

*Mississippi
State Personnel Board*



*Annual Report 2007
Fiscal Year Ending June 30, 2007*

Mississippi State Personnel Board, Fiscal Year 2007 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.

Bill Cossar, Chairman
3rd Supreme Court District

E. A. Allen, Vice-Chairman
2nd Supreme Court District

John Baas, Member
1st Supreme Court District

Donald G. Brown, Member
State-at-Large

Robert E. Jones, 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

Senator Billy Thames
District 34
Mize, MS

Senator Perry Lee
District 35
Mendenhall, MS

Representative John O. Read
District 112
Gautier, MS

Vacant

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.

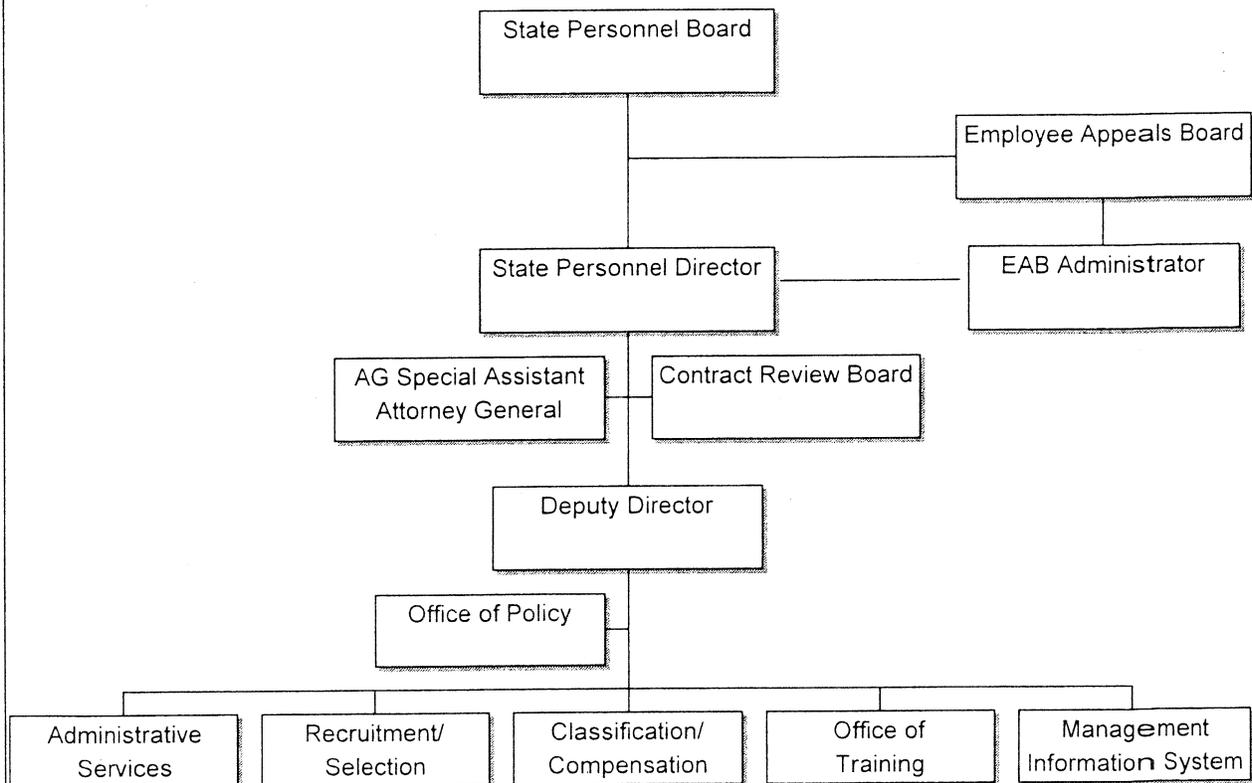
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State Personnel Board Organizational Structure

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

- Administrative Services
- Recruitment and Selection
- Classification and Compensation
- Office of Training
- Management Information Systems
- Office of Policy
- General Counsel
- 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
- Evaluation of Applicant for Minimum Requirements of Job:
 - Education/Experience Evaluation
- Certification of Eligibles Process
- Authorization of Appointment of Certified Eligibles
- Transaction Processing, Initial Hire and In-service Movement
- Policy Development and Administration
- Maintenance of Class Specifications

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
- On-Site Training
- Basic Supervisory Course
- Administrative Support Certification Program
- Professional Development Courses
- Technical Assistance in Training and Development
 - Needs Assessment
 - Planning a Training Program
 - Training Evaluation
 - Development of Training Plans

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

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MANAGEMENT INFORMATION SYSTEMS

- Designing and Implementation of Internet Reports and Information
- Maintenance and Security of SPB's Web Based Application Databases
- Support SPB's Wide Area Network and Applications
- Development of Special Information Reports From Statewide Request
- Provide Help Desk For Agency Computing Applications
- Management of Data Security For Agency's Computers and Servers
- Maintain and Upgrade SPB's Internet, WAN and LAN Hardware and Software Products

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 Contract Review
- Review of Personal and Professional Service Contracts, submitted to the Personal Service Contract Review Board

EMPLOYEE APPEALS BOARD

- Conducting Hearings and Rendering Decisions on Matters Affecting the Employment Status of State Employees

PERSONAL SERVICE CONTRACT REVIEW BOARD

- Promulgation of rules and regulations governing the solicitation and selection of contractual services personnel which are consistent with sound business practices
- Reviewing 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)

32,206	State Service (Purview of State Personnel Board)
1,000 (estimate)	Governor's Office and Legislative Branch
16,785	Institutions of Higher Learning
5,632	Community and Junior Colleges
32,855	State Teachers
88,478	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 2007, 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, 1993/2006/2007

	FY 93	FY 06	FY 07
Total Employees	27,459	30,730	31,483
Total Female Employees	15,126	18,783	19,212
Percentage of Female Employees	55.1%	61.1%	61.02%
Total Male Employees	12,333	11,947	12,271
Percentage of Male Employees	44.9%	38.9%	38.98%
Percentage of White Employees	61.3%	51.5%	50.73%
Percentage of Minority Employees	38.7%	48.5%	49.27%
Average Service Time	8 yrs. 3 mos.	9 yrs. 6 mos.	9 yrs. 5 mos.
Average Number of Years of Education	14.0 yrs.	14.0 yrs.	14.0 yrs.
Average Age of Employees	40 yrs.	43 yrs. 2 mos.	43 yrs. 7 mos.
Average Salary of Employees	\$19,762	\$29,691	\$32,450
No. of Employees Earning Less than Avg. Salary	16,986	19,150	19,510
% of Employees Earning Less than Avg. Salary	61.8%	62.3%	62.0%

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Current Average Annual Full-time Salary Comparison

For State Employees in the Southeastern Region

July 2007

	07/06	07/07
Virginia	\$39,979.....	\$41,677
Alabama	\$38,176.....	\$40,547
Tennessee.....	\$37,401.....	\$39,517
Louisiana.....	\$38,314.....	\$39,513
North Carolina	\$38,377.....	\$38,978
Kentucky.....	\$38,546.....	\$38,752
Florida.....	\$37,032.....	\$38,200
Oklahoma.....	\$36,145.....	\$37,180
South Carolina	\$35,318.....	\$36,676
Arkansas.....	\$34,068.....	\$34,911
Mississippi	\$30,746.....	\$34,075
Georgia.....	\$34,950.....	\$33,363
West Virginia.....	\$36,083.....	\$32,940
Missouri	\$31,453.....	\$31,399
Total Average	\$36,185.....	\$36,981*

*Alabama, Arkansas, Louisiana, and Tennessee average equals \$38,622.

