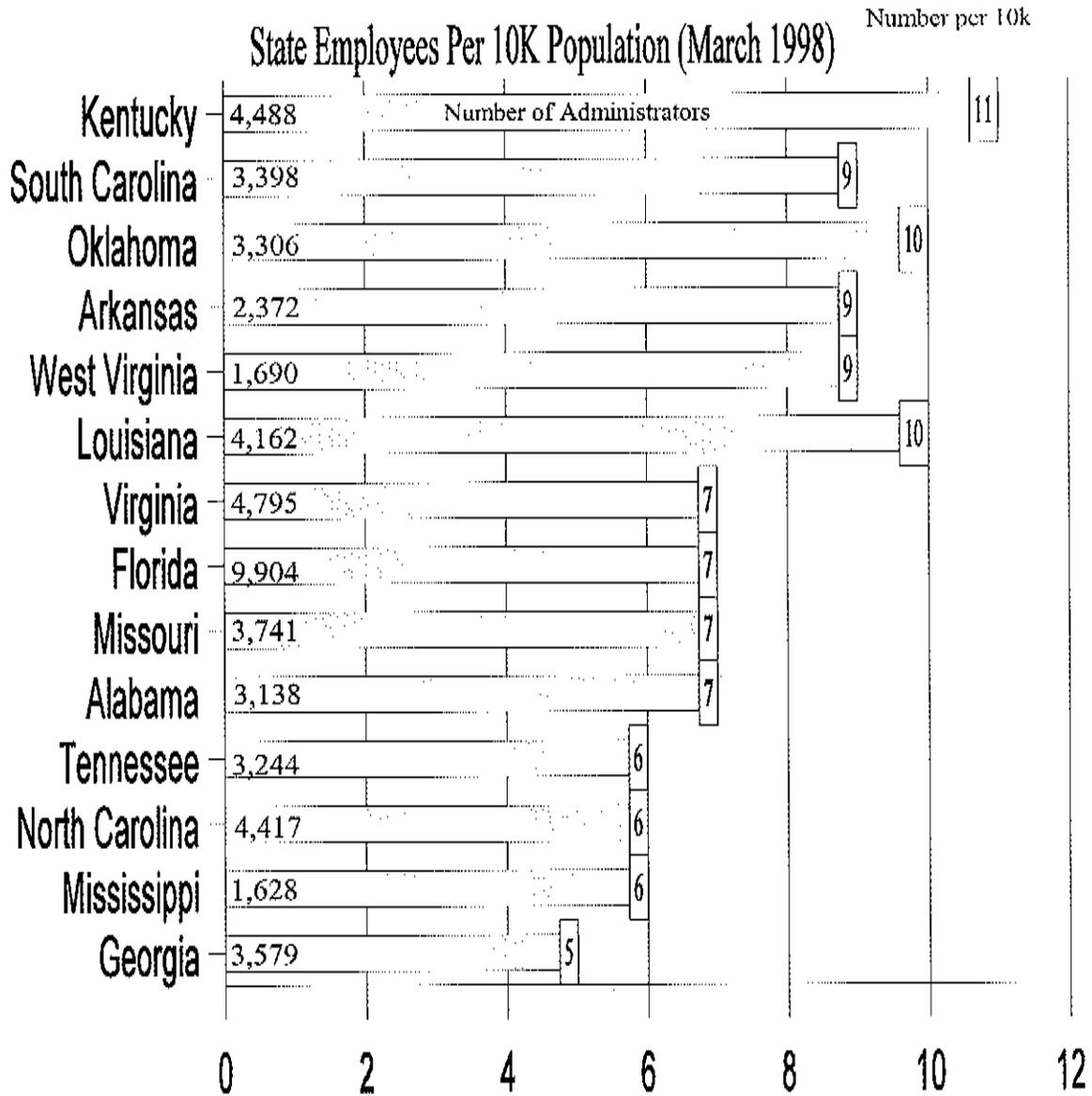
*55 agencies ranging in size from 1 to 336 employees. Total Employees Including Escalated Positions.

State Employees Per 10k Population



Source: The Book of the States, Vol. 33, 2000-2001, Pages 368-464.

Financial and Other Governmental Administration



Source: The Book of the States Vol. 33 2000-2001, Pages 368 & 464.

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Beverly Crouther, Assistant State Personnel Director

Fiscal Year 2001 Summaries Recruitment and Selection

Responsibilities of the Office of Recruitment and Selection for Fiscal Year 2001 included the recruiting, screening, evaluating, testing, and certifying of applicants for consideration by state agencies to fill vacancies in state government.

A program of equal opportunity recruitment and referral is conducted through a cooperative agreement with the Mississippi State Employment Security Commission (MESC). The Mississippi Employment Security Commission has been designated as the primary referral source for job applicants. Job information and counseling is available to applicants at local MESC offices throughout the state. During Fiscal Year 1999, the Office of Recruitment and Selection began announcing job vacancies through the Internet.

Activities of the State Personnel Board's Recruitment and Counseling Center included attendance at career days and provision of information to placement offices of colleges and universities. Job information and counseling sessions were also offered at the Recruitment and Counseling Center at the State Personnel Board Offices.

Thirty-seven thousand seven hundred twenty-five (37,725) applications were received during Fiscal Year 2001 from individuals seeking state government employment and from agencies for non-competitive promotions, new hires into positions exempted from the selection and certification processes, and new hires or promotions into non-state service positions.

Each valid application received by the Office of Recruitment and Selection was screened and evaluated by professional evaluators for eligibility and compliance with all job requirements. If the application was for a job which required a written or proficiency test, the applicant's score was derived from his/her performance on that test. If the application was for a job for which there was no written or proficiency test, the applicant's score was derived from a computerized scoring system which takes into consideration the relatedness and quantity of the applicant's education and experience.

Written examinations were administered on Saturdays at eight (8) locations throughout the state to minimize possible hardships encountered by applicants residing outside the Jackson metropolitan area. Examination centers in Fiscal Year 2001 were located in Columbus, Gulfport, Hattiesburg, Itta Bena, Jackson, Meridian, Oxford, and Parchman. Examinations were administered by individuals sponsored by the facility providing the examination site and trained by the State Personnel Board's professional testing staff. Additionally, testing was administered at the State Personnel Board on a walk-in basis on

2001 Annual Report

certain week days. This afforded applicants, who preferred not to wait for the regularly scheduled Saturday session in their own geographic location, an opportunity to apply, and be tested on the same day.

Applicants were scheduled for walk-in testing on a first-come, first-served, space-available basis. Typing tests were offered at Jackson, Scooba, Moorehead, Perkinston, Senatobia, Summit, and Tupelo. Typing tests were not available on a walk-in basis. Eight thousand seven hundred eighty-eight (8,788) examinations were scheduled during Fiscal Year 2001.

Once the examination process had been successfully completed, the names and numerical ratings of qualified job applicants were added to the appropriate lists of eligibles. Four (4) types of lists were maintained:

1. Reduction in Force (RIF)/Re-employment
Employees in state service positions, laid off while in good standing, who submit a current Experience and Training Record within 12 months of termination date may be placed on this certificate.
2. Promotional/Transfer/Alternate Re-employment
Permanent state service status and/or probationary state service, part-time, time-limited and/or other State Personnel Board purview non-state service employees who have completed six (6) months continuous employment, may be placed on competitive promotional and transfer certificates. Former state service status and/or probationary state service, part-time, time-limited and/or other State Personnel Board purview non-state service employees who have completed at least six (6) months of the probationary period and voluntarily terminated in good standing, may, within 12 months of termination date, be placed on the alternate reemployment certificate.
3. Open Competitive
Individuals who have applied for a position during an announced recruitment period and who meet the selection criteria for specific job classifications on recruitment and who do not meet the criteria for other types of certificates may be placed on this certificate.
4. Agency Only
Persons presently employed in a state service, part-time, time-limited or other State Personnel Board purview non-state service position by that agency and who have completed at least six (6) months of their probationary period and meet the selection criteria for the specific job classification, may be placed on this certificate.

