

# ***State Personnel Board 2003 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 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.

Mary S. Pyle, Chairperson  
2<sup>nd</sup> Supreme Court District

Bill Cossar, Member, Vice-Chairperson  
3<sup>rd</sup> Supreme Court District

Leslie L. Daniels, Member  
State-at-Large

S. Tom Hall, Member  
State-at-Large

## **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 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.

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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. Members are:

Kathy Rudd, Chairman, Tax Commission;

Ann Thames, Department of Mental Health;

Cheryl Lunsford, Department of Corrections;

Mary McDonald, Department of Transportation;

and

Gloria Jackson, Department of Human Services

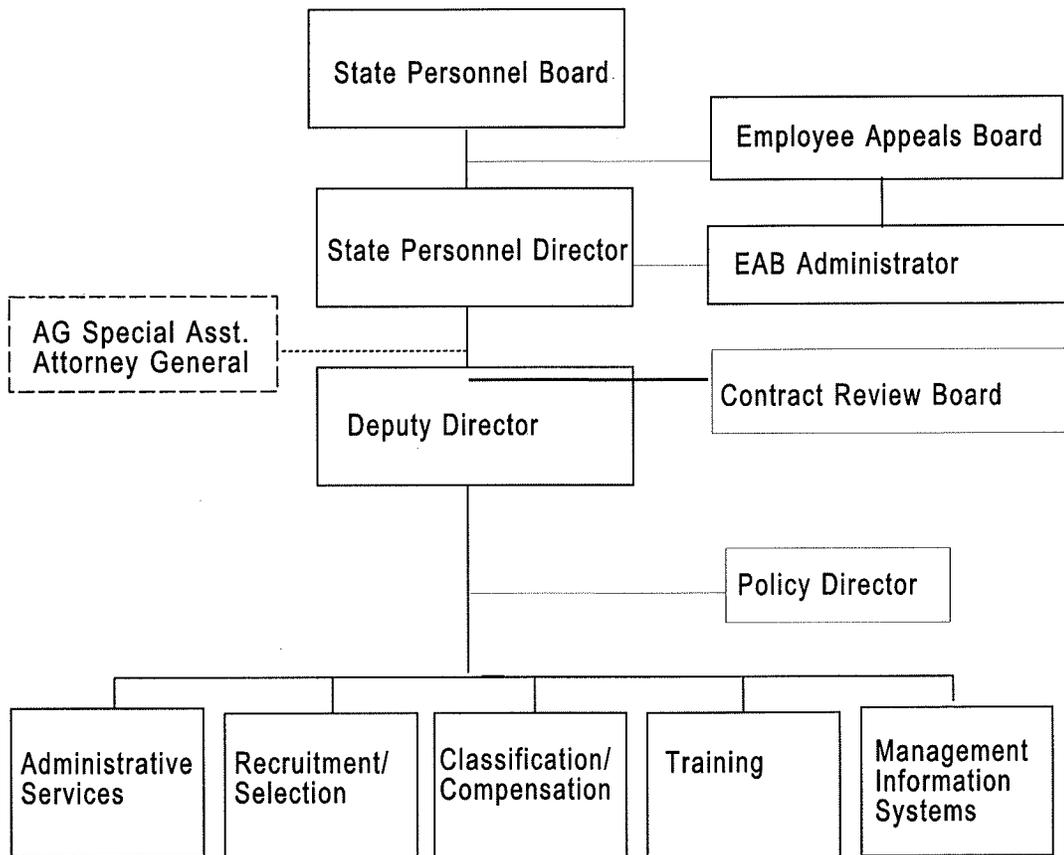
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## State Personnel Board Organizational Structure

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 for 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

## **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 Employee 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)

32,500	.....	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
<b>88,500</b>	.....	<b>TOTAL</b>

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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 2003, 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, 1993/2002/2003**

	<b>FY 93</b>	<b>FY 02</b>	<b>FY 03</b>
Total Employees	27,459	31,556	31,852
Total Female Employees	15,126	18,751	19,059
Percentage of Female Employees	55.1%	59.4%	59.8%
Total Male Employee	12,333	12,805	12,793
Percentage of Male Employees	44.9%	40.6%	40.2%
Percentage of White Employees	61.3%	53.7%	52.9%
Percentage of Minority Employees	38.7%	46.3%	47.1%
Average Service Time	8 yrs. 3 mos.	9 yrs. 4 mos.	9 yrs. 5 mos.
Average Number of Years of Education	14 yrs.	14.0 yrs.	14.0 yrs.
Average Age of Employees	40 yrs.	42 yrs. 7 mos.	42 yrs. 10 mos.
Average Salary of Employees	\$19,762	\$27,662	\$29,284
No. of Employees Earning Less than Avg. Salary	16,986	19,382	19,632
% of Employees Earning Less than Avg. Salary	61.8%	61.4%	61.6%

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## **Current Average Annual Full-time Salary Comparison** For State Employees in the Southeastern Region July 2003

	<b>07/02</b>	<b>07/03</b>
South Carolina .....	\$35,292.....	\$37,402
Louisiana.....	\$35,157.....	\$36,409
Kentucky.....	\$35,479.....	\$36,181
Virginia.....	\$35,732.....	\$35,816
Alabama.....	\$33,389.....	\$35,088
Florida.....	\$33,154.....	\$33,982
North Carolina .....	\$33,529.....	\$33,655
Arkansas.....	\$31,121.....	\$33,582
Oklahoma.....	\$32,698.....	\$32,695
Tennessee.....	\$31,158.....	\$32,218
Georgia.....	\$31,666.....	\$31,666
Missouri .....	\$27,950.....	\$30,941
Mississippi .....	\$27,662.....	\$29,284
West Virginia.....	\$29,460.....	\$28,757
<b>TOTAL AVERAGE</b> .....	<b>\$32,389.....</b>	<b>\$33,405*</b>

The average salary of Alabama, Arkansas, Louisiana and Tennessee is \$34,325.

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### Salary Distribution Table Full-Time and Part-Time Employees as of June 30, 2003

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
\$70,000 and over	556	1.70%	47,437,612.50	5.00%
\$60,000 to 69,999.99	603	1.84%	38,893,580.18	4.10%
\$50,000 to 59,999.99	1,105	3.37%	60,098,293.45	6.34%
\$40,000 to 49,999.99	2,669	8.15%	117,482,191.64	12.39%
\$30,000 to 39,999.99	6,692	20.43%	229,986,214.47	24.25%
\$20,000 to 29,999.99	13,125	40.08%	323,077,747.36	34.07%
\$14,000 to 19,999.99	7,266	22.19%	123,210,417.73	12.99%
\$13,000 to 13,999.99	227	0.69%	3,042,142.63	0.32%
\$12,000 to 12,999.99	146	0.45%	1,836,643.56	0.19%
\$11,000 to 11,999.99	133	0.41%	1,535,292.89	0.16%
\$10,000 to 10,999.99	32	0.10%	337,521.32	0.04%
\$ 9,000 to 9,999.99	24	0.07%	232,530.18	0.02%
Below \$ 8,999.99	171	0.52%	895,906.04	0.09%
Full and Part Time Totals	32,750	100.00%	\$948,300,093.95	100.00%

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

	Oct/Dec 1999	Oct/Dec 2001	Oct/Dec 2002	Oct/Dec* 2003	Oct/Dec* 2004
Private (includes retail)	(.019) \$25,948	(.029) \$26,820	(.0) \$27,556	(+.025) \$28,244	(+.025) \$28,950
Private (excludes retail)	(.018) \$28,451	(.028) \$29,517	(.0) \$28,862	(+.025) \$29,583	(+.025) \$30,322
State Employee	\$27,591	\$27,693	\$27,960	\$29,284	\$29,284

\* Projected

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## Average Monthly Strengths and Salaries for State Employees (Includes Part-Time Employees)

<u>Month</u>	<u>Strength</u>	<u>Avg. Salary</u>
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
07/01	32,249	\$27,363
08/01	32,142	\$27,422
09/01	32,265	\$27,443
10/01	32,194	\$27,452
11/01	32,261	\$27,455
12/01	32,203	\$27,467
01/02	32,238	\$27,457
02/02	32,330	\$27,438
03/02	32,415	\$27,445
04/02	32,337	\$27,420
05/02	32,272	\$27,388
06/02	32,448	\$27,391
07/02	32,407	\$27,438
08/02	32,371	\$27,500
09/02	32,417	\$27,514
10/02	32,442	\$27,546
11/02	32,530	\$27,554
12/02	32,587	\$27,554
01/03	32,567	\$28,947
02/03	32,591	\$28,942
03/03	32,639	\$28,938
04/03	32,679	\$28,921
05/03	32,644	\$28,963
06/03	32,750	\$28,956