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**Salary Distribution Table
Full-Time Employees
as of June 30, 2007**

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
\$100,000 and over	190	0.60%	\$2,370,821.62	2.32%
\$90,000 to 99,999.99	99	0.31%	\$9,274,126.01	0.91%
\$80,000 to 89,999.99	204	0.65%	\$17,191,223.85	1.68%
\$70,000 to 79,999.99	421	1.34%	\$31,351,054.03	3.07%
\$60,000 to 69,999.99	779	2.47%	\$50,094,969.26	4.90%
\$50,000 to 59,999.99	1,672	5.31%	\$90,711,385.89	8.88%
\$40,000 to 49,999.99	3,630	11.53%	\$160,798,053.90	15.74%
\$30,000 to 39,999.99	7,009	22.26%	\$241,726,151.12	23.66%
\$20,000 to 29,999.99	12,197	38.74%	\$305,600,235.04	29.91%
\$14,000 to 19,999.99	5,106	16.22%	\$88,863,294.37	8.70%
\$13,000 to 13,999.99	113	0.36%	\$1,535,932.87	0.15%
\$12,000 to 12,999.99	59	0.19%	\$742,051.76	0.07%
\$11,000 to 11,999.99	4	0.01%	\$45,700.00	0.00%
\$10,000 to 10,999.99	0	0.00%	\$0.00	0.00%
\$ 9,000 to 9,999.99	0	0.00%	\$0.00	0.00%
Below \$ 8,999.99	0	0.00%	\$0.00	0.00%
Full Time Employee Totals	31,483	100.00%	\$1,021,642,396.72	100.00%

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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>
01/04	32,731	\$29,199
02/04	32,738	\$29,236
03/04	32,653	\$29,260
04/04	32,544	\$29,256
05/04	32,636	\$29,178
06/04	32,660	\$29,191
07/04	32,181	\$29,205
08/04	31,922	\$29,266
09/04	31,920	\$29,347
10/04	31,975	\$29,417
11/04	31,943	\$29,399
12/04	32,059	\$29,400
01/05	32,008	\$29,406
02/05	32,103	\$29,425
03/05	32,094	\$29,432
04/05	32,158	\$29,431
05/05	32,047	\$29,371
06/05	32,255	\$29,411
07/05	31,837	\$29,430
08/05	31,481	\$29,501
09/05	31,217	\$29,591
10/05	31,103	\$29,602
11/05	31,169	\$29,561
12/05	31,196	\$29,592
01/06	31,053	\$29,606
02/06	31,059	\$29,618
03/06	31,020	\$29,623
04/06	31,153	\$29,629
05/06	31,050	\$29,566
06/06	31,431	\$29,444
07/06	31,196	\$30,746
08/06	31,179	\$30,865
09/06	31,397	\$30,912
10/06	31,293	\$30,947
11/06	31,371	\$30,926
12/06	31,562	\$30,906
01/07	31,627	\$32,225
02/07	31,758	\$32,227
03/07	31,852	\$32,237
04/07	31,936	\$32,238
05/07	31,878	\$32,162
06/07	32,206	\$32,167

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Cost for a 1% Increase Based on FY 2008 Projection

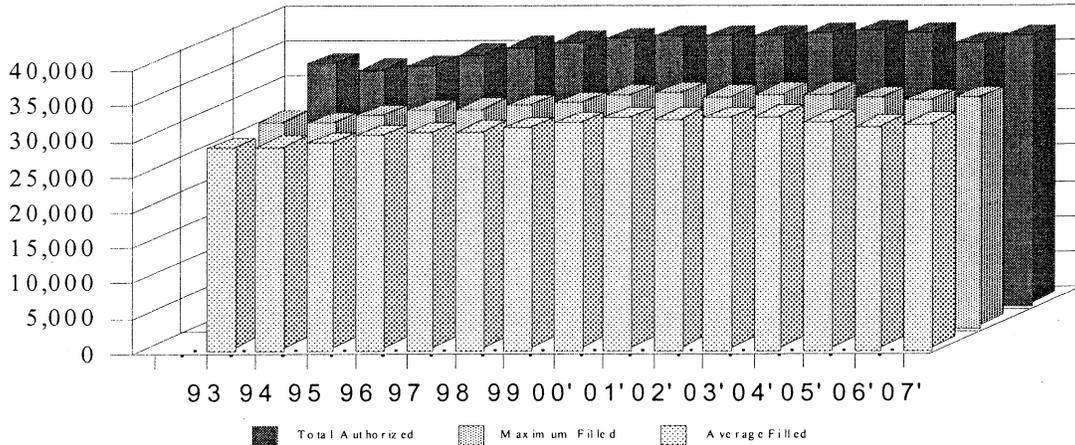
Total Projected Personal Services Cost, Current Level*	\$1,723,029,744.27
Less Vacant Positions.....	(\$249,559,527.39)
Less Salaries Set by Statute.....	(\$ 4,983,205.25)
Minus Projectable Additional Compensation	(\$17,204,971.41)
Adjusted Total Projection.....	\$1,451,282,040.22
Total Cost of 1% Increase	\$14,512,820.40
Cost of 1% General Fund Increase (49.61%).....	\$6,941,482.00
Cost of 1% Federal Fund Increase (19.17%)	\$2,947,553.82
Cost of 1% Other Fund Increase (31.22%)	\$4,623,784.58

*Total based on cost continuation for FY 2008 as of 07/31/2007. Report run 08/01/2007.

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Position/Employee Growth

Fiscal Years 1993-2007



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
04	38,537	32,812	32,641
05	38,249	32,255	32,055
06	36,806	31,837	31,231
07	37,974	32,206	31,605

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FY 93/FY 07 Strength Comparison

	June 93	June 07	June 93 to June 07 Difference
Mental Health	6,229	8,975	2,746
Human Services	3,531	2,982	(549)
Department of Transportation	3,504	3,291	(213)
Department of Health	2,791	2,145	(646)
Department of Corrections	2,772	3,071	299
Wildlife & Fisheries	1,006	936	(70)
Dept. of Employment Security	981	765	(216)
Department of Rehabilitation Services	855	952	97
Department of Public Safety	841	1,274	433
State Tax Commission	840	715	(125)
Forestry Commission	720	518	(202)
Department of Education	602	773	171
Military Department	560	683	123
Department of Environmental Quality	384	432	48
Mississippi Development Authority	343	282	(61)
Department of Finance & Administration	305	368	63
Agriculture and Commerce	300	201	(99)
Division of Medicaid	242	917	675
Audit	180	144	(36)
Attorney General's Office	148	242	94
Other Agencies	<u>1,685</u>	<u>2,540</u>	<u>855</u>
TOTAL**	28,819	32,206	3,387

**Denotes Full Time and Part Time Employees. Total Employees Including Escalated Positions.

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Office of Recruitment and Selection

Responsibilities of the Office of Recruitment and Selection for Fiscal Year 2007 included the recruiting, screening, evaluating, 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 Department of Employment Security (MDES). The Mississippi Department of Employment Security 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.