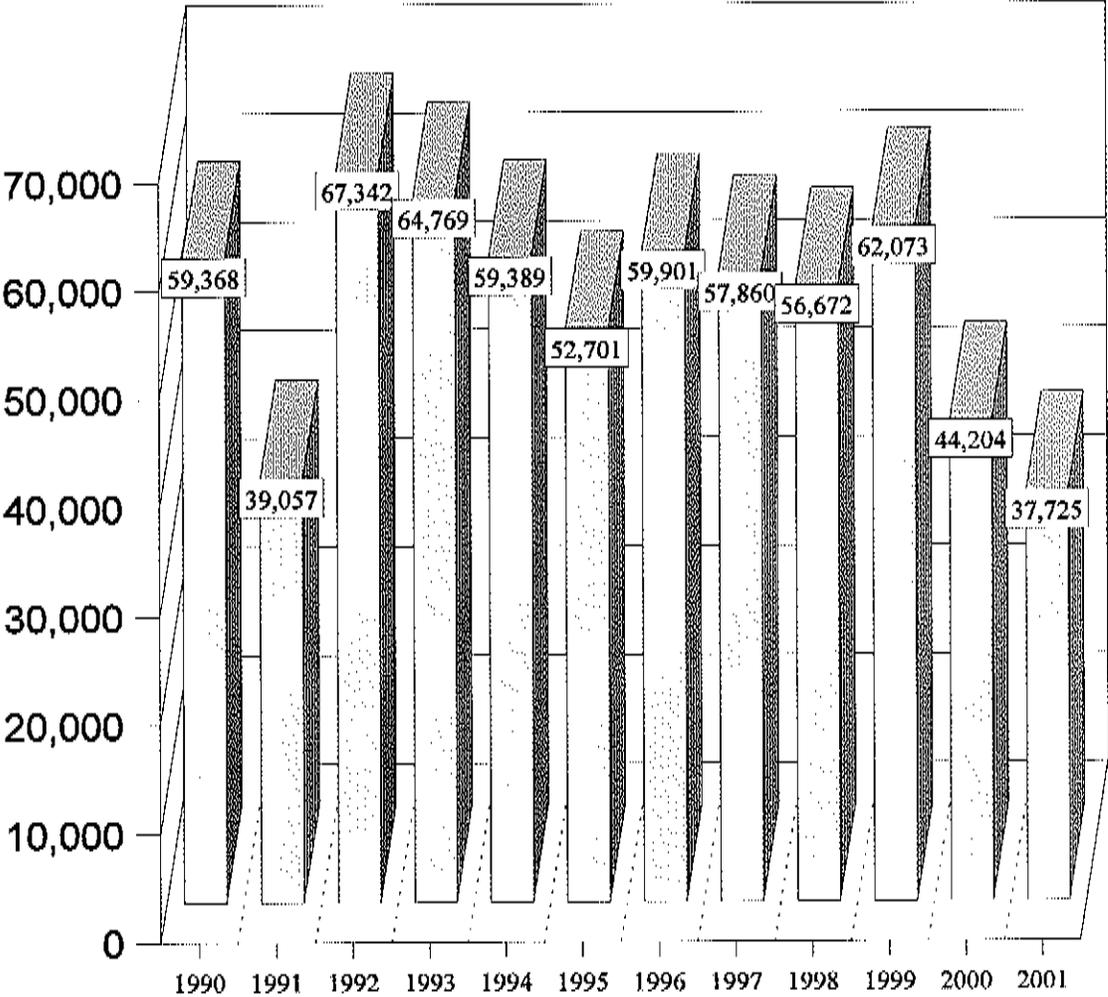
When an agency had a vacancy to fill, any one of the four (4) types of certificates could be requested. If the agency requested a Type 1 Certificate, all applicants were printed on one list. If a Type 2 Certificate of Eligibles was requested, the State Personnel Board then certified the names of the ten (10) highest scoring applicants on that list of eligibles. If a Type 3 Certificate of Eligibles was requested, the names of the ten (10) highest scoring applicants on the Type 2 list as well as the names of the ten (10)

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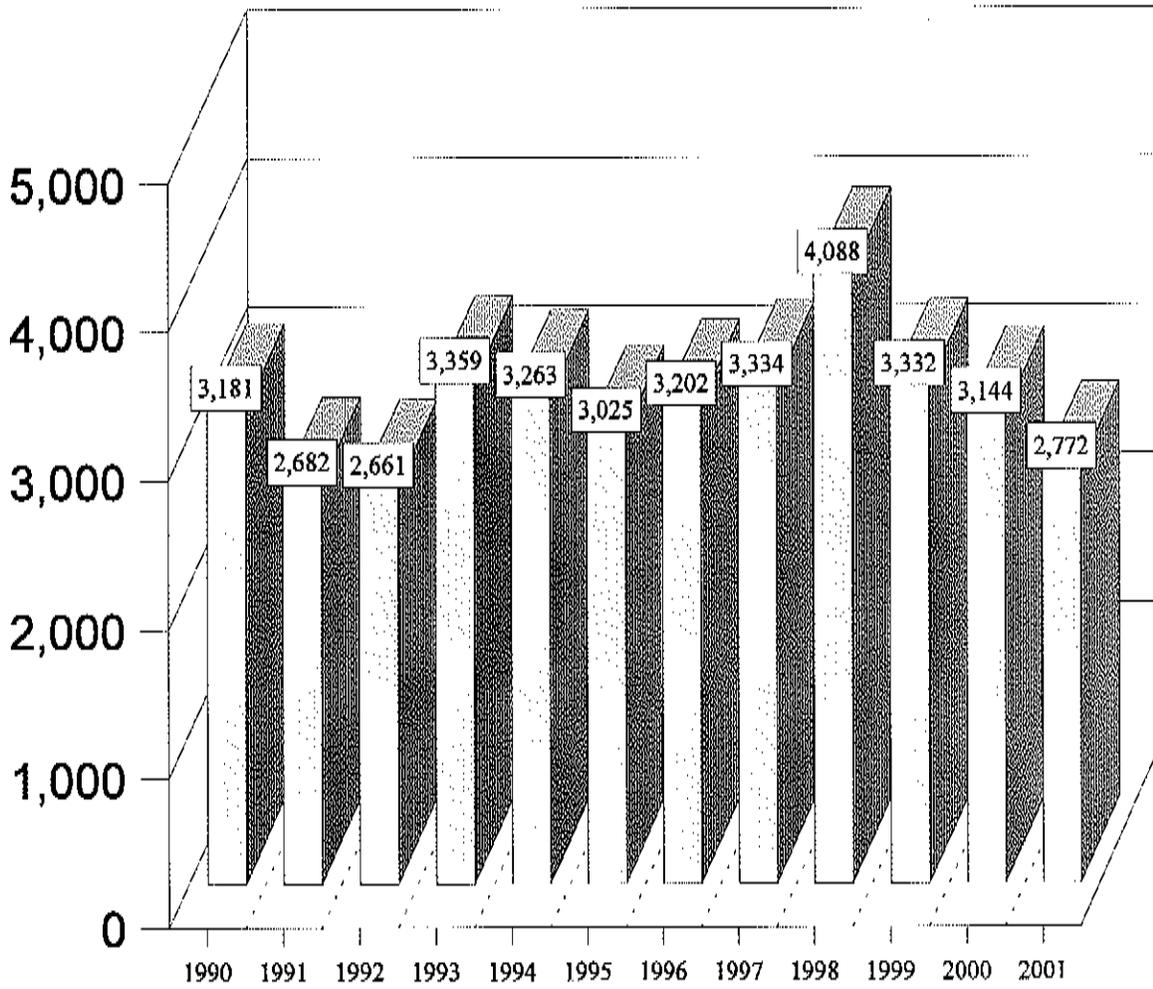
highest scoring applicants on the Type 3 list were provided. In addition, a Type 4 certificate was available which provided the names of the twenty (20) highest scoring applicants who were already employees of the requesting agency.

During Fiscal Year 2001, state agencies submitted 2,772 requests for Certificates of Eligibles which resulted in the appointment of 2,784 applicants.

Applications Processed



Certificates Processed



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Recruitment and Selection Fiscal Year 2001 Summary

Counseling Sessions Conducted	17
Resumes Evaluated/Letters Written	105
Recruitment Requests Processed/Job Announcements Removed	5,540
Applications Received	*37,725
Applicants Added to Lists of Eligibles	5,696
New Requests for Certificates of Eligibles	2,772
Certificate Updates (New and Supplementals)	20,132
Number of Names Certified on Certificates	49,810
Number of Appointments from Certificates	2,784
Applications Evaluated	32,003
Tests Administered	8,788

Recruitment and Selection Activities

	<u>FY 01</u>	<u>FY 00</u>	<u>FY99</u>
Applications Received	37,725	44,204	62,073
Assembled Tests Scheduled	8,788	11,688	14,493
Applicants Referred on Certificate	49,810	59,689	63,879
Valid Applicants Evaluated	32,003	35,089	53,110

* Includes profiles.