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### **Cost for a 1% Increase Based on FY 2004 Projection**

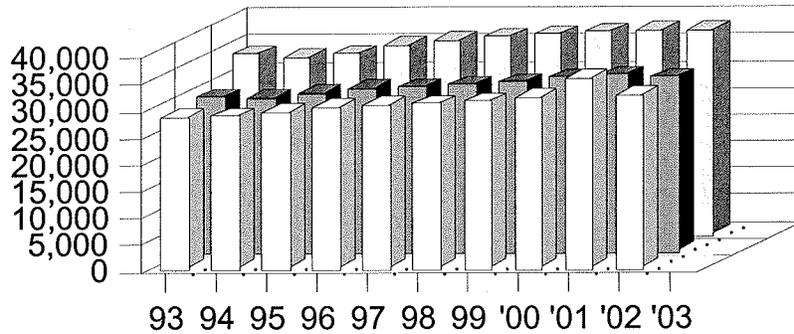
Total Projected Personal Services Cost, Current Level* .....	\$1,434,361,657
Less Vacant Positions.....	(\$205,355,884)
Less Salaries Set by Statute.....	(\$ 4,199,122)
Minus Projectable Additional Compensation .....	(\$11,773,446)
Adjusted Total Projection.....	\$1,213,033,205
Total Cost of 1% Increase .....	\$12,130,332
Cost of 1% General Fund Increase (49.86%).....	\$5,863,802
Cost of 1% Federal Fund Increase (19.63%) .....	\$2,375,119
Cost of 1% Other Fund Increase (30.51%) .....	\$3,891,410

\*Total based on cost continuation for FY-2004 as of 07-31-2003. Rpt run 08/01/2003.

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## Position/Employee Growth

Fiscal Years 1993 - 2003



- Total Authorized
- Maximum Filled
- Average Filled

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	32,507
02	37,967	32,448	32,280
03	38,317	32,750	32,552

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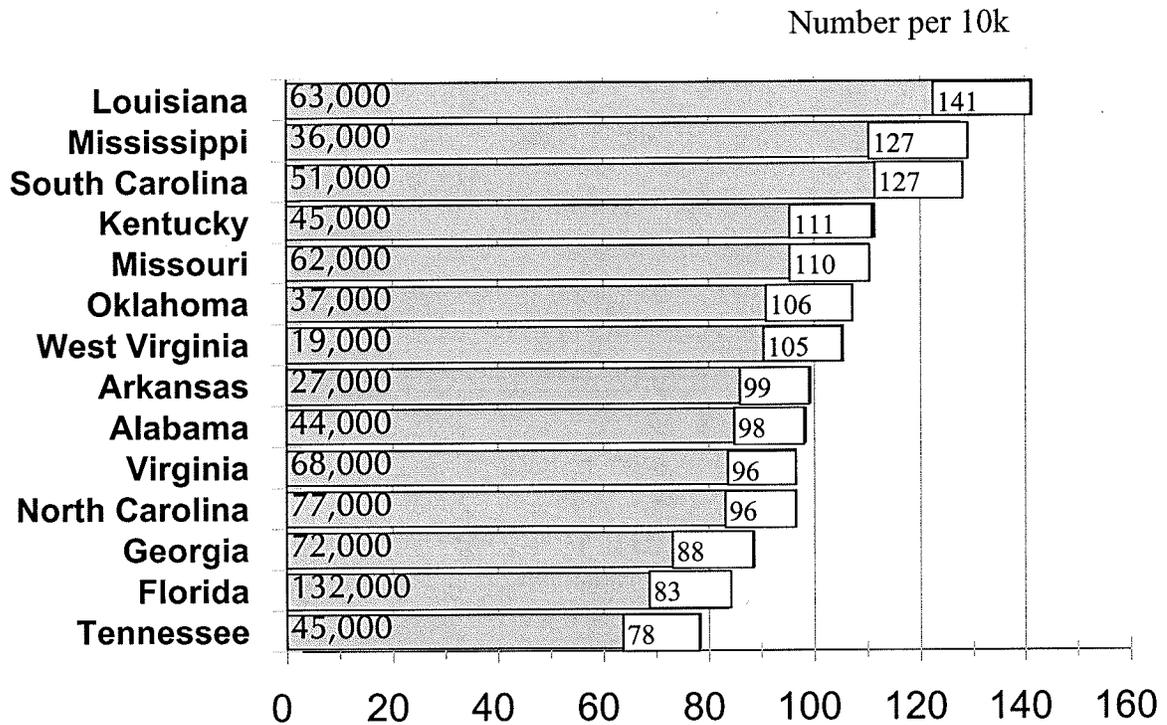
<b>FY 93/FY 02/ FY 03 Strength Comparison</b>				
	<b>June 93</b>	<b>June 02</b>	<b>June 03</b>	<b>June 93 to June 03 Difference</b>
Mental Health	6,229	8,561	8,681	2,452
Human Services	3,531	3,418	3,384	(147)
Department of Transportation	3,504	3,271	3,301	(203)
Department of Corrections	2,772	3,679	3,670	898
Department of Health	2,791	2,260	2,186	(605)
Department of Public Safety	841	1,011	1,001	160
Wildlife & Fisheries & Marine Resource	1,006	1,014	990	(16)
Employment Security	981	843	852	(129)
Rehabilitation Services	855	885	878	23
State Tax Commission	840	742	743	(97)
Forestry Commission	720	635	600	(120)
Department of Education	602	773	797	195
Military Department	<u>560</u>	<u>683</u>	<u>711</u>	<u>151</u>
<b>Subtotal</b>	<b>25,232</b>	<b>27,775</b>	<b>27,794</b>	<b>2,562</b>
Department of Environmental Quality	384	471	471	87
Division of Medicaid	242	547	573	331
Supreme Court	67	129	133	66
Gaming Commission	0	127	125	125
All Others*	<u>2,894</u>	<u>3,399</u>	<u>3,654</u>	<u>760</u>
<b>Subtotal</b>	<b>3,587</b>	<b>4,673</b>	<b>4,956</b>	<b>1,369</b>
<b>TOTAL**</b>	<b>28,819</b>	<b>32,448</b>	<b>32,750</b>	<b>3,931</b>

\*54 agencies ranging in size from 1 to 324 employees. Total Employees Including Escalated Positions.

\*\*Denotes Full Time and Part Time Employees.

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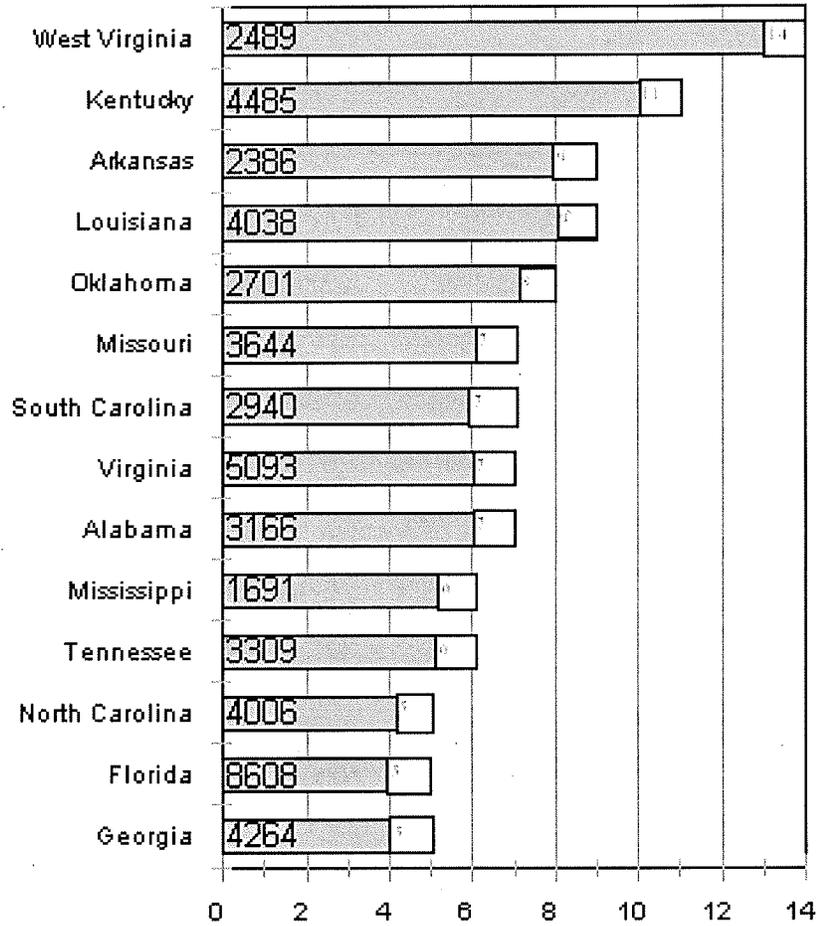
## State Employees Per 10k Population 14 Southeastern States (March, 2000)