Activities of the State Personnel Board's Recruitment Branch included attendance at career days and provision of information to placement offices of colleges and universities.

Seventy-one thousand eight hundred forty-five (71,845) applications were received during Fiscal Year 2007 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. 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.

Once the evaluation 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.

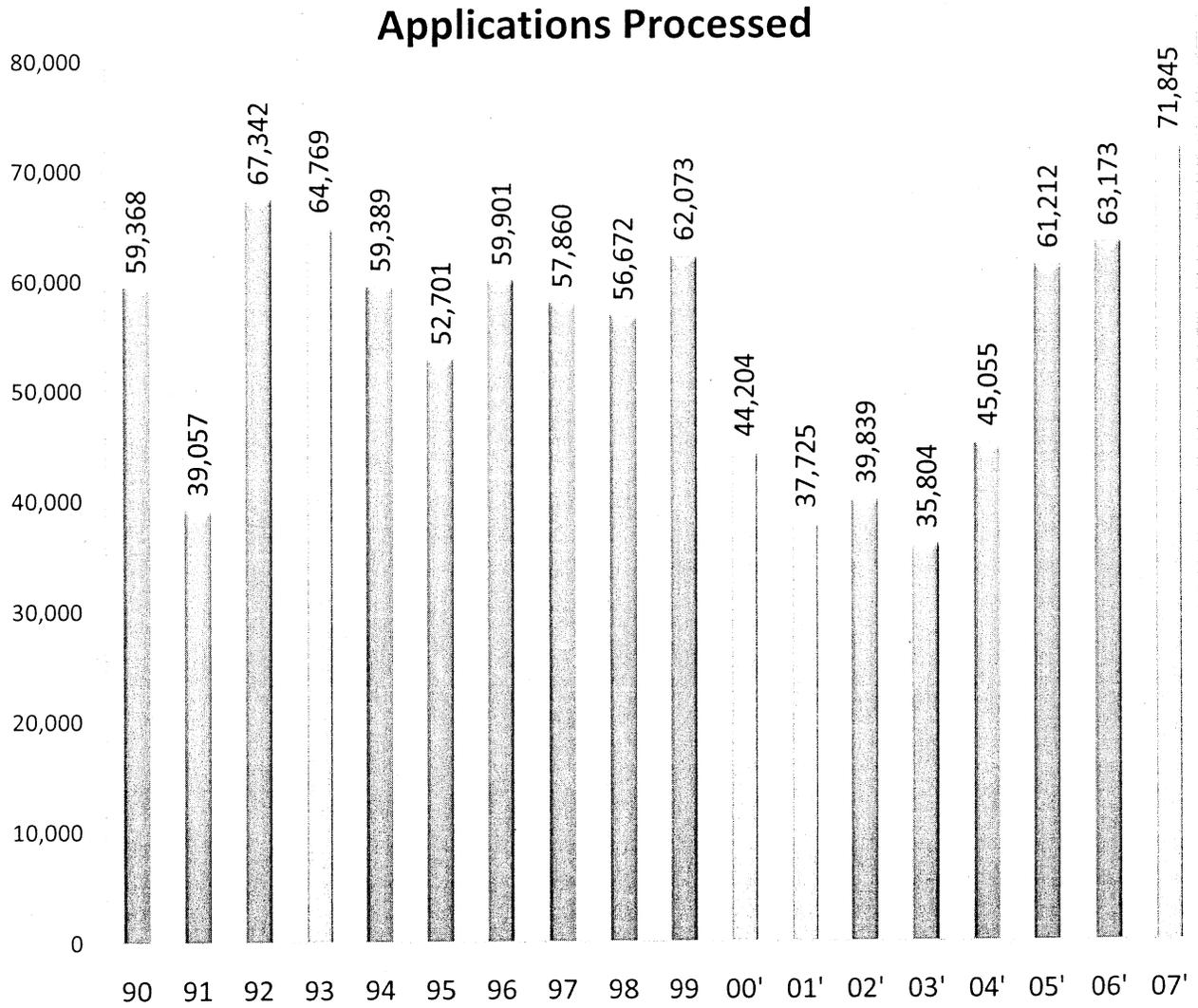
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When an agency had a vacancy to fill, any one of the four (4) types of certificates could be requested. If the agency requested a Type 1 Certificate, all applicants were printed on one list. If a Type 2 Certificate of Eligibles was requested, the State 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.

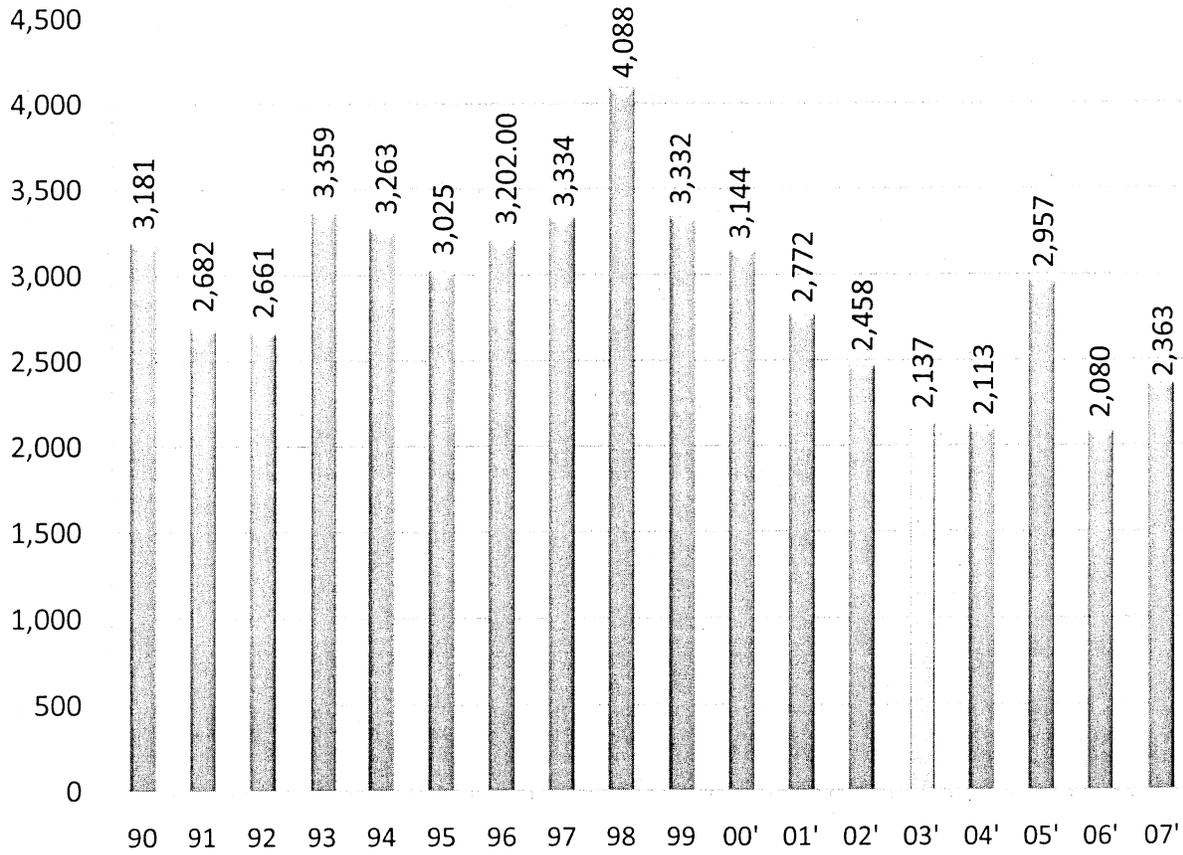
During Fiscal Year 2007, state agencies submitted 2,363 requests for Certificates of Eligibles which resulted in the appointment of 3,536 applicants.