Frederick Matthes, Assistant State Personnel Director

Classification and Compensation

The Office of Classification and Compensation primarily is charged with the responsibilities delineated below. These program responsibilities are noted in Mississippi Code Annotated of 1972, as amended. Sections 25-9-103, 25-9-107, 25-9-115, 25-9-119, 25-9-133, 25-9-135, 25-9-147, and 25-9-149.

- A. Maintaining a statewide classification system based on objective job analysis to provide timely and consistent classification of all state service positions and to ensure fair treatment of applicants and employees by prohibiting known non-merit selection criteria in written minimum qualifications of job classifications.
- B. Developing annual recommendations to the Legislature concerning salary ranges of all job classifications under the State Personnel Board's salary setting authority in order to recruit and retain quality employees in the state work force and to provide adequate and equitable compensation to state employees.
- C. Providing budget recommendations to the Department of Finance and Administration and the Legislative Budget Office on October 1, of each year. Upward reallocations or realignments necessary to fill bona fide staffing needs that cannot be adequately addressed through normal budget procedures may be authorized by the State Personnel Board on a monthly basis as needed.
- D. Maintaining and/or implementing any necessary revisions to the Variable Compensation Plan.
- E. Assisting in the preparation of the Variable Compensation Plan Policy outlining the policies that will govern personnel transactions during the upcoming fiscal year.
- F. Administering rules and regulations governing the appointment and movement of all employees within the state service.
- G. Providing position control of employment positions authorized in appropriation bills and escalations approved by the Department of Finance and Administration.

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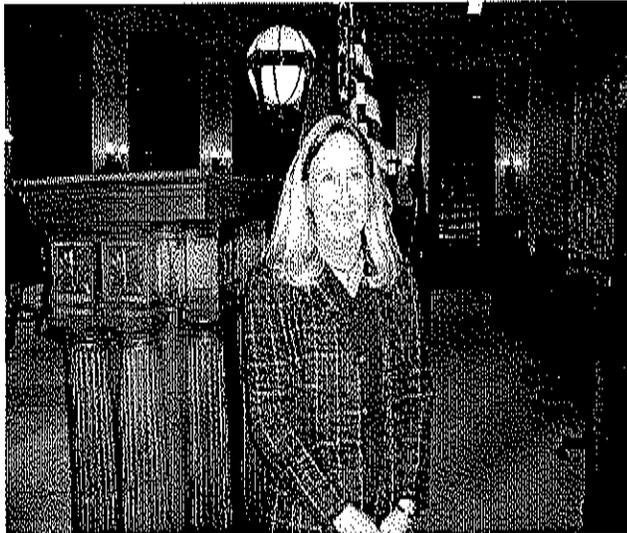
- H. Developing documents to verify agency and position data. This is necessary to provide program budget information to the Legislature for manpower cost projections for the major expenditure category, Personal Services (salaries, wages and fringe benefits).
- I. Assisting state agencies in the review of organizational structures, utilization of resources and personnel administration.
- J. Processing personnel action requests received from agencies which include actions such as new hires, transfers, promotions, demotions, and data revisions.
- K. Analyzing agency requests for hiring, promotions, reclassifications, reallocations, and other personnel actions, prior to review by the State Personnel Director or the State Personnel Board.

Classification and Compensation, As of 6/30/01

Personnel Transactions (Computer Generated)	91,260
Organizational Chart Audits	101
Budget Requests	*64
Desk Audits	84
Items Briefed to Personnel Board	134

- *New Positions 1,382
- *Reallocations 1,659
- *Occus Realigned 1,405

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Marianne Gaudin, Assistant State Personnel Director

Training

The Office of Training of the State Personnel Board is responsible for assisting state agencies in improving the productivity, effectiveness and efficiency of state employees through the coordination and provision of appropriate training and development programs.

The Office of Training accomplishes its assigned responsibilities by:

1. Providing high-quality, low-cost training programs identified through the needs assessment process as being top priorities throughout state government;
2. Providing these programs on-site for agencies, whenever possible, in order to minimize employee travel time and cost to the agencies;
3. Tailoring training programs to the needs of state government in general and for on-site agency programs to the individual needs of the agency and/or employees targeted;
4. Providing technical assistance on training issues such as conducting effective needs assessments, planning training programs, conducting successful training programs, evaluating training, and developing comprehensive training plans. The primary aim of this assistance is to help agencies develop and carry out training plans and programs that are specific to their needs and cost-effective and which can be maintained internally; and
5. Serving as a statewide training referral source for such training resources as contract trainers, training programs and packages, training video and audio tapes, training equipment and the like

Training programs offered included the Certified Public Manager (CPM) Program, a rigorous, long-term, national program aimed at standardizing and professionalizing public management in Mississippi in which more than 1600 managers have participated. This program places Mississippi among the leaders nationwide in the area of management training for state employees. In addition, general training classes were offered in the areas of management and supervision, professional development, and secretarial and clerical skills.

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	TRAINING SESSIONS	FY 01	FY 00
General and Agency Sponsored		*181	*291
CPM		**30	**26
Basic Supervisory Course		**27	**30
TOTAL		238	347
	EMPLOYEES TRAINED		
General and Agency Sponsored		3,655	6,125
CPM		750	650
Basic Supervisory Course		675	750
TOTAL		5,080	7,525

- * This figure does not include training provided through an agency's personal service contracts.
- ** This figure represents the number of week long sessions.

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Gary Runnels, Assistant State Personnel Director

Management Information Systems

The State Personnel Board is responding to the increasing informational requirements of our state agencies, elected officials and general public by the proper usage of computing applications and technology. Management Information Systems Division (MIS) plays a role in SPB's plans to provide timely and accurate information concerning state employees, applicants for state employment, and agency organizational structures and positions. MIS is responsible for the data to produce special reports such as manpower cost projections for the Legislature and state agencies; agency monthly cost trend reports; providing information requested to fulfill legal requirements such as court orders; managing data for cost trend and analysis; and producing budget-related information for legislative and executive branches. The State Personnel Board provides state agencies with data from the computer databases on a regular basis. Often these agencies will request additional information that requires special computer programming.

The State Personnel Board, Division of Finance and Administration, and Information Technology Services have completed the design and implementation of an automated Statewide Payroll and Human Resource System (SPAHRS). This system provides the information base to support Mississippi's payroll and human resources data needs well into the 21st century. For speed and accuracy, combined payroll and personnel data is available to all authorized customers using the latest electronic media. Management information from DFA and SPB may be obtained from a common computer database. SPAHRS is designed to minimize the dependency on the flow of paper, while maintaining the integrity required for sensitive payroll and human resource data systems. SPB joins with SPAHRS and Mississippi Executive Resource Library and Information Network (Merlin) to incorporate the latest technology in order to furnish timely accurate information for all agencies and officials. The SPB utilizes high speed fiber data links to facilitate information flow within the state computing complex.

The SPB is continuously pursuing cost effective methods of increasing service to our customers. We remain focused upon minimizing and reducing the flow of paper throughout the agency. The SPB uses the Internet and Fax servers to distribute AD Hoc reports and information to requesting agencies and individuals. Important personnel data is now available 24 hours a day via the Internet. Any agency or individual (with appropriate authorization) may obtain job or agency information directly from SPB computers instead of paper copy or host resident data.

The SPB will continue to review and expand the usage of the Internet as a vehicle to obtain and provide key personnel information. Significant resources are being invested in the development and implementation of new applications on the SPB's Web site (www.spb.state.ms.us).



Carol Rowe, Policy Director

Office of Policy

The Office of Policy operates in a support capacity within the agency, maintaining responsibility for policy development/revision and interpretation of both internal SPB policies and those contained in the Mississippi State Personnel Board Policy and Procedures Manual and the Mississippi State Employee Handbook. The office is also responsible for a variety of special projects.

Staff must have a working knowledge of all areas of operation of the State Personnel Board, with in-depth knowledge of the agency's policies and procedures, and particular expertise in the general policy areas, such as those addressing "Leave," "Discipline," and the "Grievance Process."