Source: The Book of States 2002. Page 398 - 507

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## Financial and Other Governmental Admin State Employees Per 10k Population



Source: The Book of the States, 2002 Pages 398 - 507

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## **Recruitment and Selection Fiscal Year 2003 Summaries**

Responsibilities of the Office of Recruitment and Selection for Fiscal Year 2003 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 (MESCC). 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 Workforce Investment Network (WIN) Job Centers 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.

Twenty-six thousand three hundred eighty-nine (26,389) applications were received during Fiscal year 2003 from individuals seeking state government employment and from agencies for non-competitive promotions, new hires into position 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 the 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 2003 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 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. One thousand six hundred fifty-two (1,652) examinations were scheduled during Fiscal Year 2003.

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## **Recruitment and Selection Fiscal Year 2003 Summaries (continued)**

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. Promotion/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.

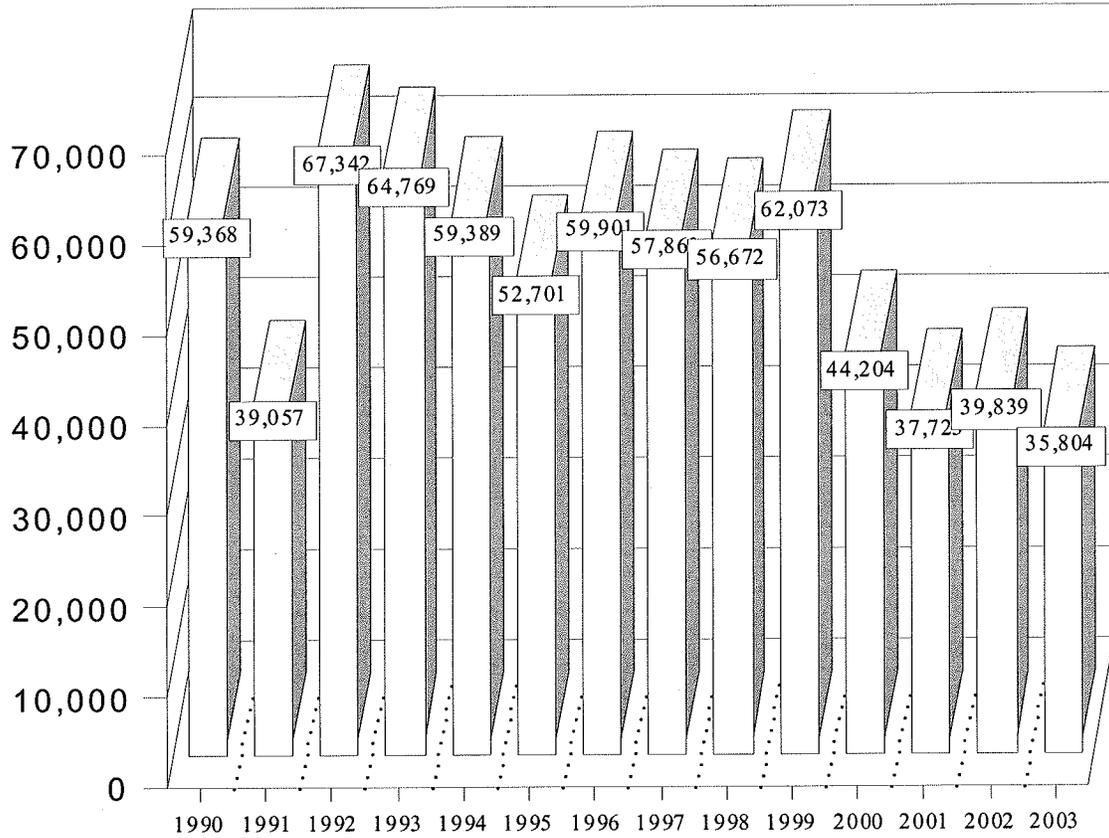
4. **Agency Only** Persons presently employed in a state service, part-time, time-limited or other State Personnel Board purview non-state service position by that agency and who have completed at least six (6) months of their probationary period and meet the selection criteria for the specific job classification, 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) 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.

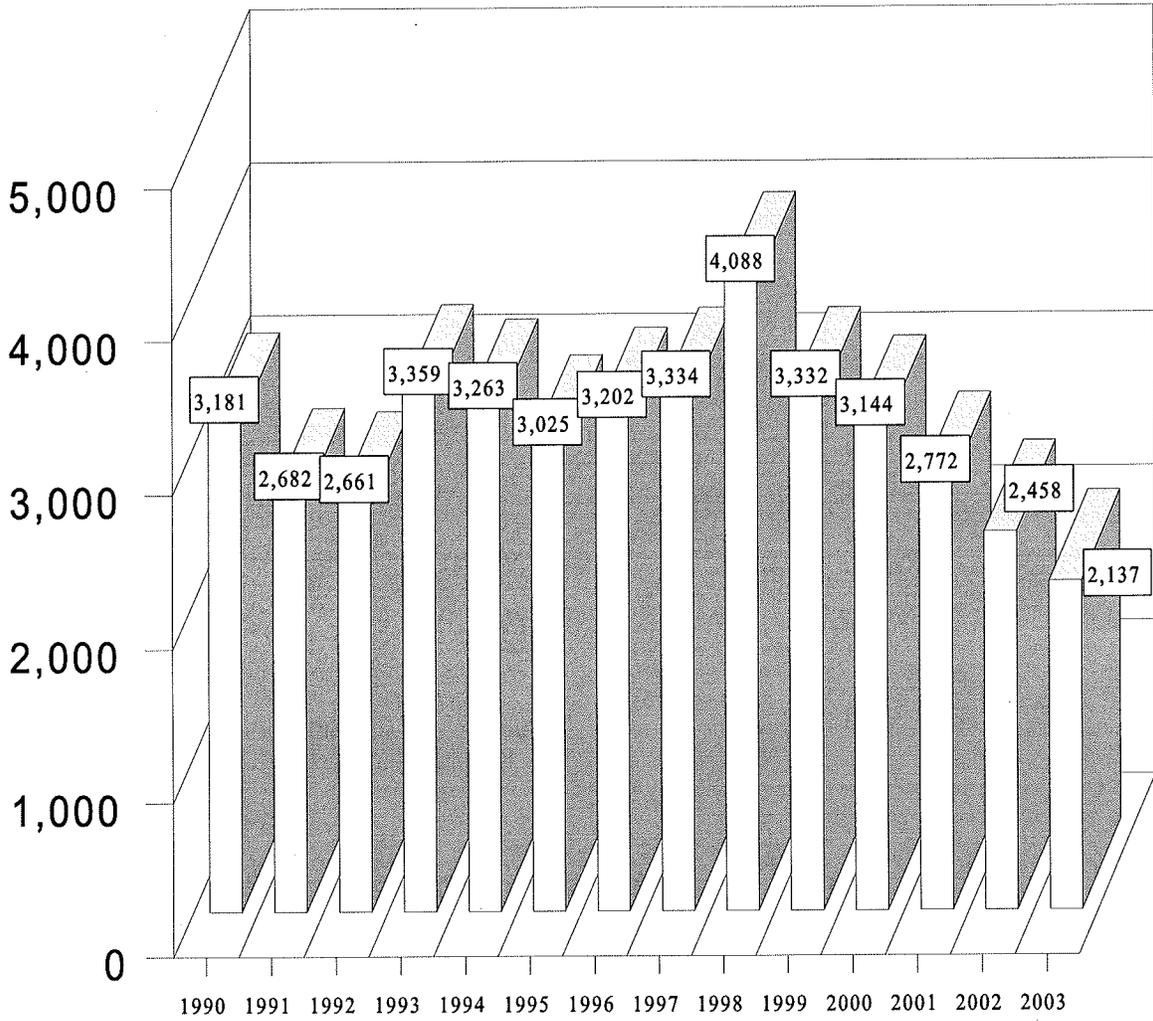
During Fiscal Year 2003, state agencies submitted 2,137 requests for Certificates of Eligibles which resulted in the appointment of 2,963 applicants.