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Certificates Processed



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**Office of Recruitment and Selection
Fiscal Year 2007 Summary**

Recruitment Requests Processed/Job Announcements Removed	4,031
Applications Received.....	71,845
Applicants Added to Lists of Eligibles.....	20,241
New Requests for Certificates of Eligibles.....	2,363
Certificate Updates (New and Supplementals).....	17,833
Number of Names Certified on Certificates	55,269
Number of Appointments from Certificates	3,536
Applications Evaluated.....	62,051

Recruitment and Selection Activities

	<u>FY 05</u>	<u>FY 06</u>	<u>FY 07</u>
Applications Received	61,212	63,173	71,845
Applicants Referred on Certificate	43,611	43,788	55,269
Valid Applications Evaluated	51,484	55,298	62,051

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Office of Classification and Compensation

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

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Office of Classification and Compensation, As of 6/30/07

Personnel Transactions (Computer Generated).....	94,788
Organizational Chart Audits.....	90
Budget Requests.....	*73
Desk Audits.....	30
Items Briefed to Personnel Board.....	143

*New Positions	431
Reallocations	945
Reviewed Realignment	2,068

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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 public service employees through the coordination and provision of management training and professional development training programs.

The Office of Training accomplishes its assigned responsibilities by:

1. Providing high quality, cost effective training programs identified through the needs assessment process as top priorities throughout state government;
2. Providing these programs, whenever possible, on-site for agencies 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 to agencies in meeting the training needs of state employees and/or the agency such as design and development of training needs assessments, development and implementation of training programs, conducting successful training, evaluating training, and developing of 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, and training equipment in the development of educational programs for public service organizations.

During FY 2007, training programs offered through the State Personnel Board Office of Training included:

1. The Mississippi Certified Public Manager (CPM) Program, a comprehensive, extensive, nationally accredited management training program aimed at standardizing and professionalizing public management in Mississippi. This program places Mississippi among the leaders nationwide in the area of management training for state employees, in which more than 1800 managers have participated since the inception of the program. During FY '07, a total of 795 public service managers were enrolled in the MCPM program. Two graduation ceremonies were held awarding 98 Supervisory Management certificates and 46 certificates to graduates completing the Certified Public Manager designation.
2. The Basic Supervisory Course (BSC) is a week-long, broad-based management development program, designed to provide public sector professionals with training experience that translates into maximizing the effectiveness of government organizations. The Basic Supervisory Course was conducted a total of 29 times during the fiscal year '07 with a total of 662 public service managers/supervisors participating and successfully completing the course requirements.
3. The Administrative Support Certification Program (ASCP), designed to increase knowledge and skills of administrative

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support employees in the area of administrative functions of government, consists of three (3) core levels, required electives and job-related activities. A total of 283 administrative support employees were enrolled in the program.

4. Professional development courses, individual half and full day sessions, designed to provide more intensive training in the areas of management, supervisory, administrative and general employee competency development were provided a total of 88 times with 1,826 employees in attendance during the fiscal year.

TRAINING SESSIONS	FY 07
Agency Sponsored	57
Professional Development	88
Administrative Support	12
Basic Supervisory	29
Certified Public Manager	39
TOTAL	225

EMPLOYEES	FY 07
Agency Sponsored	1,303
Professional Development	1,826
Administrative Support	283
Basic Supervisory	662
Certified Public Manager	795
TOTAL	4,869

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**Mississippi State Personnel Board
Agency Sponsored Classes
Fiscal Year 2007**

Date	Agency	Session	
July 27, 2006	MS Municipal League	Annual Conference	100
August 2, 2006	State Fire Academy	Myers Briggs	21
August 8, 2006	Division of Medicaid	Performance Management	11
August 17, 2006	Division of Medicaid	Performance Management	19
August 22, 2006	Division of Medicaid	Performance Management	15
September 12, 2006	Division of Medicaid	Stress Management	31
September 19, 2006	Division of Medicaid	Team Building	18
September 21, 2006	Public Employees Retirement System	Motivation/Burnout	11
September 28, 2006	Specialized Treatment Facility	Performance Management	18
September 30, 2006	Dept. of Rehabilitation Services	Managing Managerial Stress	25
October 2-3, 2006	Dept. of Rehabilitation Services	Customer Services	25
October 9, 2006	Division of Medicaid	Effective & Legal Interviewing	18
October 12, 2006	Public Employees Retirement System	Presentation Skills	25
October 16, 2006	Dept. of Education	Performance Management	37
October 17, 2006	Finance & Administration	Performance Management	12
October 18, 2006	Dept. of Education	Performance Management	25
October 30, 2006	Dept. of Education	Performance Management	13
October 30, 2006	State Personnel Board	Core Values – Willingness to Share Information	42
November 1, 2006	Division of Medicaid	Team Building	29
November 20, 2006	State Personnel Board	Core Values- Innovation and Change	47
December 5, 2006	Juvenile Rehabilitation Services	Myers-Briggs	14
December 11, 2006	State Personnel Board	Core Values – Organizational Integrity	40
December 14, 2006	Public Employees Retirement System	Stress Management	25
December 18, 2006	Dept. of Education	Performance Management	26
December 18, 2006	Public Employees Retirement System	Stress Management	15
February 6, 2007	MS Development Authority	Project Management	25
February 21, 2007	Division of Medicaid	Team Decision Making	10
February 26, 2007	MS Engineering Society	Society Conference	25
March 6, 2007	MS Development Authority	Project Management	25
March 8, 2007	Division of Medicaid	Sexual Harassment	13
March 29, 2007	Dept. of Rehabilitation Services	Advanced Writing	18
March 29, 2007	Division of Medicaid	Sexual Harassment	20
April 10, 2007	Insurance Department	Customer Services	25
April 17, 2007	Ellisville State School	Effective Training Skills	45
April 17, 2007	North MS Regional Center	Performance Management	25

Mississippi State Personnel Board, Fiscal Year 2007 Annual Report

April 17, 2007	Division of Medicaid	Sexual Harassment	20
April 18, 2007	Division of Medicaid	Sexual Harassment	15
April 18, 2007	Board of Medical Licensure	Writing Advantage	16
April 23, 2007	Dept. of Marine Resources	Team Building	25
April 25, 2007	MS Development Authority	How to Manage Multiple Priorities	20
April 25, 2007	Division of Medicaid	Sexual Harassment	20
April 26, 2007	Public Employees Retirement System	Performance Management	23
April 27, 2007	Wildlife, Fisheries & Parks	Sexual Harassment	25
May 16, 2007	State Personnel Board	Workplace Violence Prevention	16
May 17, 2007	Dept. of Rehabilitation Services	Conflict & Negotiation Skills	25
May 18, 2007	Bureau of Narcotics	MS Government Processes	25
May 21, 2007	State Fire Academy	Motivation/Burnout	15
May 21, 2007	State Fire Academy	Cultural Diversity	15
May 22, 2007	State Fire Academy	How to Manage Multiple Priorities	15
May 23, 2007	State Fire Academy	Public Records Management	15
May 23, 2007	State Fire Academy	Positive Work Environment	15
June 1, 2007	Division of Medicaid	Etiquette in Business	17
June 7, 2007	Division of Medicaid	Sexual Harassment	20
June 8, 2007	Division of Medicaid	Sexual Harassment	17
June 12, 2007	Division of Medicaid	Sexual Harassment	18
June 14, 2007	Juvenile Rehabilitation Services	Performance Management	15
June 26, 2007	Division of Medicaid	Sexual Harassment	18
		TOTAL	1,303