Administrative Services

The Office of Administrative Services is responsible for all business services necessary for the day-to-day operation of the Board, including, but not limited to, requisitions, purchasing, payroll, employee benefits, maintenance of all SPB personnel files, records, inventory, switchboard, mail, and accounts payable. The office is staffed by professionals with expertise in the operation of the Statewide Automated Accounting System (SAAS) and a thorough knowledge of the laws governing state purchasing and accounting operations.



Joanna Hall, Director of Finance



Robert E. Fagan, Jr., Special Assistant Attorney General

Office of General Counsel

The Office of General Counsel is staffed by a Special Assistant Attorney General and a Secretary. The General Counsel provides advice and assistance to the State Personnel Board and the State Personnel Director on a variety of legal and policy matters including, but not necessarily limited to, Equal Employment Opportunity concerns, personnel policy inquiries, and issues surrounding various Federal and State laws such as the Americans with Disabilities Act and the Fair Labor Standards Act. The Office of General Counsel also acts as a resource center for certain legal inquiries forwarded from various state agencies and the general public, and is responsible for analyzing contracts submitted to the Board by state agencies for the engagement of private law firms and legal services.



Hollis Baugh, Assistant State Personnel Director

Administrative Staff

Mr. Baugh is responsible for State Personnel Board strategic planning and coordinating the Quality Workforce Initiative.



Peggy Williams, Employee Appeals Board Director

Employee Appeals Board

The Employee Appeals Board is composed of three (3) Hearing Officers appointed from each Supreme Court district in accordance with state statute. They are appointed by the five (5) members of the Mississippi State Personnel Board.

The purpose of the Employee Appeals Board is to provide a fair and impartial forum beyond the agency level. The Board holds hearings, compiles evidence, and renders decisions regarding agency actions or employee grievances.

Any permanent state service employee may appeal any action adversely affecting his or her compensation, employment status, or any grievable action set forth by policy. Any permanent state service employee, probationary employee in a state service position or non-state service employee in, or applicant for, an authorized employment position in an agency which employs state service employees may appeal alleged acts of discrimination based on race, color, creed, religion, national origin, sex, age, disability, or political affiliation in any personnel action or unlawful employment practice. They also may appeal alleged acts of retaliation based upon the employee or applicant's reports of alleged improper government action to a state investigative body.

Proceedings before the Board are de novo and are heard before a single Hearing Officer. After a decision is rendered, either party may appeal to the Full Board. Either party may further appeal to the Circuit Court.

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	<u>FY01</u>	<u>FY 00</u>
CASES FILED		
Initial Appeals		
Demotion	4	9
Suspension w/o Pay	10	25
Termination	68	72
Unresolved Grievances	47	35
En Banc	30	30
Circuit Court	11	17
TOTAL CASES FILED	170	188
ORDERS RENDERED		
Affirmed	44	54
Agreed	27	23
Dismissed/Appeal not Perfected	10	5
Dismissed/Lack of Jurisdiction	20	22
Dismissed/Motion of Appealing Party	15	16
Dismissed/Failed to Appear	8	5
Dismissed/Stale	4	6
Reversed	11	10
Partial Relief	4	6
En Banc Orders Rendered		
Affirmed	26	38
Dismissed	5	10
Reversed	2	2
Partial Relief	0	1
TOTAL ORDERS RENDERED	176	198



Tina Hill, Special Assistant
Attorney General

Personal Service Contract Review Board

During the 1997 Regular Session, the Mississippi Legislature enacted legislation creating the Personal Service Contract Review Board. Section 25-9-120 of the Mississippi Code of 1972, Annotated provides that the Board is to be composed of the State Personnel Director, the Executive Director of the Department of Finance and Administration, or his designee, the Commissioner of Corrections, or his designee, the Executive Director of the Mississippi Department of Wildlife and Fisheries, or his designee, and the Executive Director of the Department of Environmental Quality, or his designee. The State Personnel Director shall be Chair and shall preside over the meetings of the Board. The Personal Services Contract Review Board meets regularly once a month and as needed in order to accommodate special requests made by agencies.

Necessary clerical and administrative support for the Board is provided by the State Personnel Board. Currently, the staff consists of one Special Assistant Attorney General, one Contract Analyst and one Administrative Assistant. During Fiscal Year 2001, the Personal Service Contract Review Board accomplished the following:

- (1) Revised policies and procedures to eliminate unnecessary paperwork and undue hardship on agencies;
- (2) Made readily accessible on the Internet the Personal Service Procurement Regulations and PSCRB meeting dates;
- (3) Completed plans to implement a series of statewide contract procurement regulation training classes to begin October 2001;
- (4) Coordinated with MMRS personnel to develop specific training for state employees regarding managed contracts in SPAHRS;
- (5) Approved personal and professional services contracts involving the expenditures of funds in excess of One Hundred Thousand Dollars (\$100,000.00);
- (6) Administered standards with respects to contractual services personnel which required invitation for public bid, requests for proposals, record keeping and financial responsibility of contractors;
- (7) Administered standards for the issuance of requests for proposals, the evaluation of proposals received, consideration of costs and quality of services proposed, contract negotiations, the administrative monitoring of contract performance by the agency and successful steps in terminating a contract;

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- (8) Authorized personal and professional service contracts to be effective for more than one year provided a funding condition was included in any such multiple year contract.

During Fiscal Year 2001, 207 contracts were approved for execution through Fiscal Year 2006 totaling \$201,202,135:

	FY 2000	FY 2001
Contracts Approved	209	207
	FY 2000	FY 2001
General Funds	\$43,006,271	\$49,943,402
Federal Funds	\$92,498,816	\$65,512,855
Other Funds	\$112,197,657	\$85,745,878
Total	\$247,702,744	\$201,202,135

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The Colonel Guy Groff State Variable Compensation Plan "Open to Change"

Benefits

- Flexibility to Manage Wage and Salary Administration
- Abandons Traditional Grade and Step Format
- Annual Legislative Review and Funding
- Legislative Commitment Ensures Success

Components

- Realignment - Key Feature
- Productivity Awards Based on Job Performance
- In-service, Cost of Living Increase
- Longevity
- Reallocations and Reclassifications
- Additional Compensation, i.e., Shift Differential and Overtime
- Special Compensation Plans, i.e., Experience/Educational Benchmarks

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Overview of the Variable Compensation Plan

Each position in state government is classified into one of approximately 2,000 job titles. Each job title in state service has a position description which explains the characteristics of the job and the minimum educational and experience requirements needed to be considered for appointment to that job. Each job title has an assigned salary range. The salary range is based on the Mississippi relevant labor market, and the four (4) contiguous states (Alabama, Louisiana, Tennessee, and Arkansas). The range from the entry salary to the maximum salary of a job classification is generally 50%. Since first adopted by the Legislature in 1981, the Variable Compensation Plan has been the primary instrument governing salary administration for state government employees. The following is an overview of the Variable Compensation Plan (VCP).

Realignment allows annual adjustments to the salary ranges of state jobs based on surveys of salaries for the same or similar jobs in surrounding states or the private sector in Mississippi. This component is targeted at keeping the starting and maximum salaries for state employees generally comparable with other southeastern states and the private sector in Mississippi. The key feature of realignment is the compensation of employees at a fair wage based on the prevailing regional labor market.

Productivity increases are performance based salary increases awarded at the discretion of the agency director and management. Productivity is the most flexible management tool in the VCP. When appropriated, it allows an agency director to reward employee excellence. More than any other component, productivity encourages the retention of an agency's top performers by reassuring them that their good work is being noticed and appreciated. It motivates and provides an incentive to other employees to put forth their best effort. Productivity promotes stability, thus reducing the direct and indirect costs of turnover and training. State Personnel Board regulations require that productivity increases be thoroughly documented by current performance appraisal ratings. The Performance Appraisal Review (PAR) was redesigned in 1994, effective January 1, 1996. The redesign was accomplished by an 18-member task force of professionals from a cross-section of agencies. The updated system simplified the prior appraisal process, yet retained all of the elements needed for effective supervisor/subordinate communication as well as being legally defensible.

Since productivity salary increases are restricted to only the best performers, it is one of the best methods of cost containment available to the Legislature. In the short term, the exclusion of marginal and mediocre workers from its benefits provides an immediate economic savings over nonselective salary increases. In the long term, it reduces the tendency of agencies to request reallocations to higher salaried job classes strictly to award salary increases.