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## Applications Processed



### Certificates Processed



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## **Recruitment and Selection Fiscal Year 2003 Summary**

Recruitment Requests Processed/Job Announcements Removed .....	3,072
Applications Received.....	35,804
Applicants Added to Lists of Eligibles.....	6,538
New Requests for Certificates of Eligibles.....	2,137
Certificate Updates (New and Supplementals).....	15,383
Number of Names Certified on Certificates .....	38,612
Number of Appointments from Certificates .....	2,963
Applications Evaluated.....	26,317
Tests Administered.....	1,022

## **Recruitment and Selection Activities**

	<u><b>FY 02</b></u>	<u><b>FY 03</b></u>
Applications Received	39,839	35,804
Assembled Tests Scheduled	3,841	1,652
Applicants Referred on Certificate	41,350	38,612
Valid Applicants Evaluated	27,807	26,317

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## **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.

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.

# *State Personnel Board 2003 Annual Report*

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## **Classification and Compensation, As of 6/30/03**

Personnel Transactions (Computer Generated) .....	82,402
Organizational Chart Audits .....	100
Budget Requests .....	*56
Desk Audits .....	123
Items Briefed to Personnel Board.....	101

\*New Positions        844  
\*Reallocations        935  
\*Occus Realigned 2,016

# *State Personnel Board 2003 Annual Report*

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## **Office of 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 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 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 1700 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.

The Basic Supervisory Course is a week-long foundational training for supervisory staff in which 600 employees participated in Fiscal Year 2003.

The Administrative Support Certification Program, which is designed to increase the knowledge and skill level of staff who support the administrative functions of government, conducted initial sessions during this Fiscal Year, with approximately 300 employees participating.

## *State Personnel Board 2003 Annual Report*

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<b>TRAINING SESSIONS</b>	<b>FY 02</b>	<b>FY 03</b>
General and Agency Sponsored	*178	*256
CPM	**31	**27
Basic Supervisory Course	**27	**24
<b>TOTAL</b>	236	307

<b>EMPLOYEES TRAINED</b>	<b>FY 02</b>	<b>FY 03</b>
General and Agency Sponsored	4,395	6,365
CPM	775	675
Basic Supervisory Course	675	600
<b>TOTAL</b>	5,845	7,640

\*These figure do not include training provided through an agency's personal service contracts.

\*\*These figure represent the number of week long sessions.

# *State Personnel Board 2003 Annual Report*

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## **Management Information Systems**

The State Personnel Board responds to the increasing informational requirements of our state agencies, elected officials and general public with 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 (DFA), and Information Technology Services (ITS) 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. The SPB has developed a process that allows for the submission of job applications via the Internet. When implemented, anyone may send their application electronically, to the SPB for processing. Hence the time and cost of mailing applications have been cut considerably. Significant resources are being invested in the development and implementation of new applications on the SPB's Web site ([www.spb.state.ms.us](http://www.spb.state.ms.us)).

# ***State Personnel Board 2003 Annual Report***

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## **Office of Policy**

The Office of Policy operates in a support capacity within the agency, maintaining responsibility for policy development/revision and interpretation of 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.

## **Office of General Counsel**

The Office of General Counsel is staffed by a Special Assistant Attorney General and an Assistant. 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.

# *State Personnel Board 2003 Annual Report*

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## **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.

## State Personnel Board 2003 Annual Report

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	<u>FY02</u>	<u>FY 03</u>
<b>CASES FILED</b>		
Initial Appeals		
Demotion	4	2
Suspension w/o Pay	13	27
Termination	54	70
Unresolved Grievances	33	29
En Banc	22	29
Circuit Court	14	9
<b>TOTAL CASES FILED</b>	<b>140</b>	<b>166</b>
<b>ORDERS RENDERED</b>		
Initial Orders Rendered		
Affirmed	33	40
Agreed	29	22
Dismissed/Appeal not Perfected	9	7
Dismissed/Lack of Jurisdiction	9	13
Dismissed/Motion of Appealing Party	9	6
Dismissed/Failed to Appear	2	8
Dismissed/Stale	0	1
Reversed	8	9
Partial Relief	2	5
En Banc Orders Rendered		
Affirmed	23	17
Dismissed	1	4
Reversed	1	0
Partial Relief	0	0
<b>TOTAL ORDERS RENDERED</b>	<b>126</b>	<b>132</b>

# State Personnel Board 2003 Annual Report

## 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 Service 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, two Contract Analysts, and one Legal Secretary. During Fiscal Year 2003, the Personal Service Contract Review Board accomplished the following:

1. Revised policies and procedures to eliminate unnecessary paperwork and undue hardship on agencies;

2. Implemented a series of statewide personal service contract procurement regulation training classes; including agency specific training;

3. Revised the Personal Service Contract Procurement Regulations;

4. Approved personal and professional service contracts involving the expenditures of funds in excess of One Hundred Thousand Dollars (\$100,000.00);

5. Administered standards with respect to contractual services personnel which required invitation for public bid, requests for proposals, record keeping and financial responsibility of contractors;

6. 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; and

7. 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 2003, there were 232 contracts approved for execution through Fiscal Year 2008 totaling \$404,373,811.00

	FY 2002	FY 2003
<b>Contracts Reviewed</b>	<b>202</b>	<b>232</b>
<b>General Funds</b>	\$ 38,322,226	\$ 245,675,167
<b>Federal Funds</b>	\$ 60,667,201	\$ 122,590,113
<b>Other Funds</b>	\$ 17,766,225	\$ 36,108,531
<b>TOTAL</b>	<b>\$116,755,652</b>	<b>\$404,373,811</b>

# ***State Personnel Board 2003 Annual Report***

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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

# *State Personnel Board 2003 Annual Report*

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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 outlines 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 75%. 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.

# *State Personnel Board 2003 Annual Report*

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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.

**Reallocation** allows a change in job classification based on a review of the duties performed, is 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 may 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.

**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.

## ***State Personnel Board 2003 Annual Report***

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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.

# State Personnel Board 2003 Annual Report

## 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 <sup>1</sup>	\$0	\$0
89	\$38,079,820 <sup>2</sup>	\$0	\$0	\$0
90	\$0	\$0	\$0	*Authorized
91 <sup>3</sup>	\$16,798,567	\$38,678,357	\$648,799	\$0
92	\$0	\$0	\$0	\$0
93	\$0	\$0	\$0	\$0
94 <sup>4</sup>	\$13,527,632	\$55,905,784 <sup>5</sup>	\$0	\$0
95	\$25,647,207	\$24,789,406 <sup>6</sup>	\$730,401	\$0
96 <sup>7</sup>	\$17,550,361	\$14,053,384 <sup>5</sup>	\$0	\$0
97	\$0	\$0	\$0	\$0
98	\$13,364,949	\$17,308,689 <sup>8</sup>	\$0	\$0
99 <sup>5,9</sup>	\$33,360,025	\$0	\$0	\$0
00 <sup>5,10</sup>	\$24,763,487	\$33,358,747	\$0	\$0
01	\$0	\$0	\$0	\$0
02	\$0	\$0	\$0	\$0
03 <sup>11</sup>	\$27,663,892	\$0	\$0	\$0
04	\$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 job classes. 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.
11. All classifications received a minimum \$600 realignment, effective January 1, 2003.