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Agency Sponsors

Agencies	Number of Sessions
Education, Department of	4
Department of Mental Health	
Ellisville State School	1
North MS Regional Center	1
Specialized Treatment Facility	1
Finance & Administration, Dept. of	1
Insurance, Dept. of	1
Juvenile Rehabilitation Services	2
Marine Resources, Dept. of	1
Medicaid, Division of	18
Medical Licensure, Board of	1
MS Development Authority	3
MS Engineering Society	1
MS Municipal League	1
Narcotics, Bureau of	1
Public Employees Retirement System	5
Rehabilitation Services, Dept. of	4
State Fire Academy	6
State Personnel Board	4
Wildlife, Fisheries & Parks	1
TOTAL	57

Mississippi State Personnel Board, Fiscal Year 2007 Annual Report

**Professional Development Course
Number Of Participants FY 2007
(July 2006 – June 2007)**

DATE	COURSE TITLE	NUMBER OF PARTICIPANTS
JULY 24 – am	Stress Management -East MS State Hospital Meridian, MS	18
24 – pm	Rights & Responsibilities -East MS State Hospital Meridian, MS	18
24-25	Incident Command Systems Training	29
25	Advanced Writing for the Certified Public Manager	18
25	How to Manage Multiple Priorities - East MS State Hospital Meridian, MS	18
26	Advanced Cultural Diversity - East MS State Hospital Meridian, MS	19
AUGUST	CPM ELECTIVES CLUSTER I	
1	◆ Conquering Conflict – 22 people	68
2	◆ Leadership Strategies for the Public Sector – 21 people	
3	◆ Emotional I.Q. – 25 people	
8	Time Well Spent -East MS State Hospital Meridian, MS	19
14 – am	Stress Management	23
14 – pm	Rights and Responsibilities	22
15	How to Manage Multiple Priorities	22
16	Advanced Cultural Diversity	21
SEPTEMBER	Performance Management	22
5		
6	Advanced Writing for the Certified Public Manager	19
7-8	Incident Command Systems	27
25	Time Well Spent	32
	CPM SPECIAL SESSION AT STATE PERSONNEL BOARD, JACKSON, MS	
25 - 28	◆ Decisions, Decisions - 19 people ◆ WOW Service - 25 people ◆ Maintain a Respectful Work Environment - 25 people ◆ Presentation Skills - 22 people ◆ Systems Thinking: Changing the Way We Look at Our Organization - 22 people	113
OCTOBER	Writing Advantage: "Achieve What Matters Most with Successful Communication"	24
2		
3 – am	Overview of Government Processes	26
3 - pm	Cultural Diversity	22
	CPM ELECTIVES MINI CLUSTER I	59
10 – am	◆ Understanding the Legislative Process 14 people	
10 – pm	◆ Untangling the Web of ADA, FLMA & W.C. - 15 people	
11 – am	◆ ABC's & 123's of Public Purchasing - 15 people	
11 - pm	◆ Protecting Your Agency's Assets - 15 people	
11 - 13	◆SPB HR Professional Course	22

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24- am	Motivation/Burnout - East MS State Hospital Meridian, MS	15
24- pm	Dealing with Difficult Customers - East MS State Hospital Meridian, MS	15
25- am	Public Records Management - East MS State Hospital Meridian, MS	17
25- pm	Positive Workplace Environment - East MS State Hospital Meridian, MS	15
NOVEMBER 1	Advanced Writing for the Certified Public Manager	25
1 - am	Stress Management	11
1 - pm	Rights & Responsibilities	8
2	How to Manage Multiple Priorities	13
3	Advanced Cultural Diversity	14
	CPM ELECTIVES MINI CLUSTER II	33
7	◆ The Legal Rights/Responsibilities of Public Managers- 15 people	
8	◆ Cultural Intelligence -18 people	
21 - 22	Incident Command Systems - #300 Series	24
30	Performance Management	22
DECEMBER	Motivation/Burnout	26
4- am		
4- pm	Dealing with Difficult Customers	28
5- am	Public Records Management	26
5- pm	Positive Workplace Environment	27
JANUARY 10	Writing Advantage	24
11	Overview of Government	25
11	Cultural Diversity	23
17-19	SPB Human Resource Professional Course	20
23	Performance Management	20
FEBRUARY 8	Advanced Writing for the Certified Public Manager	24
22-23	CPM ELECTIVES CLUSTER I	30
22	✓ Systems Thinking: Changing the Way We Look at Our Organization – 14 people	
23	✓ Negotiation Skills- 16 people	
26	Time Well Spent	20
MARCH 12	Time Well Spent	21
19	Advanced Writing –Agency Sponsored-East Mississippi State Hospital	17
19	Stress Management	23
19	Rights & Responsibilities	24
20	How to Manage Multiple Priorities	23
21	Advanced Cultural Diversity	22
20-23	ONSITE SPECIAL SESSION AT STATE PERSONNEL BOARD, JACKSON, MS	101
20	✓ Teambuilding- 26 people	
21	✓ Smart Hire – 26 people	
22	✓ How to Conduct a Workplace Investigation – 26 people	
23	✓ Legal Application Practices – 23 people	
APRIL		24
16	Motivation/Burnout	
16	Dealing with Difficult Customers	21

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17	Public Records Management	22
17	Positive Work Environment	20
24-26	CPM ELECTIVES CLUSTER II	
24	✓ Ethics for Everyone – 25 people	
25	✓ Managerial Courage- 26 people	
26	✓ Facilitation Skills- 24 people	75
MAY 2	Dealing with Difficult Customers	18
2	Motivation/Burnout	18
3	Public Records Management	14
3	Positive Work Environment	16
4	Performance Management	17
14	Writing Advantage	22
15	Overview of Government Processes	28
15	Cultural Diversity	25
30	Advanced Writing for the Certified Public Manager	18
JUNE 4	Stress Management	25
4	Rights and Responsibilities	16
5	How to Manage Multiple Priorities	20
6	Advanced Cultural Diversity	17
11	Advanced Writing for the Certified Public Manager	13
	TOTAL:	1826

- ❖ ASCP Level I Elective
- ❖❖ ASCP Level II Elective
- ❖❖❖ ASCP Level III Elective

- *CPM Program Elective Credit (Level I-III)
- **CPM Program Elective Credit (Level IV-VI)
- +Cost includes book or instrument

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**Administrative Support Certification Program
2007 Program Participation**