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Primary Effects of the Failure to Fund Productivity

- * Disparity among agencies in that some agencies were able to participate while others were not.
- * Loss of effectiveness of the employee Performance Appraisal Review System (PAR) which was designed and marketed to state government as a "pay for performance" system.
- * Decreased ability of agencies to provide high quality services to the people of Mississippi due to the difficulty in attracting and retaining high quality, productive employees at all levels.
- * Loss of productivity and morale in state government due to the perception that the productive employee has no greater value than the unproductive employee.
- * Creation of a management system in which managers have no control over one of the most powerful managerial tools, i.e., the ability to financially reward productive employees.

Reallocations, which are changes in job classification based on a review of the duties performed, are based upon documented need within the agency. Reallocations are concerned primarily with the job content of the position and not the salary. Reallocations are a necessary component when agencies experience reorganizations or increased responsibilities which require changes in job duties performed.

Reclassification allows agencies to automatically change the classification of employees who have successfully completed a period of training or received needed licensure or certification. Normally, the employee moves from a trainee position to the full classification, such as Correctional Officer Trainee to Correctional Officer I, and receives a salary increase consistent with the existing promotional formula.

Educational Benchmark awards provide compensation for achievement of significant, job related educational milestones which the employee has embarked upon in conjunction with the agency. The employee understands that the agency will provide a benchmark increase upon successful completion of the educational program. The amount of the benchmark is usually five percent of the employee's base salary.

Additional Compensation (overtime or callback pay) is authorized for individuals who work additional hours beyond the established work schedule. Payment of overtime is needed in order to comply with provisions of the Fair Labor Standards Act.

New Hire Flexibility allows the agencies to hire an applicant at a salary above the starting salary of the pay range based on his/her superior education and/or experience as documented by the agency.

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Recruitment Flexibility exceeds the flexibility offered for new hires, and is based on documented recruitment difficulties. The award of recruitment flexibility must be approved by the State Personnel Board in all cases.

Longevity bonuses are lump sum payments awarded to employees who have reached the maximum salary allowed for their particular job class by State Personnel Board regulations. Longevity bonuses are awarded if the Legislature appropriates specific funding for that purpose.

In summary, **realignment** is the adjustment of the recommended starting salary and mandatory maximum salary for each job classification in state government. It is based on salary surveys of equivalent or similar jobs in Mississippi and the surrounding states which are conducted by State Personnel Board staff on an ongoing basis. **Productivity** is awarded to employees who are an agency's top performers. Through the use of PAR, agency management knows who its top performers are, and good managerial practice dictates that employees who do the best work are more deserving than the marginal or mediocre worker. **Reallocation** recognizes that job responsibilities and duties of a position may change over time or as a result of reorganization. If job responsibilities are changed to a significant degree, the position's job classification can be changed as well as the salary. Reallocation also allows an agency to change the classification of an existing position to better suit the needs of the agency. Under normal circumstances, the State Personnel Board approves and implements upward reallocations at the beginning of the fiscal year; however, under special circumstances, the Board considers justifiable upward reallocations on a case-by-case basis.

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Monies Appropriated Since the Adoption of the VCP

<u>Fiscal Year</u>	<u>Realignment</u>	<u>In-Service</u>	<u>Longevity</u>	<u>Productivity</u>
82	\$11,338,603	0	0	\$26,578,284
83	0	0	0	*Authorized
84	\$10,339,240	\$13,448,267	0	\$11,343,527
85	0	0	0	0
86	\$15,956,534	\$14,999,170	\$248,619	\$15,659,705
87	0	0	0	0
88	0	\$24,143,898 ¹	0	0
89	\$38,079,820 ²	0	0	0
90	0	0	0	*Authorized
91 ³	\$16,798,567	\$38,678,357	\$648,799	0
92	0	0	0	0
93	0	0	0	0
94 ⁴	\$13,527,632	\$55,905,784 ⁵	0	0
95	\$25,647,207	\$24,789,406 ⁶	\$730,401	0
96 ⁷	\$17,550,361	\$14,053,384 ⁵	0	0
97	0	0	0	0
98	\$13,364,949	\$17,308,689 ⁸	0	0
99 ^{5,9}	\$33,360,025	0	0	0
00 ^{5,10}	\$24,763,487	\$33,358,747	0	0
01	0	0	0	0

*Agencies required to fund through "Cutback Management."

1. \$75.00 per month or 4% of base salary, whichever is greater
2. 7.75% average increase for eligible positions
3. \$125.00 per month or 5% of base salary or realignment, whichever is greater, for 9 month implementation
4. \$133.33 per month or 4% of base salary or realignment, whichever is greater
5. Should an employee's base salary exceed the end step due to the Legislated pay increase, that portion exceeding end step is built into the employee's base salary.
6. In addition to realignment and \$500.00 in-service, employees with a hire date of July 1, 1993, or earlier, received a 1% anniversary date increase. (Cost: \$7,178,208)
7. Realignment or \$700.00, whichever is greater, for employees hired on or before June 30, 1994
8. In addition to realignment and \$300.00 in-service, employees with a hire date of June 30, 1996, or earlier, received a 1% anniversary date increase. (Cost: \$5,124,318)
9. Minimum realignment of \$600 and maximum realignment of \$900, to next higher step, for all classifications. Also includes a \$900 minimum realignment for Information Technology positions and an average of \$1,500 realignment for MH-DCW classifications.
10. All classifications received a minimum \$600 and maximum \$1,600 realignment. Employees hired on or before December 31, 1998, received \$900 in-service.

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Surveys mailed: 84
 Surveys received: 68

**VARIABLE COMPENSATION PLAN
 FISCAL YEAR 2001
 ANNUAL LEGISLATIVE REPORT**

During Fiscal Year 2001, state agencies utilized a wide range of Variable Compensation Plan components for which funds were generally or specifically appropriated.

- I. The components contained in this table require annual funding by the Legislature. (Refer to the **"Policy Section"** in Annual Policy Memorandum No. 2, FY 00 for information regarding each component.) Please observe the following instructions for completion of this Section:
- a. Select **"Y"** (Yes) or **"N"** (No) to indicate if the component was utilized within your agency. (Those components which were mandated have been pre-marked.)
 - b. Grade each component (whether utilized or not) as a concept of compensation on a scale from **"A"** to **"F"**, where **"A"** indicates excellence and **"F"** indicates failure.
 - c. Utilize the **"Comments"** section to express your favor or disfavor regarding the funding/non-funding of this component. Also, please use the **"Comments"** section to explain those compensation component grades which are less than **"C"**. (Grades of **"D"** or **"F"** with no accompanying explanation will be upgraded to **"C"**.)

Note: Grades were calculated on a 4.0 grading system (where A = 4.0 and F = 0.0) to arrive at a numerical average.

Component	Referenced Section	Utilized?		Grade					Comments
		Y	N	A	B	C	D	F	
Inservice COLA	C.2	0	68			2.43			Needs to be funded to compensate employees for annual cost of living increases; We need to compensate as the cost of living increases, but realignment would be better than COLA; COLA and realignment are twin components; Useful for retention of low-wage employees.

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General Realignment	C.1	0	68			2.49			Should be funded so our salaries are competitive with private sector; By failing to utilize the components provided in the VCP, our hands are tied in maintaining staffing with competent experienced personnel; We are two years behind the private sector on many job classes.
Longevity Not funded.	C.4	0	68			2.31			Benefits long-term employees; Employees should not receive increases just for remaining in state service; Favor percentage increase for first 3-5 years in classification.
Productivity Not funded.	C.5	0	68			2.41			Difficult to administer fairly; Would enhance employee morale; Likelihood of abuse.
Reallocations Funded only to specific agencies.	C.3	38	30		3.00				Flexibility to reallocate due to changes in jobs is critical; Reallocations were not funded and thus could not be implemented in some agencies.
No Increase to Appropriated Dollars Required agencies to stay within their FY appropriation on a 12-month basis.	C.6	68	0			2.12			Makes it difficult to implement VCP components; Limits agencies' ability to recruit and retain personnel; Small agencies have no cushion from which to fund critical needs.