# State Personnel Board 2003 Annual Report

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VARIABLE COMPENSATION PLAN  
FISCAL YEAR 2003  
ANNUAL LEGISLATIVE REPORT  
**Surveys mailed: 81    Surveys Received: 60**

During Fiscal Year 2003, 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 0002 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 whose implementation was mandatory, 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 each component. Please also use the '**Comment**' section to explain those compensation components 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.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Inservice COLA	C.2	0	30	20	15	22	2	4
				Avg: 2.83				

**Comments**

- Cost of living should vary within the state, just as the per diem is different in different parts of the state.
- Cost of living increases must be continually awarded to ensure that employee's salaries stay ahead of the rate of inflation.
- Without inservice COLA, we are apt to lose good employees.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
General Realignment	C.1	60	0	26	24	9	1	0
				Avg: 3.24				

**Comments**

- Needs to be funded annually in order to remain current.
- A few classes have now fallen behind, including nurses, psychologists, and recreation therapists.
- Realignment must be continually awarded to ensure that the pay range for jobs remains competitive with the prevailing wages in the relevant labor markets. Without realignment, we will lose quality employees to the private sector.
- Realignment should have been fully funded. There are many occupations that we have difficulty filling and retaining employees because salaries are not competitive, even within the public sector.

# *State Personnel Board 2003 Annual Report*

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VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Longevity	C.4	0	60	12	15	31	0	2
				Avg: 2.59				

**Comments**

- Employees should not get a raise strictly for being in a position.
- The employee's work should warrant an increase or there should not be an increase.
- Some employees who are long term are hard working. While others are occupying a space until retirement. Longevity may reward non productive employees. I would rather see the money go into realignment and pay employees for the position they hold.
- Agencies are prevented from awarding employees for their many years of continued employment when they can't utilize the longevity component.
- Years of service should not be only criteria. Additional criteria should be used to give longevity awards.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Productivity	C.5	0	60	13	16	27	2	2
				Avg: 2.59				

**Comments**

- We need to have a system that rewards excellence.
- This is a great concept but there must be strict guidelines for agencies in order for the concept not to be abused.
- Supervisory and management staff agree that this component lends itself to bias and/or prejudice and disfavor funding
- Employee morale declines when agencies are not able to reward individuals for their exceptional work performance.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Budgeted Reallocations	C.3	47	13	38	15	66	1	0
				Avg: 3.49				

**Comments**

- Component essential to provide agency flexibility.
- We were able to reallocate several positions in an effort to utilize employees more effectively in meeting specific needs of the facility.
- When job duties of a particular occupational class have changed tremendously, this tool becomes a good source of compensation to the incumbent as well as the agency in order to retain seasoned employees.

# State Personnel Board 2003 Annual Report

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
No Increase to Appropriated Dollars	C.6	60	0	15	18	23	3	1
Avg: 2.69								

## Comments

- Works well to control expenditures in the agencies that do not have unusual monetary events.
- All this is a shell game when you include appropriated time-limited positions.
- The concept overall is good because agencies are required to "manage" their own money but there should be some understanding of agency needs such as educational benchmarks and unforeseen projects.
- Funding was available to fill one permanent full-time position, however the authority to spend was not sufficient.
- Keeps the agency in compliance with legislative intent. Does not allow the agencies an abundance of leeway to award salary increases via non-budgeted realignments, reallocations, reclassifications, and/or routine promotional opportunities.

- 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 categories. (Refer to the '**Policy Section**' in Annual Policy Memorandum 0302 for information regarding each component). Please observe the following instructions for completion of this Section:
- Select '**Y**' (Yes) or '**N**' (No) to indicate if the component was utilized within your agency.
  - 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.
  - Utilize the '**Comments**' section to express your favor or disfavor regarding the funding/non-funding of each component. Please also use the '**Comment**' section to explain those compensation components grades which are less than 'C'. (Grades of 'D' or 'F' with no accompanying explanation will be upgraded to 'C'.)

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Promotional Formula	D.2	48	12	39	14	66	1	0
Avg: 3.51								

## Comments

- Need at least 5% guaranteed increase.
- Component provides agency flexibility in retaining qualified employees.
- Good when utilized at 100% parity; otherwise, could cause inequity in salaries in the long run.

# State Personnel Board 2003 Annual Report

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Upward Reallocation	D.3.a	47	13	36	20	46	0	0
Avg: 3.53								

**Comments**

- Agencies should always be able to establish the level of positions needed to accomplish the work/mission of the agency.
- This component has been very beneficial to our agency. We are able to assist our various service areas when there is a documented need for a change in positions due to changing or increased job responsibilities.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Lateral Reallocation	D.3.b	23	37	29	15	16	0	0
Avg: 3.20								

**Comments**

- Agencies should always be able to establish the level of positions needed to accomplish the work/mission of the agency.
- Agency has utilized this component, however, as with lateral transfers, salary increases are not awarded in this instance.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Downward Reallocation	D.3.c	36	24	33	18	96	0	0
Avg: 3.39								

**Comments**

- Agencies should always be able to establish the level of positions needed to accomplish the work/mission of the agency.
- At the time we consolidated our secretarial and administrative assistant classes, we had three downward reallocations. We appreciated the ability to request that these employees' salaries not be reduced.
- Also generates funds and/or reduces a deficit budget to an agency, if left vacant, in lieu of having to abolish positions.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Non-Appropriated Realignment	D.3.d	15	45	23	18	19	0	0
Avg: 3.05								

# State Personnel Board 2003 Annual Report

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**Comments**

- Realignment is a good thing - it gets the salaries where they should be to keep state government competitive with the private sector.
- The non-appropriated realignment of our Health Information positions had a positive impact on our long term recruitment difficulties.
- Allows the Department to be more competitive in retention and recruitment of employees.
- When realignment is not funded by the legislature, non-appropriated realignment may be used, however, most agencies are operating under extreme budget constraints which would make it virtually impossible to implement this component

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Reclassification	D.4	35	25	38	14	8	0	0
Avg: 3.49								

**Comments**

- Needs to be set up for generic classes.
- Reclassification is GREAT when used appropriately, but many times it is used strictly because an employee has another year of work experience. The work should be at a higher level - this should not be used as a longevity increase.
- This component should be funded in order for agencies to be able to reclass specific positions as needs of the facility change.
- This continues to help us with the Direct Care series.
- Excellent compensation tool. Agency has not been able to implement at all times due to fund shortages.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Hire Salary	D.5.a	48	12	27	18	13	1	1
Avg: 3.14								

**Comments**

- Very difficult to hire anyone non-state service at the start salary.
- The salary is set across agencies which is good but it would be better if the our compliance report accounted for and allowed new hire flex.
- Many "worker" starting salaries are still not competitive though improvements have been made at the "director" levels.
- I would like to see more options on new hire salaries.
- Agency rarely, if ever, employs an individual at less than new hire salary.

# State Personnel Board 2003 Annual Report

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Hire Flexibility	D.5.b	38	22	26	22	11	1	0
Avg: 3.20								

### Comments

- Helps but the problem lies with the start salary being too low.
- This is a good tool although having the same increase for one year of extra education/experience as 20 years of extra education/experience does not seem quite right.
- Allows agencies ability to obtain employees with superior qualifications and greater potential for success.
- Being able to offer this component allows us to attract applicants for 'hard to fill' positions, as well as reward individuals who may exceed the minimum requirements of the position.
- Good tool, however, not always able to award new hire flex to those who qualify without placing a greater strain on the budget and/or compliance reports.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Recruitment Flex	D.5.d	5	55	23	18	19	0	0
Avg: 3.05								

### Comments

- Allows agencies to provide more competitive salaries in job classifications that are especially difficult to fill.
- Recruitment flex is an excellent tool for recruiting hard to fill positions. Budget constraints hamper these efforts.
- This component has helped our agency in recruiting Medical Technologists and Radiologic Technologists.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Agency Head Flexibility	D.5.c	23	37	27	19	14	0	0
Avg: 3.20								

### Comments

- Provides agency directors with a tool to secure highly qualified individuals in some of the most crucial positions within an agency.
- This has been a great asset to attract better managers.
- Compensation for non-state service employees (Exclude Code - 16) is enhanced by this component of the VCP. Budget constraints do not always allow the usage of this component.