Level I

Auditor's Office	1	Oxford Police Department	1
Banking and Consumer Finance	1	Pearl River Valley Water Supply	1
Bureau of Narcotics	3	Professional Engineers & Land Surveyors	2
City of Gautier	2	Public Employees Retirement System	2
City of Greenville	3	Public Safety, Dept. of	1
City of Hernando	1	Rehabilitation Services, Dept. of	2
City of Waynesboro	1	State Aid Road Construction	5
Corrections, Dept. of	20	State Fire Academy	2
Employment Security, Dept. of	3	State Personnel Board	1
Environmental Quality, Dept. of	2	Transportation, Dept. of	35
Finance and Administration	2	Veterans Home Purchase Board	3
Insurance, Dept. of	1		
Jackson Municipal Airport Authority	2		
Medicaid, Division of	10		
Medical Licensure, Board of	6		
Mental Health, Dept. of			
Boswell Regional Center	5		
Hudspeth Regional Center	5		
Life Help Regional Office	1		
Mental Health	2		
Mississippi State Hospital	6		
North MS Regional Center	1		
North MS State Hospital	2		
South MS State Hospital	1		
		TOTAL	136

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**Level II
2007 Program Participation**

Auditor's Office	1	State Aid Road Construction	3
Banking & Consumer Finance	1	State Fire Academy	2
City of Hernando	1	State Personnel Board	1
Corrections, Dept. of	4	State Tax Commission	4
Environmental Quality, Dept. of	2	Transportation, Dept. of	9
Finance and Administration, Dept. of	5	Veterans Home Purchase Board	2
Insurance Department	1		
Jackson Airport Authority	2		
Medicaid, Division of	4		
Medical Licensure Board	2		
Mental Health, Dept. of			
Boswell Regional Center	3		
Hudspeth Regional Center	2		
Mississippi State Hospital	7		
South MS State Hospital	1		
Narcotics, Bureau of	3		
Pearl River Valley Water Supply	1		
Rehabilitation Services, Dept. of	3		
		TOTAL	64

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**Level III
2007 Program Participation**

Banking and Consumer Finance	3	Transportation, Dept. of	4
Bureau of Narcotics	2	Veterans Home Purchase Board	1
Corrections, Dept. of	3		
Environmental Quality, Dept. of	4		
Finance and Administration, Dept. of	5		
Information Technology Services	1		
Insurance Commission	2		
Juvenile Rehabilitation Services	1		
Medicaid, Division of	7		
Medical Licensure Board	1		
Mental Health, Dept. of			
Boswell Regional Center	2		
Central MS Residential Center	3		
East MS State Hospital	16		
Hudspeth Regional Center	1		
Mental Health, Dept. of	1		
Mississippi State Hospital	5		
South MS State Hospital	1		
Public Employees Retirement System	1		
Public Safety, Dept. of	1		
Rehabilitation Services, Dept. of	3		
Soil and Water Conservation	1		
State Aid Road Construction	4		
State Fire Academy	4		
State Tax Commission	6		
		TOTAL	83

Mississippi State Personnel Board, Fiscal Year 2007 Annual Report

**Basic Supervisory Course Status Report
Annual Report Agency Total
Fiscal Year 2007**

A total of 58 governmental entities (57 states agencies and 1 city) participated in the BSC Program from July 1, 2006 – June 30, 2007.

Agency Name	Number of Participants
Archives-Archives & History	3
Banking & Consumer Finance Department	9
City of Ridgeland	1
Correction Institutions	37
Department of Health	1
DFA-Finance and Administration	35
DPS-Division of Crime Laboratories	1
DPS-Division of Safety Patrol	5
DPS-Narcotics Bureau	22
DRS-Office of Disability Det Services	4
DRS-Office of Vocational Rehabilitation	12
DRS-Special Disability Program	4
DRS-Support Services	1
DRS-Voc. Rehab. For the Blind	2
Drug and Alcohol Section – Mental Health	1
DWFP-Museum of Natural Science	1
DWFP-Parks and Recreation	4
DWFP-Wildlife and Fisheries	17
Education – Consolidate Program	14
Education – Blind and Deaf Schools	9
Education – Vocational & Technical	1
Emergency Management Agency	1
Employment Security	5
Environmental Quality	7
Forestry Commission	4
Gaming Commission	1
Health Board	23
Information Tech Services	7
Library Commission	1
Marine Resources	2
MDA – Mississippi Development Authority	1
MDA – Tourism	1
Medicaid Division	41
Medical Licensure Board	1
MH-Boswell Regional Center	5
MH-Central MS Residential Services	5
MH-Central Office	1

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Agency Name	Number of Participants
MH-East MS State Hospital	64
MH-Ellisville State School	49
MH-Hudspeth Regional Center	29
MH-Juvenile Rehabilitation Facility	1
MH-Life Health	1
MH-MS State Hospital	26
MH-North MS Regional Center	25
MH-South MS Regional Center	25
Mississippi Development Authority	2
Office of State Auditor	5
Pearl River Valley Water Supply District	1
Personnel Board – State	4
Public Employees Retirement System	9
Regency Hospital of Jackson*city	1
Secretary of State	2
Soil & Water Conservation Commission	1
State and Road Construction Division	4
State Fire Academy	3
Tax Commission	4
Transportation	115
Veterans Affairs Board	1
Total # of Agencies: 58	Total # of Participants: 662

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**Basic Supervisory Course Status Report
Annual Report Sessions - Fiscal Year 2007**

Date	Location	Session #	# Participants Attended
2006 July 24-28	Jackson	0701	23
2006 August 21-25	Jackson	0702	23
2006 September 11-15	Meridian	0704	18
2006 September 18-22	Jackson	0703	27
2006 September 25-29	Oxford	0709	25
2006 October 16-20	Jackson	0705	25
2006 October 30- Nov.3	Meridian	0708	22
2006 November 6-10	Ellisville	0710	24
2006 November 13-17	Jackson	0706	21
2006 December 4-8	Jackson	0707	28
2007 January 8-12	Jackson	0711	18
2007 January 8-12	Parchman	0712	25
2007 January 29- Feb.2	Jackson	0725	26
2007 February 5-9	Jackson	0714	12
2007 February 12-16	Ellisville	0723	25
2007 February 26- Mar. 2	Jackson	0715	22
2007 March 5-9	Jackson	0724	23
2007 March 5-9	Jackson	0726	19
2007 March 12-16	Jackson	0716	31
2007 March 26-30	Jackson	0717	24
2007 March 26-30	Meridian	0727	24
2007 April 16-20	Byram	0718	22
2007 April 23-27	Jackson	0729	19
2007 April 23-27	Whitfield	0730	27
2007 May 7-11	Jackson	0719	18
2007 May 21-25	Jackson	0720	27
2007 May 14-18	Whitfield	0728	21
2007 June 4-8	Jackson	0721	19
2007 June 18-22	Jackson	0722	20

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**Ms Certified Public Manager Program
FY07 Session Participation**

MONTH	DATES	SESSION	LOCATION	Number of Participants
July 2006	July 10 – 14	CSM Level 2	State Personnel Board	19
	July 26	CSM Project Workshop	State Personnel Board	10
August 2006	August 7-11	CSM Level 3	State Personnel Board	25
	August 17	CPM Orientation	State Personnel Board	26
	August 21-25	CPM Level 4	State Personnel Board	25
	September 7	CSM Project Workshop	State Personnel Board	16
	September 11 - 15	CSM Level 1	State Personnel Board	27
October 2006	October 4	CPM Orientation	State Personnel Board	28
	October 16 -20	CPM Level 6	State Personnel Board	21
	October 23 – 27	CSM Level 2	State Personnel Board	23
	October 31	CSM Project Workshop	State Personnel Board	18
November 2006	November 6-7	Executive Seminar	State Personnel Board	21
	November 13-17	CPM Level 5	State Personnel Board	23
	November 13-17	CSM Level 2	East MS State Hospital Meridian, MS Agency Sponsored	19
	November 27 – December 1	CSM Level 1	State Personnel Board	27
*ADDED	November 27 – December 1	CPM Level 4	State Personnel Board	25
December 2006	December 11 – 15	CSM Level 3	State Personnel Board	25
January 2007	January 8 – 12	CSM Level 2	State Personnel Board	24
	January 16	CSM Orientation	State Personnel Board	20
*ADDED	January 30	CSM Orientation	State Personnel Board	12
February 2007	February 9	CPM Project Workshop	State Personnel Board	23