II. The items in this table are non-budgeted and may be used upon the approval of the State Personnel Director and/or the State Personnel Board and upon certification from the State Fiscal Officer (where applicable) that appropriate funds exist in the personnel services dollars funding category. (Refer to the "Policy Section" in Annual Policy Memorandum No. 2, FY 00 for information regarding each component). Please observe the following instructions for completion of this Section:

- a. Select "Y" (Yes) or "N" (No) to indicate if the component was utilized within your agency.

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- b. Grade the component as a **concept of compensation (whether utilized or not)** on a scale from "A" to "F" where "A" indicates excellence and "F" indicates failure.
- c. Utilize the **"Comments"** section to discuss your concerns regarding the policies and procedures for the administration of each component. Please also use the "Comments" section to explain those compensation grades which are less than "C". (Grades of "D" or "F" with no accompanying explanation will be upgraded to "C".)

Component	Reference d Sections	Utilized?		Grade					Comments
		Y	N	A	B	C	D	F	
Promotional Formula	D.2	45	23		3.15				Ten-step guarantee needed; Agency should be able to determine the amount to award.
Upward Reallocation Addresses a bona fide staffing need outside of normal budget process.	D.3.a	41	27		3.09				Especially important concept in an era to dynamic technological change; classification should be correct as duties/responsibilities change.
Lateral Reallocation	D.3.b	21	47			2.94			Helpful.
Downward Reallocation	D.3.c	35	33		3.12				Flexibility of job classes is helpful; too inflexible in demotional formula.
Realignment Addresses staffing crisis outside of normal realignment process due to change in labor market.	D.3.d	10	58			2.53			Salary flexibility important as economy changes.
Reclassification	D.4	38	30		3.07				A foundation of our career ladder plan; essential to the retention of engineers, scientists and technicians; good tool as individuals develop skills and gain experience.
New Hire Salary	D.5.a	47	21			2.90			No comments

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New Hire Flexibility Allows agency to hire individual at 10% above starting salary when he/she exceeds the minimum level of education or experience.	D.5.b	42	26		3.10				Necessary to obtain more experienced/educated employees; In cases of technical jobs, more than 10% should be allowed; Agency should be able to determine eligibility.
Recruitment Flexibility Allows agency to hire individual anywhere in pay range based on difficulty in recruiting.	D.5.d	5	63			2.74			Very hard to get approved; Should be more flexible.
Agency-head Flexibility	D.5.c	18	50		3.01				The agency head should have flexibility within salary range for all non-state service positions.
New Appts from agencies not under SPB purview	D.6	8	60			2.68			Useful, well written component.
Appts of Executive Dir.	D.7	6	62			2.74			No comments.
Special Comp Plans Allows individuals to move up in salary range based on experience.	D.8	14	54			2.75			Need to utilize for more classifications; Essential to our recruitment and retention of engineers.
Additional Comp Plans Compensates individuals for work performed beyond standard requirement.	D.9	17	51			2.78			24/7 employees deserve to be compensated for hours others are off.
Educational Benchmark Recognizes education, certification or licensure achievements.	D.10	35	33		3.18				Allows agencies to encourage employees to improve themselves; Promotes education and training which is vital to all agencies.
Promotional Transfer	D.11.a	38	30		3.21				No comments.
Lateral Transfer	D.11.b	32	36		3.04				Helps state government keep employees who are not satisfied with current agency.

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Demotional Transfer	D.11.c	25	43			2.54			If one is demoted, a decrease in pay is warranted; Rarely used but helpful option.
Sal. Exceeding Agy Head	D.12	1	67			2.57			Agency head should make the most in the agency.
Reappointments	D.13	14	54			2.79			Good to get employees back who find out private sector isn't so great.
Return After Separation	D.14	12	56			2.76			Hard to allow separations and keep vacant position given current budget situation; Very important in Parks system.
PAR Requirements	E	56	12			2.63			Supervisors should communicate regarding employee's performance, but our PAR system isn't very user friendly; Merit raises would be incentive.

III. Please answer the following questions regarding the Compliance Report.

1. Did your agency receive assistance on the Compliance Report from the State Personnel Board staff? Y-40; N-28

Comments regarding the Report:

- **An excellent tool that allows us to track our efforts in operating within appropriated salaries/positions.**
- **It is difficult to tell from week to week what personnel actions have been included in the report.**

IV. Please answer the following questions concerning the Policy Memoranda and the VCP forum.

1. Were the policies and procedures governing the VCP written understandably? Y-66; N-2

If no, please make suggestions for improvement.

- **It would help to have an explanation of what some components are.**
 - **Need more training on personnel policies and procedures.**
2. Are there instances in your agency where employees with less seniority and qualifications have higher actual salaries than more senior employees in the same job class? Y-21; N-47

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If so, what compensation components contributed to these disparities?

- **The promotional formula, educational benchmarks, reclassifications and upward reallocations.**
- **Promotions and sporadic raises.**
- **Policy on compensation may vary from one year to the next based on legislative intent.**
- **The inconsistency of how salaries are appropriated.**

3. Please provide comments concerning the Annual VCP Forum.

- **Very helpful and informative.**
- **Excellent opportunity for agency personnel staff to provide input on VCP components**
- **New personnel people in small agencies need some type of introductory training before attending VCP forum. When it is all new, the information makes no sense.**
- **The annual VCP forum provides us the opportunity to network; share what does/doesn't work well in delivery of services; gain insight from SPB staff; and gives us "heads up" to proposed changes and their impact.**
- **Unnecessary for minor policy changes.**

4. Please provide any other comments you may have regarding administration of the VCP.

- **With the compliance/target amount in place, there should be more flexibility for agencies regarding reallocations and salaries without having to jump through so many hoops or the rigorous standards that are required. Also, the 5% guarantee of promotional salary increase should be reinstated and possibly increased to a 10% allowable increase based upon funds and agency head discretion.**
- **Perhaps we need another format since the one we are currently using doesn't seem to get the message to legislators that state government is a business and its employees deserve to be given a cost of living increase every year.**
- **Though the SPB is the expert on writing policies, the agencies have to implement them and operate under them. Therefore, it would be good if representatives from the agencies could review policies and make suggestions prior to their adoption.**
- **The VCP is a solid compensation plan for setting and adjusting employee salaries. However, due to the tight fiscal constraints under which agencies must operate on this and future fiscal years, we must "think outside the box" to put in place different, cost-effective measures. For example, partial or full**

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funding of state health insurance premiums, recognition programs, increased job-related training—these are just a small number of concepts that could be explored in future fiscal years.

V. Please answer the following questions regarding separating employees.

Did your agency conduct exit interviews for all employees leaving state government?
Y-42;N-20; No one left: 6

If yes, please list (in summary) reasons for leaving state government.

- **Higher salaries**
- **Retirement**
- **Better opportunities for advancement**
- **To pursue employment in private sector**
- **Staying home**
- **Better jobs with additional pay, benefits, and working conditions**
- **Promotional opportunities in state government were not adequate**
- **Moving; Relocation with spouse**
- **Returned to school**
- **Lack of salary increase**
- **Work schedules**
- **Job dissatisfaction**
- **Health reasons**

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List of Agency Respondents to VCP Annual Impact Report

Agriculture and Commerce
Architecture and Landscape Board
Archives and History
Animal Health Board
Athletic Commission
Attorney General
Auctioneers' Commission
Banking and Consumer Finance
Barber Examiners
Board of Examiners for Social Workers
& Marriage and Family Therapists
Board of Registered Prof. Geologists
Boswell Regional Center
Bureau of Narcotics
Cosmetology Board
Dental Examiners
Department of Corrections
Department of Education
Department of Health
Department of Human Services
Department of Public Safety
Department of Transportation
Division of Medicaid
East Mississippi State Hospital
Educational Television (ETV)
Ellisville State School
Emergency Management Agency
Employment Security
Engineers and Land Surveyors Board
Environmental Quality
Finance and Administration
Fire Academy
Forestry Commission
Funeral Service Board
Gaming Commission
Grand Gulf Military Monument
Hudspeth Regional Center
Information Technology Services
Insurance Department
Juvenile Rehabilitation Center
Library Commission
Medical Licensure Board
Mississippi Development Authority
Motor Vehicle Commission