## *State Personnel Board 2003 Annual Report*

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VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Appointments from Agencies not under SPB	D.6	10	50	16	21	23	0	0
Avg: 2.86								

**Comments**

- All agencies should be under SPB purview.
- We did not utilize this component during FY2003 but it is an excellent recruitment tool.
- The ability of individuals to retain their salary when being hired from agencies not under the purview of the SPB is a win-win situation for both employee and the agency.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Appointment of Executive Directors	D.7	7	53	26	11	23	0	0
Avg: 3.03								

**Comments**

- Does not apply in FY 2003 to most executive directors, since most executive salaries are set in statute.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Special Comp Plans	D.8	15	45	28	12	20	0	0
Avg: 3.12								

**Comments**

- Our special comp plan for co-op students has worked great for us.
- This component is essential in our recruitment and retention of engineers and scientists. Without the special compensation plan, we would not compete with the private sector.
- Our teachers are well compensated under the Special Comp Plan for Academic Teachers and Speech Pathologists.
- Competitive compensation tool for specific technical and/or specialized positions. Budget constraints have not allowed the agency an opportunity to fully implement this tool.

# State Personnel Board 2003 Annual Report

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VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Additional Comp Plans	D.9	16	44	24	15	21	0	0
				Avg: 3.03				

**Comments**

- The ability to pay Type/Duty/Location Pay has benefited our agency in our long term recruitment difficulties of nurses.
- This component gives an employee an incentive to act in positions outside of their normal scope of duties (i.e., detail to special duty).

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Educational Benchmarks	D.10	36	24	36	18	3	0	1
				Avg: 3.46				

**Comments**

- Maximum percentage increase for benchmark could be increased.
- Funding is essential to encourage employees to continue their efforts to improve their skill and knowledge levels.
- We had employees that were eligible, but no funds to award benchmarks.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Promotional Transfers	D.11.a	35	25	31	21	8	0	0
				Avg: 3.37				

**Comments**

- Funding allows agencies to recognize performance and provide employees with improved salaries and greater responsibilities.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Lateral Transfers	D.11.b	28	32	32	14	14	0	0
				Avg: 3.29				

# *State Personnel Board 2003 Annual Report*

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**Comments**

- Provides agency flexibility.
- We have used the lateral transfer component and found it be beneficial.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Demotional Transfers	D.11.c	23	37	25	15	20	0	0
				Avg: 2.66				

**Comments**

- Provides agencies more avenues for resolving disciplinary issues, i.e., the best answer is not always to dismiss an employee from the agency.
- We have used this component for disciplinary purposes and in instances where the employee requests a demotional transfer, and are in favor of it.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Salary Exceeding Agency Head	D.12	3	57	21	12	25	1	1
				Avg: 2.83				

**Comments**

- Agency head should be the highest paid in her/his agency.
- Perhaps additional clarification as to the agency head in relation to sub-agencies.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Reappointments	D.13	13	47	23	21	16	0	0
				Avg: 3.10				

**Comments**

- This allows for us to get some good employees back after they've left for what they thought was a great private sector job.
- We are in favor of this component and have been able to bring some employees back to work from authorized leave of absence.

# State Personnel Board 2003 Annual Report

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VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Return after Separation	D.14	18	42	25	16	19	0	0
				Avg: 3.08				

**Comments**

- Re-employment has been useful in prior years to maintain salary levels for experienced seasonal workers in Parks.
- We have rehired employees back into their former classifications and with their same salaries and are in favor of this component.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
PAR Requirements	E	51	9	13	19	25	2	1
				Avg: 2.69				

**Comments**

- Should not need a new rating prior to reclassification if supervisor has not changed.
- Current PAR procedures are too lengthy and time consuming, with little benefit.
- Employees should be communicated with regarding performance on a routine basis to make sure employees are meeting agency goals and expectations.
- Formal PAR requirements for part-time employees (3-, 4-, 5-, 6-month employees) are without merit.
- Problems are handled one on one in a small agency. I understand this is helpful with large agencies, but small agencies are stretched and this added paper work is not necessary if problems are handled according to SPB regulations.
- Looking forward to Competency Based Management.

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III Please answer the following questions regarding the Compliance Report.

Did your agency receive assistance on the Compliance Report from the State Personnel Board Staff?

Yes = 38                      No = 22

Please make suggestions for improvement of the report.

- It would be beneficial to have a "link" to what actions make up the changes from week to week.
- Make it available for printing prior to completing for agency's division heads to review first.
- SPB DP staff is always most helpful when asked for assistance with the compliance report. Being able to download into a database to manipulate data as needed is greatly appreciated and very helpful.
- Each agency should be encouraged to develop an internal mechanism to track compliance and use this mechanism for planning purposes.
- Transactions input the last week of a month are often not captured in detail information.

# State Personnel Board 2003 Annual Report

- There should be a detailed report to track changes in Compensation which affect the Appropriation side (left side) of the report, like the report available to track the right side. Gary Runnels is very helpful with questions regarding the report.
- We were called when we were out of compliance
- Not applicable because prior instructions were provided and staff has always been helpful when clarifications were needed via the telephone

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IV Please answer the following questions concerning the Policy Memoranda. Were the policies and procedures governing the VCP written understandably?

Yes = 60            No = 0

If not, please make suggestions for improvement.

- The document needs a major overhaul. It needs to group like matters together and make the words more user friendly.

Are there instances in your agency where employees with less seniority and qualifications have higher salaries than more senior employees in the same job class?

Yes = 19            No = 41

If so, what compensation components contributed to these disparities?

- New Hire Flex, promotions, demotions, disciplinary actions, transfers from other state agencies
- Policy Memo # 5-the IT Special Comp Plan. The less senior employees are hard workers who stand out above and beyond with their work and dedication. The employees with less seniority in these cases are worth more to the agencies than those others.
- Promotional formula at less than 100% parity
- Multiple promotions allowing numerous applications of the promotional formula contributes to a higher salary than the salary of an employee in the same job title for years.
- Realignments over the years or leaving state service and being able to come back at your same salary.
- The way raises have been approved by the Legislature in the past.

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

- Agencies should have greater latitude in determining position classes based upon needs.
- Considering the state budget and funding under the VCP, this agency and its employees appreciate what was done to increase salaries through realignment.
- I have always found the VCP forum to be very informative and helpful for our organization.
- Administration of the VCP is well executed by Mr. Stringer and his capable staff. When our agency had any questions or needed any help with any aspect of the VCP, we were provided with courteous, dependable and able assistance.

## *State Personnel Board 2003 Annual Report*

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V Please answer the following questions regarding the separation of employees. Did your agency conduct exit interviews for all employees leaving state government?

Yes = 43                  No = 17

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

- To continue school.
- Private sector more lucrative for rehab counselors.
- Insurance too costly for dependents.
- Availability of shift work, higher salary, better benefits, better career opportunities.
- Stay home with children; needed part-time work
- Reasons cited included employees obtaining employment at higher wages in the private sector, lack of career ladder opportunities within some job classes, returning to school, marriage and relocation with spouses, pregnancy and retirement
- Salary and insurance benefits are too low and the deductible is too high.
- Greatest losses in law enforcement, often to other governmental agencies.
- Medical reasons, family emergencies and personal issues
- More money, flexible schedules, employment closer to home
- Our nurses, medical technologists, and radiologic technologists are leaving for higher salaries. Other disciplines cited jobs in the private sector and pursuing educational goals.
- Took position with federal government (IRS) at much higher salary.
- Written exit interviews, mainly: a) Low Salaries, b) lack of promotional opportunities, c) Training, and d) stress contributed to high case loads among the programmatic areas due to staff shortages.

# *State Personnel Board 2003 Annual Report*

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## **List of Agency Respondents to VCP Annual Impact Report**

Agriculture and Commerce	Public Employee's Retirement System (PERS)
Animal Health Board	Public Utilities Staff
Architecture and Landscape Board	Rehabilitation Services
Arts Commission	Secretary of State
Attorney General	Soil and Water Conservation Commission
Banking and Consumer Finance	South Mississippi Regional Center
Barber Examiners	Specialized Treatment Facility
Board of Registered Prof. Geologists	State Auditor
Board of Examiners for Social Workers & Marriage and Family Therapists	State Personnel Board
Boswell Regional Center	Tax Commission
Bureau of Narcotics	Tombigbee River Valley Water Management
Central MS Residential Center	Veterans' Home Purchase Board
Cosmetology Board	Wildlife, Fisheries and Parks
Department of Corrections	Workers' Compensation
Department of Education	
Department of Human Services	<b>Agencies not responding to the VCP survey:</b>
Department of Transportation	Agricultural Aviation Board
Division of Medicaid	Archives and History
East Mississippi State Hospital	Athletic Commission
Educational Television (ETV)	Auctioneers' Commission
Ellisville State School	Dental Examiners
Emergency Management Agency	Department of Health
Employment Security	Department of Public Safety
Environmental Quality	Engineers and Land Surveyors Board
Finance and Administration	Fair Commission
Fire Academy	Funeral Service Board
Forestry Commission	Mental Health - Central Office
Gaming Commission	Motor Vehicle Commission
Grand Gulf Military Monument	Nursing Home Administrators
Hudspeth Regional Center	Oil and Gas Board
Information Technology Services	Pat Harrison Waterway District
Insurance Department	Public Service Commission
Juvenile Rehabilitation Center	Real Estate Commission
Library Commission	South Mississippi State Hospital
Marine Resources	State Treasury
Medical Licensure Board	Veterans' Affairs Board
Mississippi Development Authority	Veterans' Memorial Stadium
Mississippi State Hospital	
North Mississippi Regional Center	
North Mississippi State Hospital	
Nursing Board	
Pearl River Valley Water Supply District	
Pearl River Basin Development District	
Pharmacy Board	
Public Accountancy	
Public Contractors' Board	