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MONTH	DATES	SESSION	LOCATION	Number of Participants
	February 12 – 16	CSM Level 1	State Personnel Board	24
	February 26 – March 2	CPM Level 4	State Personnel Board	25
March 2007	March 5 – 9	CSM Level 3	State Personnel Board	23
	March 13	CSM Orientation (am)	State Personnel Board	21
*ADDED	March 13	CSM Orientation (pm)	State Personnel Board	5
*ADDED	March 22	CPM Project Workshop	East MS State Hospital, Meridian, MS	17
April 2007	April 2 - 6	CSM Level 2	State Personnel Board	24
*ADDED	April 10	CSM Orientation (am)	State Personnel Board	5
	April 10	CPM Project Workshop	State Personnel Board	10
	April 16 - 20	CSM Level 1	State Personnel Board	25
*ADDED	April 23-27	CSM Level 3	East MS State Hospital, Meridian, MS	17
May 2007	May 4	CSM Orientation	State Personnel Board	18
	May 7 - 11	CSM Level 3	State Personnel Board	17
	May 14 -18	CPM Level 6	State Personnel Board	23
	May 21-25	CPM Level 5	State Personnel Board	25
	May 30-31	Executive Seminar	State Personnel Board	23
	May 31	CPM Project Workshop	State Personnel Board	10
June 2007				
*ADDED	June 18 - 22	CSM Level 1	State Personnel Board	26
			TOTAL:	795

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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 critical role in SPB's emphasis 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 daily, weekly, monthly, and annual 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. Various management and decision making reports are now available 24 hours a day from the State Personnel Board website 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 State Personnel Board plans to add additional management and decision making reports in the future.

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. As implemented, anyone may send their application electronically to the SPB for processing. Hence, the time and cost of mailing applications has 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).

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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 including, but not limited to, Title VII of the Civil Rights Act of 1964 and the amendments thereto, the Civil Rights Act of 1991, the Age Discrimination – Employment Act, the Equal Pay Act, the Americans with Disabilities Act of 1991, the Rehabilitation Act of 1973, the Pregnancy Discrimination Act of 1978, and the Fair Labor Standards Act of 1938, as amended. The Office of General Counsel also provides legal advice and assistance to the Employee Appeals Board and the Personal Service Contract Review Board and is responsible for analyzing contracts submitted to the State Personnel Board by state agencies for the engagement of private law firms and legal services. The Office of General Counsel also acts as a resource center for certain legal inquiries forwarded from various state agencies and the general public.

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Employee Appeals Board

The Employee Appeals Board is composed of three (3) Hearing Officers. One Hearing Officer is 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's or applicant's reports of alleged improper government action to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

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>FY06</u>	<u>FY 07</u>
CASES FILED		
Initial Appeals		
Demotion	1	1
Suspension w/o Pay	16	9
Termination	64	46
Unresolved Grievances	29	25
En Banc	19	19
Circuit Court	8	5
TOTAL CASES FILED	137	105
ORDERS RENDERED		
Initial Orders Rendered		
Affirmed	29	34
Agreed	25	20
Dismissed/Appeal not Perfected	5	5
Dismissed/Lack of Jurisdiction	14	6
Dismissed/Motion of Appealing Party	10	8
Dismissed/Failed to Appear	0	2
Dismissed/Stale	10	4
Reversed	5	6
Partial Relief	5	4
En Banc Orders Rendered		
Affirmed	12	19
Dismissed	5	2
Reversed	0	0
Partial Relief	0	0
TOTAL ORDERS RENDERED	120	110

Mississippi State Personnel Board, Fiscal Year 2007 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 consist of two Contract Analysts and an Administrative Assistant. During Fiscal Year 2007, the Personal Service Contract Review Board accomplished the following:

1. Revised policies and procedures to eliminate unnecessary paperwork and undue hardship on agencies;
2. Continued a series of statewide personal service contract procurement regulation training classes, including agency specific training;
3. Approved personal and professional service contracts involving the expenditures of funds in excess of One Hundred Thousand Dollars (\$100,000.00);
4. Administered standards with respect to contractual services personnel which required invitations for public bid, requests for proposals, record keeping and financial responsibility of contractors;
5. 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;
6. 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 contracts;
7. Started publishing procurement documents for personal service contracts on the State Personnel Board website; and
8. Added an electronic payment clause to the regulations to support new payment methods being utilized by the Department of Finance and Administration.

During Fiscal Year 2007, there were 231 contracts approved for execution through Fiscal Year 2011 totaling approximately \$441,524,673.00

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	FY 2006	FY 2007
Contracts Reviewed:	<u>233</u>	<u>231</u>
General Funds:	\$ 68,234,284	\$157,161,730
Federal Funds:	\$237,493,001	\$214,667,512
Other Funds:	\$112,359,190	\$ 69,695,431
Total:	\$418,086,475	\$441,524,673

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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

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.

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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, and 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 (5) 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.

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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.

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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
02	0	0	0	0
03 ¹¹	\$27,663,892	0	0	0
04	0	0	0	0
05	0	0	0	0
06	0	0	0	0
07 ¹²	\$74,023,534	0	0	0
08 ¹³	\$63,210,276	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.
11. All classifications received a minimum \$600 realignment, effective January 1, 2003.
12. All classifications received a minimum \$900 realignment, plus \$600 in-service, half July 1, 2006, half January 1, 2007
13. All classifications received a minimum \$600 realignment, plus \$900 in-service, effective July 1, 2007

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VARIABLE COMPENSATION PLAN FISCAL YEAR 2007 ANNUAL LEGISLATIVE REPORT Surveys mailed: 82 Surveys Received: 37

During Fiscal Year 2007, state agencies were limited to select components of the Variable Compensation Plan for which funds were generally or specifically appropriated. Please respond to this survey, answering questions regarding the effects of the VCP during Fiscal Year 2007.