North Mississippi Regional Center
North Mississippi State Hospital
Nursing Home Administrators
Pat Harrison Waterway District
Pearl River Valley Water Supply District
Pearl River Basin Development District
Pharmacy Board
Public Accountancy
Public Contractors' Board
Public Employee's Retirement System (PERS)
Rehabilitation Services
Secretary of State
Soil and Water Conservation Commission
South Mississippi State Hospital
State Aid to Road Construction
State Auditor
State Personnel Board
State Treasury
Tax Commission
Tombigbee River Valley Water Management
Veterans' Home Purchase Board
Veterinary Diagnostic Laboratory
Wildlife, Fisheries and Parks
Workers' Compensation

Agencies not responding to the VCP survey:

Agricultural Aviation Board
Arts Commission
Central MS Residential Center
Fair Commission
Marine Resources
Mental Health
Mississippi State Hospital
Nursing Board
Oil and Gas Board
Plant Industry
Public Service Commission
Public Utilities Staff
Real Estate Commission
Real Estate Appraiser Licensing Board
South Mississippi Regional Center
Veterans' Affairs Board
Veterans' Memorial Stadium

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Travel Report

State Personnel Board Travel Log

DATE	PV #	NAME	PLACE	COST
TRAINING -- 3610				
02-23-01	712	Leslie Lloyd	BSC Training	\$103.92
04-19-01	883	Leslie Lloyd	Training	\$61.41
05-17-01	972	Leslie Lloyd	BSC/CPM Training	\$462.20
06-29-01	1101	Leslie Lloyd	CPM Conference	\$1,101.86
06-29-01	1118	Leslie Lloyd	CPM Training	\$384.43
09-07-00	176	Julia Summers	Coordinate Training	\$14.95
10-06-00	277	Julia Summers	Coordinate Training	\$67.60
11-08-00	406	Julia Summers	Coordinate Training	\$20.80
12-11-00	500	Julia Summers	Coordinate Training	\$41.60
01-08-01	557	Julia Summers	Coordinate Training	\$22.75
03-07-01	748	Julia Summers	Coordinate Training	\$38.64
04-03-01	836	Julia Summers	Coordinate Training	\$23.80
04-26-01	907	Julia Summers	Coordinate Training	\$44.16
06-06-01	1036	Julia Summers	Coordinate Training	\$49.68
07-06-01	1135	Julia Summers	Coordinate Training	\$34.50
06-29-01	1117	Kenesha Williams	Coordinate Training	\$3.80
08-07-00	61	Sue Baron	Coordinate Training	\$7.80
09-14-00	200	Sue Baron	BSC Training	\$226.80
10-12-00	325	Sue Baron	Coordinate Training	\$12.69
11-06-00	395	Sue Baron	Coordinate Training	\$14.63
12-11-00	496	Sue Baron	Coordinate Training	\$21.13

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DATE	PV #	NAME	PLACE	COST
01-11-01	580	Sue Baron	Coordinate Training	\$6.83
04-11-01	848	Sue Baron	Coordinate Training	\$48.99
05-09-01	949	Sue Baron	Coordinate Training	\$86.60
08-07-00	63	Becky Baum	MAS Convention	\$222.45
09-07-00	201	Becky Baum	BSC/CPM Training	\$679.93
10-16-00	175	Marianne Gaudin	Training	\$285.10
09-07-00	302	Marianne Gaudin	MAPA/NAGTAD	\$1,106.99
12-11-00	497	Marianne Gaudin	Training	\$316.46
03-14-01	749	Marianne Gaudin	NAGTAD Meeting	\$878.92
04-04-01	838	Marianne Gaudin	Training	\$414.64
05-07-01	934	Marianne Gaudin	Training	\$202.60
09-25-00	228	Nikki Butler	CPM Meeting	\$421.44
10-11-00	320	Nikki Butler	CPM Training	\$543.90
12-20-00	540	Nikki Butler	CPM Conference/Training	\$390.86
02-27-01	720	Nikki Butler	CPM Training	\$417.86
04-16-01	862	Nikki Butler	CPM Training	\$101.43
05-07-01	940	Nikki Butler	CPM Training	\$204.79
06-12-01	1056	Nikki Butler	Stennis Institute	\$91.77
06-18-01	1066	Nikki Butler	Stennis Institute	\$12.64
06-20-01	1076	Nikki Butler	CPM Conference	\$969.24
08-31-00	136	Diane Macon	Coordinate Training	\$37.70
09-26-00	236	Diane Macon	Training	\$630.75
10-16-00	326	Diane Macon	Coordinate Training	\$31.85
10-17-00	334	Diane Macon	MAPA Conference	\$244.75
11-21-00	422	Diane Macon	Coordinate Training	\$20.80

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DATE	PV #	NAME	PLACE	COST
02-14-01	681	Diane Macon	Coordinate Training	\$74.06
05-01-01	913	Diane Macon	Coordinate Training	\$33.12
05-04-01	923	Diane Macon	Coordinate Training	\$145.64
07-06-01	1134	Diane Macon	Coordinate Training	\$22.64
09-25-00	227	Shelly Smith	MPHA Training	\$353.88
01-23-01	608	Shelly Smith	Coordinate Training/CPM	\$16.25
01-29-01	629	Shelly Smith	Coordinate Training/CPM	\$15.18
02-12-01	673	Shelly Smith	Coordinate Training/CPM	\$379.99
04-16-01	864	Shelly Smith	Coordinate Training/CPM	\$60.72
05-04-01	925	Shelly Smith	Law Forum	\$66.59
06-28-01	1114	Shelly Smith	Coordinate Training/CPM	\$282.92
08-07-00	62	Robert Gaston	Coordinate Training/BSC	\$347.10
08-30-00	159	Robert Gaston	Coordinate Training/BSC	\$102.37
10-06-00	278	Robert Gaston	Coordinate Training/BSC	\$247.33
11-08-00	405	Robert Gaston	Coordinate Training/BSC	\$545.08
12-20-00	544	Robert Gaston	Coordinate Training/BSC	\$554.60
02-06-01	652	Robert Gaston	Coordinate Training/BSC	\$111.09
03-07-01	747	Robert Gaston	Coordinate Training/BSC	\$527.37
03-07-01	750	Robert Gaston	Coordinate Training/BSC	\$126.96
03-28-01	811	Robert Gaston	Coordinate Training/BSC	\$692.82
04-02-01	825	Robert Gaston	Coordinate Training/BSC	\$158.70
04-16-01	856	Robert Gaston	Coordinate Training/BSC	\$236.33
04-19-01	865	Robert Gaston	Coordinate Training/BSC	\$129.72
04-19-01	882	Robert Gaston	Coordinate Training/BSC	\$135.24
05-04-01	924	Robert Gaston	Coordinate Training/BSC	\$620.68

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DATE	PV #	NAME	PLACE	COST
05-14-01	948	Robert Gaston	Coordinate Training/BSC	\$480.68
05-17-01	969	Robert Gaston	Coordinate Training/BSC	\$428.89
05-30-01	1009	Robert Gaston	Coordinate Training/BSC	\$519.76
06-06-01	1037	Robert Gaston	Coordinate Training/BSC	\$362.59
TOTAL				\$18,906.74

DATE	PV #	NAME	PLACE	COST
STATE PERSONNEL BOARD – 3614				
08-23-00	128	Frederick Matthes	Salary Conference	\$158.95
10-11-00	314	Frederick Matthes	Salary Conference	\$1,214.86
12-11-00	499	Frederick Matthes	Legislative Forum	\$112.45
07-25-00	34	James Schwartz	SPB Meeting	\$219.59
08-30-00	140	James Schwartz	SPB Meeting	\$225.37
10-06-00	275	James Schwartz	SPB Meeting	\$250.23
11-01-00	373	James Schwartz	SPB Meeting	\$255.55
11-30-00	466	James Schwartz	SPB Meeting	\$251.78
01-23-01	607	James Schwartz	SPB Meeting	\$256.45
02-27-01	722	James Schwartz	SPB Meeting	\$264.50
03-26-01	808	James Schwartz	SPB Meeting	\$275.76
05-01-01	914	James Schwartz	SPB Meeting	\$265.01
06-01-01	1020	James Schwartz	SPB Meeting	\$234.94
06-25-01	1086	James Schwartz	SPB Meeting	\$245.61
10-11-00	317	Chuck Nwagwu	Salary Conference	\$469.24
10-17-00	344	Chuck Nwagwu	Desk Audit	\$40.95