# *State Personnel Board 2003 Annual Report*

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## Travel Report

### 2002 State Personnel Board Travel Log

DATE	NAME	PLACE	COST
<b>TRAINING – 3610</b>			
07-30-02	Leslie Lloyd	Training Meetings	\$ 94.90
10-08-02	Leslie Lloyd	Training Development	\$ 31.39
10-29-02	Leslie Lloyd	MAPA Conference	\$ 342.27
11-05-02	Leslie Lloyd	Mental Health Conference/Training Mt	\$ 303.60
11-25-02	Leslie Lloyd	CPM Annual Conference	\$ 261.93
12-12-02	Leslie Lloyd	CPM Instructor Retreat	\$ 98.55
02-06-03	Leslie Lloyd	Training Meetings	\$ 23.04
03-13-03	Leslie Lloyd	Coordinate BSC	\$ 211.60
04-01-03	Leslie Lloyd	Training Development	\$ 58.68
04-01-03	Leslie Lloyd	Coordinate BSC	\$ 136.08
04-17-03	Leslie Lloyd	National CPM Consortium	\$1,543.56
05-08-03	Leslie Lloyd	CPM Seminar/Training Development	\$ 97.92
06-24-03	Leslie Lloyd	MS Supervisors Assn Conference	\$ 194.50
08-01-02	Angela Armstead	Coordinate Training	\$ 37.96
09-10-02	Angela Armstead	Coordinate Training	\$ 94.17
10-08-02	Angela Armstead	Coordinate Training	\$ 64.97
11-05-02	Angela Armstead	Coordinate Training	\$ 131.40
12-12-02	Angela Armstead	Coordinate Training	\$ 128.48
12-26-02	Angela Armstead	Coordinate Training	\$ 147.83
02-06-03	Angela Armstead	Coordinate Training	\$ 51.85
03-10-03	Angela Armstead	Coordinate Training	\$ 24.84
04-03-03	Angela Armstead	Coordinate Training	\$ 71.64

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
05-06-03	Angela Armstead	Coordinate Training	\$ 50.76
06-05-03	Angela Armstead	Coordinate Training	\$ 41.04
06-24-03	Angela Armstead	Coordinate Training	\$ 84.24
08-01-02	Julia Summers	Coordinate Training	\$ 34.31
09-10-02	Julia Summers	Coordinate Training	\$ 64.97
10-08-02	Julia Summers	Coordinate Training	\$ 51.10
12-26-02	Julia Summers	Coordinate Training	\$ 48.18
08-27-02	Marianne Gaudin	NASPE Conference	\$1,109.85
08-27-02	Marianne Gaudin	MDOT Conference	\$ 221.45
09-23-02	Marianne Gaudin	Training Meeting	\$ 108.04
10-08-02	Marianne Gaudin	NAGTAD Conference	\$1,420.08
10-24-02	Marianne Gaudin	NASPE Conference Planning	\$ 176.75
12-12-02	Marianne Gaudin	CPM Conference/Coordinate Training	\$ 311.91
12-26-02	Marianne Gaudin	Training	\$ 116.55
02-11-03	Marianne Gaudin	Training	\$ 135.20
03-20-03	Marianne Gaudin	NAGTAD Meeting	\$ 585.98
06-17-03	Marianne Gaudin	Training	\$ 132.06
07-16-03	Marianne Gaudin	NASPE Conference	\$ 557.50
07-19-02	Nikki Butler	Coordinate CPM	\$ 65.70
08-27-02	Nikki Butler	Coordinate CPM	\$ 121.18
09-19-02	Nikki Butler	Coordinate CPM	\$ 217.96
09-23-02	Nikki Butler	CPM Facilitator	\$ 42.34
10-15-02	Nikki Butler	CPM Mid-Year Meeting	\$ 511.34
10-15-02	Nikki Butler	CPM Training	\$ 479.98
11-25-02	Nikki Butler	CPM Annual Conference	\$ 317.44

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
12-12-02	Nikki Butler	CPM Instructor Retreat/Coor Training	\$ 212.80
01-14-03	Nikki Butler	CPM Facilitator	\$ 208.05
02-11-03	Nikki Butler	CPM Facilitator	\$ 83.52
03-04-03	Nikki Butler	CPM Facilitator	\$ 199.52
04-01-03	Nikki Butler	Coordinate CPM	\$ 36.21
05-06-03	Nikki Butler	Facilitate CPM Sem/Coordinate CPM	\$ 0.72
12-12-02	Shelly Smith	Coordinate CPM	\$ 143.08
12-26-02	Shelly Smith	Coordinate CPM	\$ 67.16
02-25-03	Shelly Smith	Coordinate CPM	\$ 246.86
04-03-03	Shelly Smith	Coordinate CPM	\$ 154.45
05-15-03	Shelly Smith	Coordinate CPM	\$ 68.40
08-22-02	Robert Gaston	Coordinate BSC	\$ 247.54
08-22-02	Dianne Macon	IPMA Facilitator	\$ 357.50
03-13-03	Juette Bingham	Coordinate BSC	\$ 462.60
06-24-03	Juette Bingham	MS Supervisors Assn Conference	\$ 227.31
<b>Total</b>			<b>\$14,887.97</b>

## *State Personnel Board 2003 Annual Report*

DATE	NAME	PLACE	COST
<b>STATE PERSONNEL BOARD -- 3614</b>			
10-08-02	Frederick Matthes	Salary Conference	\$ 502.46
10-24-02	Lesly Lloyd	Training Development	\$ 102.20
10-08-02	Chuck Nwagwu	MAPA Conference	\$ 293.70
10-15-02	Chuck Nwagwu	Desk Audit	\$ 99.28
01-29-03	Chuck Nwagwu	Agency Meeting	\$ 104.47
02-18-03	Chuck Nwagwu	Agency Meeting	\$ 21.60
06-19-03	Chuck Nwagwu	Agency Study	\$ 47.52
10-08-02	Carol Rowe	MAPA Conference	\$ 293.70
05-22-03	Bob Fagan	Human Resource Institute Seminar	\$1,250.16
12-26-02	Bill Tanner	Computer Maintenance	\$ 91.98
06-26-03	Bill Tanner	Computer Maintenance	\$ 100.80
10-08-02	Martha Hartzog	MAPA Conference	\$ 195.80
10-15-02	Martha Hartzog	Job Fair	\$ 182.48
10-31-02	Martha Hartzog	Job Fair	\$ 80.30
04-08-03	Martha Hartzog	Job Fair	\$ 36.00
10-15-02	Tirey Keaton	Job Fair	\$ 19.71
10-24-02	Tom Hall	SPB Meeting	\$ 250.24
11-25-02	Tom Hall	SPB Meeting	\$ 229.20
12-26-02	Tom Hall	SPB Meeting	\$ 250.37
02-25-03	Tom Hall	SPB Meeting	\$ 257.55
03-27-03	Tom Hall	SPB Meeting	\$ 227.55
04-21-03	Tom Hall	SPB Meeting	\$ 227.55
05-27-03	Tom Hall	SPB Meeting	\$ 262.92
06-24-03	Tom Hall	SPB Meeting	\$ 227.55