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DATE	PV #	NAME	PLACE	COST
11-16-00	417	Chuck Nwagwu	Desk Audit	\$24.70
08-16-00	95	Carol Rowe	NASPE Meeting	\$1,086.51
10-11-00	315	Carol Rowe	MAPA Conference	\$293.70
04-16-01	866	Carol Rowe	Employment Seminar	\$217.96
05-04-01	932	Carol Rowe	Law Forum	\$62.79
05-04-01	933	Robert Fagan	Law Seminar/Forum	\$194.58
05-14-01	947	Robert Fagan	NELI Seminar	\$1,044.95
05-30-01	1010	Robert Fagan	Stennis Institute	\$134.55
06-06-01	1024	Robert Fagan	EEOC Seminar	\$256.52
01-03-01	548	Bill Tanner	Computer Installation	\$200.20
06-29-01	1121	Bill Tanner	Computer Installation	\$144.90
02-14-01	677	Martha Hartzog	Job Fair	\$165.41
10-12-00	289	Brenda Claiborne	MAPA Conference	\$293.70
07-25-00	33	Tom Hall	SPB Meeting	\$178.69
08-30-00	141	Tom Hall	SPB Meeting	\$173.88
10-06-00	274	Tom Hall	SPB Meeting	\$353.68
11-01-00	374	Tom Hall	SPB Meeting	\$205.20
11-30-00	464	Tom Hall	SPB Meeting	\$226.26
12-20-00	532	Tom Hall	SPB Meeting	\$228.40
01-23-01	606	Tom Hall	SPB Meeting	\$223.85
02-27-01	721	Tom Hall	SPB Meeting	\$230.45
03-07-01	739	Tom Hall	SPB Meeting	\$233.11
03-26-01	806	Tom Hall	SPB Meeting	\$238.75
05-01-01	916	Tom Hall	SPB Meeting	\$232.95
06-01-01	1019	Tom Hall	SPB Meeting	\$173.85

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DATE	PV #	NAME	PLACE	COST
06-25-01	1087	Tom Hall	SPB Meeting	\$211.80
10-06-00	293	Joanna Wolf	MAPA Conference	\$293.70
11-16-00	416	Joanna Wolf	CPM Conference	\$224.70
12-11-00	460	Iris Griffin	Agency Visit	\$68.25
08-23-00	129	Peggy Williams	National Court Conference	\$1,138.88
10-06-00	291	Peggy Williams	MAPA Conference	\$97.90
10-06-00	290	Gloria Addison	MAPA Conference	\$391.60
10-06-00	276	Della Lockhart	Job Fair	\$63.70
10-11-00	322	Della Lockhart	Job Fair	\$167.85
10-17-00	343	Della Lockhart	Job Fair	\$50.05
01-30-01	632	Della Lockhart	Job Fair	\$208.56
03-14-01	778	Della Lockhart	Job Fair	\$69.52
05-01-01	912	Della Lockhart	Job Fair	\$228.46
10-11-00	313	Michael Chandler	Salary Conference	\$455.10
10-06-00	286	Hollis Baugh	MAPA Conference	\$293.70
10-11-00	316	Stephen Skinner	Salary Conference	\$476.20
12-15-00	522	Stephen Skinner	Agency Visit	\$116.35
02-01-01	644	Leslie Daniels	SPB Meeting	\$72.80
02-27-01	724	Leslie Daniels	SPB Meeting	\$175.23
05-01-01	917	Leslie Daniels	SPB Meeting	\$175.23
06-01-01	1021	Leslie Daniels	SPB Meeting	\$143.91
08-30-00	138	William Smith	Hearing/SPB Meeting	\$195.65
11-01-00	375	William Smith	Hearing/SPB Meeting	\$80.60
12-13-00	513	William Smith	Hearing/SPB Meeting	\$117.65
03-14-01	771	William Smith	Hearing/SPB Meeting	\$195.96

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DATE	PV #	NAME	PLACE	COST
07-06-01	1130	William Smith	Hearing/SPB Meeting	\$147.66
08-30-00	131	John Frazier	NIGP Conference	\$884.03
10-25-00	355	John Frazier	MAGPPA Conference	\$401.10
08-30-00	139	Kemper Ehrhardt	SPB Meeting	\$28.60
10-12-00	299	Kemper Ehrhardt	SPB Meeting	\$126.55
11-02-00	389	Kemper Ehrhardt	SPB Meeting	\$28.60
11-30-00	465	Kemper Ehrhardt	SPB Meeting	\$28.60
12-20-00	533	Kemper Ehrhardt	SPB Meeting	\$28.60
02-27-01	723	Kemper Ehrhardt	SPB Meeting	\$30.36
03-26-01	807	Kemper Ehrhardt	SPB Meeting	\$30.36
06-06-01	1022	Kemper Ehrhardt	SPB Meeting	\$96.99
06-25-01	1085	Kemper Ehrhardt	SPB Meeting	\$30.36
08-07-00	76	Falton Mason	Hearing	\$768.00
10-06-00	292	Falton Mason	Hearing	\$306.12
10-11-00	321	Falton Mason	Hearing	\$502.25
11-27-00	436	Falton Mason	Hearing	\$473.07
12-13-00	514	Falton Mason	Hearing	\$271.05
01-08-01	569	Falton Mason	Hearing	\$498.62
02-20-01	683	Falton Mason	Hearing	\$198.67
03-14-01	770	Falton Mason	Hearing	\$103.50
04-09-01	841	Falton Mason	Hearing	\$278.76
05-23-01	991	Falton Mason	Hearing	\$533.60
06-12-01	1055	Falton Mason	Hearing	\$211.49
07-06-01	1129	Falton Mason	Hearing	\$239.05
10-11-00	319	Theresa Abadie	Salary Conference	\$633.23

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DATE	PV #	NAME	PLACE	COST
10-11-00	318	Janet Brown	Salary Conference	\$594.75
08-17-00	108	J. K. Stringer, Jr.	NASPE Meeting	\$1,048.56
10-06-00	281	J. K. Stringer, Jr.	NASPE Meeting	\$853.44
10-06-00	287	J. K. Stringer, Jr.	MAPA Conference	\$293.70
02-20-01	697	J. K. Stringer, Jr.	NASPE Conference	\$715.26
05-16-01	967	J. K. Stringer, Jr.	IPMA Association	\$555.37
06-12-01	1052	J. K. Stringer, Jr.	NASPE Conference	\$395.00
07-26-00	36	Mary Pyle	SPB Meeting	\$190.15
09-05-00	163	Mary Pyle	SPB Meeting	\$184.80
10-10-00	298	Mary Pyle	SPB Meeting	\$206.83
11-01-00	376	Mary Pyle	SPB Meeting	\$220.34
11-30-00	463	Mary Pyle	SPB Meeting	\$227.36
12-20-00	545	Mary Pyle	SPB Meeting	\$212.62
02-08-01	651	Mary Pyle	SPB Meeting	\$223.78
03-07-01	742	Mary Pyle	SPB Meeting	\$221.41
05-01-01	915	Mary Pyle	SPB Meeting	\$238.69
06-01-01	1023	Mary Pyle	SPB Meeting	\$108.33
06-25-01	1088	Mary Pyle	SPB Meeting	\$246.09
08-17-00	77	John Mulholland	NASPE Meeting	\$1,056.56
10-06-00	288	John Mulholland	MAPA Conference	\$293.70
02-12-01	664	John Mulholland	NASPE Meeting	\$809.64
10-06-00	294	Randy Dampeer	MAPA Conference	\$293.70
08-30-00	154	Mary Lewis	NIGIP Conference	\$841.72
10-25-00	356	Mary Lewis	MAGPPA Conference	\$631.33
10-26-00	357	Tina Hill	MAGPPA Conference	\$122.85

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DATE	PV #	NAME	PLACE	COST
12-13-00	512	Roosevelt Daniels	Hearing	\$258.37
01-31-01	637	Roosevelt Daniels	Hearing	\$185.53
03-28-01	816	Roosevelt Daniels	Hearing	\$126.61
06-01-01	1018	Roosevelt Daniels	Hearing	\$120.06
07-06-01	1131	Roosevelt Daniels	Hearing	\$175.95
07-13-00	17	Natalie Moore	Test Administration	\$94.25
09-27-00	246	Robert Young	Job Fair	\$155.38
11-16-00	418	Robert Young	Job Fair	\$124.90
TOTAL				\$36,180.38

TOTAL TRAVEL	
FUND	AMOUNT
3610	\$18,906.74
3614	\$36,180.38
TOTAL	\$55,087.12