## *State Personnel Board 2003 Annual Report*

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
10-08-02	Peggy Williams	MAPA Conference	\$ 195.80
03-10-03	Peggy Williams	Court Administrators Conference	\$ 520.87
10-08-02	Gloria Addison	MAPA Conference	\$ 195.80
05-6-03	Gloria Addison	Training	\$ 72.00
10-01-02	Della Lockhart	Job Fair	\$ 279.45
03-27-03	Della Lockhart	Job Fair	\$ 84.24
05-08-03	Della Lockhart	Job Fair	\$ 82.08
05-27-03	Della Lockhart	Job Fair	\$ 32.40
10-31-02	Brad Chandler	Salary Conference	\$ 471.46
08-08-02	Hollis Baugh	CSG Conference	\$ 369.90
10-08-02	Hollis Baugh	MAPA Conference	\$ 293.70
10-29-02	Rachel Huff	MAGPPA Conference	\$ 227.70
07-30-02	Bill Cossar	SPB Meeting	\$ 109.50
08-15-02	Bill Cossar	SPB Meeting	\$ 109.50
09-26-02	Bill Cossar	SPB Meeting	\$ 109.50
10-24-02	Bill Cossar	SPB Meeting	\$ 109.50
11-25-02	Bill Cossar	SPB Meeting	\$ 109.50
12-26-02	Bill Cossar	SPB Meeting	\$ 109.50
01-29-03	Bill Cossar	SPB Meeting	\$ 108.00
02-25-03	Bill Cossar	SPB Meeting	\$ 108.00
03-27-03	Bill Cossar	SPB Meeting	\$ 108.00
04-21-03	Bill Cossar	SPB Meeting	\$ 108.00
05-27-03	Bill Cossar	SPB Meeting	\$ 108.00
06-24-03	Bill Cossar	SPB Meeting	\$ 108.00
07-30-02	Leslie Daniels	SPB Meeting	\$ 190.51
08-15-02	Leslie Daniels	SPB Meeting	\$ 81.76

## *State Personnel Board 2003 Annual Report*

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
09-26-02	Leslie Daniels	SPB Meeting	\$ 81.76
10-24-02	Leslie Daniels	SPB Meeting	\$ 190.51
11-25-02	Leslie Daniels	SPB Meeting	\$ 81.76
12-26-02	Leslie Daniels	SPB Meeting	\$ 190.51
01-29-03	Leslie Daniels	SPB Meeting	\$ 80.64
03-27-03	Leslie Daniels	SPB Meeting	\$ 80.64
04-21-03	Leslie Daniels	SPB Meeting	\$ 189.39
05-27-03	Leslie Daniels	SPB Meeting	\$ 80.64
06-24-03	Leslie Daniels	SPB Meeting	\$ 200.19
07-30-02	William Smith	Hearing	\$ 198.56
11-12-02	William Smith	SPB Meeting/Hearing	\$ 211.70
12-12-02	William Smith	SPB Meeting	\$ 23.36
04-03-03	William Smith	SPB Meeting/Hearing	\$ 150.12
06-19-03	William Smith	Hearing	\$ 218.88
07-30-02	Kemper Ehrhardt	SPB Meeting	\$ 32.12
08-15-02	Kemper Ehrhardt	SPB Meeting	\$ 32.12
09-26-02	Kemper Ehrhardt	SPB Meeting	\$ 32.12
10-24-02	Kemper Ehrhardt	SPB Meeting	\$ 32.12
12-26-02	Kemper Ehrhardt	SPB Meeting	\$ 32.12
01-29-03	Kemper Ehrhardt	SPB Meeting	\$ 31.68
02-25-03	Kemper Ehrhardt	SPB Meeting	\$ 31.68
03-27-03	Kemper Ehrhardt	SPB Meeting	\$ 31.68
04-21-03	Kemper Ehrhardt	SPB Meeting	\$ 31.68
05-27-03	Kemper Ehrhardt	SPB Meeting	\$ 31.68
06-24-03	Kemper Ehrhardt	SPB Meeting	\$ 31.68

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
08-08-02	Falton Mason	Hearing	\$ 176.66
09-17-02	Falton Mason	Hearing	\$ 193.83
11-05-02	Falton Mason	Hearing	\$ 320.15
12-12-02	Falton Mason	Hearing	\$ 209.50
01-14-03	Falton Mason	Hearing	\$ 342.11
02-11-03	Falton Mason	Hearing	\$ 53.28
03-13-03	Falton Mason	SPB Meeting/Hearing	\$ 316.51
05-01-03	Falton Mason	Hearing	\$ 380.57
05-15-03	Falton Mason	Hearing	\$ 106.56
06-05-03	Falton Mason	Training	\$ 190.79
06-26-03	Falton Mason	Hearing	\$ 197.85
10-24-02	Theresa Abadie	Salary Conference	\$ 195.80
08-27-02	J. K. Stringer, Jr.	NASPE Conference	\$ 916.85
10-10-02	J. K. Stringer, Jr.	MAPA Conference	\$ 195.80
11-25-02	J. K. Stringer, Jr.	CPM Conference	\$ 217.80
04-24-03	J. K. Stringer, Jr.	Critical Issues & Rehab Seminar	\$ 592.80
05-22-03	J. K. Stringer, Jr.	State Executive Development Institute	\$ 76.67
06-16-03	J. K. Stringer, Jr.	NASPE Conference	\$ 435.00
07-30-02	Mary Pyle	SPB Meeting	\$ 246.93
08-22-02	Mary Pyle	SPB Meeting	\$ 252.80
09-26-02	Mary Pyle	SPB Meeting	\$ 114.61
11-05-02	Mary Pyle	SPB Meeting	\$ 114.61
11-25-02	Mary Pyle	SPB Meeting	\$ 114.61
12-26-03	Mary Pyle	SPB Meeting	\$ 114.61
01-29-03	Mary Pyle	SPB Meeting	\$ 193.73
02-25-03	Mary Pyle	SPB Meeting	\$ 186.73

## *State Personnel Board 2003 Annual Report*

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
03-27-03	Mary Pyle	SPB Meeting	\$ 190.39
04-21-03	Mary Pyle	SPB Meeting	\$ 191.92
05-27-03	Mary Pyle	SPB Meeting	\$ 113.04
06-24-03	Mary Pyle	SPB Meeting	\$ 113.04
10-10-02	John Mulholland	MAPA Conference	\$ 195.80
02-04-02	John Mulholland	NASPE Meeting	\$ 614.92
07-16-03	John Mulholland	NASPE Conference	\$ 629.50
12-26-02	Kelly Manhein	Agency Meeting	\$ 124.10
10-10-02	Randy Dampeer	MAPA Conference	\$ 151.81
04-24-03	Randy Dampeer	Job Fair	\$ 157.82
10-08-02	Mary Lewis	MAPA Conference	\$ 195.80
10-24-02	Mary Lewis	MAGPPA Conference	\$ 151.80
10-08-02	Paris Williams	MAPA Conference	\$ 195.80
10-24-02	Patrice Stewart	MAGPPA Conference	\$ 151.80
10-17-02	Tina Hill	MAPA Conference	\$ 195.80
10-29-02	Tina Hill	MAGPPA Conference	\$ 151.80
10-15-02	Roosevelt Daniels	Hearing	\$ 357.70
01-14-03	Roosevelt Daniels	Hearing	\$ 186.52
03-04-03	Roosevelt Daniels	Hearing	\$ 108.00
06-19-03	Roosevelt Daniels	Hearing	\$ 172.80
10-31-02	Terri Smith	MAGPPA Conference	\$ 227.00
12-12-02	Terri Smith	MAGPPA Meeting	\$ 64.24
02-05-03	Terri Smith	MAGPPA Meeting	\$ 87.12
08-08-02	Ronna Owens	Job Fair	\$ 50.37
09-26-02	Ronna Owens	Job Fair	\$ 129.65

## *State Personnel Board 2003 Annual Report*

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<b>DATE</b>	<b>NAME</b>	<b>PLACE</b>	<b>COST</b>
10-08-02	Ronna Owens	MAPA Conference	\$ 195.80
11-12-02	Ronna Owens	Job Fair	\$ 62.05
03-25-03	Ronna Owens	Job Fair	\$ 55.08
04-15-03	Ronna Owens	Human Resource Conference	\$ 126.26
<b>Total</b>			<b>\$24,401.49</b>

<b>TOTAL TRAVEL</b>	
<b>FUND</b>	<b>AMOUNT</b>
<b>3610</b>	\$14,887.97
<b>3614</b>	\$24,401.49
<b>TOTAL</b>	<b>\$39,289.46</b>