- I. The components contained in this table require annual funding by the Legislature. (Refer to the **'Policy Section'** in Annual Policy Memorandum 0207 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
In-service COLA	C.2	37	0	14	9	13	0	1
				Avg: 2.95				

Comments

- \$600 over the last four years equals a 0.5% annual COLA on a \$30,000 salary.
- Employees definitely needed and deserved a COLA given the increase in cost of living overall.
- With the rising cost of living expenses, in the absence of promotional opportunities and/or budgetary constraints, COLA provides some means of accommodating the rising cost.
- I think this concept is very worthwhile but it should be tied to inflation and given each year regardless of other pay raises. This way we ensure a dollar today will buy the same amount a year from today.
- Important component of any pay plan, in conjunction with realignment.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
General Realignment	C.1	37	0	13	15	8	0	1
				Avg: 3.05				

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Comments

- This helped with Nursing staff, in particular.
- Realignment is necessary to keep jobs in the salary range where they need to be, allowing government to compete with private industry.
- This component is the cornerstone of the VCP and should continue to have priority funding.
- I think it is a good compensation component, which promotes employee morale but would like to see merit raises in an effort to promote excellence in the workplace.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Longevity	C.4	0	37	4	9	20	0	4
				Avg: 2.24				

Comments

- Employees should not get increases because they have lived another year. Increases should be based on work not longevity
- Although not funded, the distribution of longevity funds across the year is probably a better tool for additional compensation versus a lump sum payment.
- COLA and RLGN funding most important.
- No funds were appropriated for this component during FY 2007. We disfavor the non-funding of this component.
- We continue to suggest funding this component of the VCP so we may reward long-term employees for their service to the facility.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Productivity	C.5	0	37	9	6	18	1	3
				Avg: 2.46				

Comments

- Employees who work the hardest and add the most value to their agencies should be able to get productivity increases.
- Although this component has not been funded for many years, it would be a great source of compensation and give the employee a feeling of accomplishment if utilized properly.
- This component fosters proper management by allowing employees to be rewarded and gives agency heads flexibility when other components are inadequate.
- The best tool an agency could have to promote excellence in the workplace. We put the state agencies at a disadvantage when compared to the private sector. It encourages the "good enough for government work" mentality.
- Variable Compensation Plan not effectively implemented.
- There continues to be an effect on morale and performance when nothing can be done to recognize employees who "exceed expectations" in doing their job.

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VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Budgeted Reallocations	C.3	30	7	15	17	5	0	0
				Avg: 3.27				

Comments

- A reallocation should not be required on classifications that are part of a job family, even though we may not have reclassification authority on that job class, e.g., Administrative Assistant; Bureau Director; Projects Officer. Need more room.
- This component is used often and is a useful tool.
- Misclassified positions should be reallocated to the level the agency needs. Work changes over time and different positions are needed to get that work done.
- When utilized properly, provides a means of correcting misclassifications among employees based on evolving and revised job duties.
- Essential component which enables agencies to meet changing need, workforce demands, new program implementation, etc
- The reallocations component is very important, useful tool for our agency. We favor the continued funding of this component.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
No Increase to Appropriated Dollars	C.6	37	0	7	9	20	0	1
				Avg: 2.57				

Comments

- Employee raises are given by Legislature but no additional funds are given to agencies to provide for raises.
- Being able to manage our own money within guidelines is a much better alternative to not being able to do any personnel actions.
- For short-term purposes, hampers the agency by placing a cap on the amount of spending. However, in the long term this cap keeps the agency in compliance and reduces the need for a deficit appropriation during the fiscal year.
- The compliance component hinders our agency because the compliance report looks at the position for a full twelve months. Our agency will never spend all appropriated dollars due to this policy. We disfavor this component due to this fact.
- This has been a requirement of our budget for several years and we have not had difficulty complying with it.

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 0207 for information regarding each component). Please observe the following instructions for completion of this Section. Components which have traditionally been available, but which were not authorized during Fiscal Year 2007 are also included.

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

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Promotional Formula	D.2	30	7	16	15	6	0	0
Avg: 3.25								

Comments

- This tool is utilized often.
- The promotional formula component is very important for our agency. We favor the continued funding of this component.
- Component provides agency flexibility in retaining qualified employees.
- The promotional formula is flawed as the dollar amount is a function of the starting salaries of the two positions. It needs a complete remake with a minimal amount that can be awarded.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Upward Reallocation	D.3.a	31	6	12	19	6	0	0
Avg: 3.14								

Comments

- The upward reallocation component is a very important, useful tool for our agency. We favor the continued funding of this component.
- Provides agency flexibility.
- Agencies should be given reallocation authority across the board, and then be audited by SPB to determine if administered appropriately. If not administered appropriately, SPB would put the agency on notice with possible withdrawal.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Lateral Reallocation	D.3.b	15	22	8	14	14	0	1
Avg: 2.72								

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Comments

- The lateral reallocation component is a very important, useful tool for our agency. We favor the continued funding of this component.
- Provides agency flexibility.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Downward Reallocation	D.3.c	18	19	8	14	14	0	1
Avg: 2.72								

Comments

- Used to appropriately classify positions when replacing an individual with someone who is qualified, but not to the extent as the departing person.
- The downward reallocation component is a very important, useful tool for our agency. We favor the continued funding of this component.
- Provides agency flexibility.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Non-Appropriated Realignment	D.3.d	9	28	8	12	16	1	0
Avg: 2.69								

Comments

- Non-appropriated realignment has no chance of being used in a small agency with little turnover.
- The non-appropriated realignment component was not utilized by our agency during FY 2007. Although we did not utilize this component, we favor the continued funding of this component for future needs.
- Agencies should be given this authority, and then be audited by SPB and withdrawn if not administered appropriately.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Reclassification	D.4	26	11	14	15	8	0	0
Avg: 3.14								

Comments

- This compensation component rewards employees who are willing to invest their time with the state and encourages employee retention.

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- Agencies should be given reclassification authority across the board, and then be audited by SPB if not administered appropriately. All job families should have reclassification authority.
- The reclassification component is a very important, useful tool for our agency. We favor the continued funding of this component.
- This tool is utilized often and is a necessary component.
- Pre-approved reclassification authority benefits the agency in processing actions and maintaining career ladders.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Hire Salary	D.5.a	24	13	8	18	9	2	0
Avg: 2.83								

Comments

- The new hire salary for most of our positions, particularly those in health care professions, continues to be below market demand in our area.
- Agencies should be given absolute authority to hire at whatever level they deem appropriate based on their own budget, then audited by SPB and have it withdrawn if not administered appropriately.
- The new hire salary component was not utilized by our agency during FY 2007. Although we did not utilize this component, we favor the continued funding of this component for future needs.
- Agencies sometimes need a little more flexibility in hiring.
- Starting salaries in specific job classes are less competitive.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Hire Flexibility	D.5.b	25	12	13	12	10	1	
Avg: 2.92								

Comments

- The new hire flexibility component is a very important, useful tool for our agency. We favor the continued funding of this component.
- Allows agencies the ability to obtain employees with superior qualifications.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Recruitment Flex	D.5.d	10	27	10	12	13	1	1
Avg: 2.75								

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Comments

- Starting salaries should vary based on the cost of living in the region of the state in which the position resides.
- The recruitment flex component was not utilized by our agency during FY 2007. Although we did not use this component, we favor the continued funding of this component for future needs.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Agency Head Flexibility	D.5.c	14	23	13	11	12	1	0
Avg: 2.94								

Comments

- Agency Heads should have absolute authority to administer their budget as they deem appropriate based on funds availability and many other factors that vary from agency to agency.
- The agency head flexibility component was not utilized by our agency during FY 2007. Although we did not use this component, we favor the continued funding of this component for future needs.
- Provides agency directors with a tool to secure highly qualified individuals in some of the most crucial positions within an agency.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
New Appointments from Agencies not under SPB	D.6	10	27	9	6	22	0	0
Avg: 2.61								

Comments

- Transferring agency is not terminating employees in SPAHRS in a timely manner.
- The new appointments from agencies not under SPB purview component is a very important, useful tool for our agency for physicians and nurse practitioners. We favor the continued funding of this component.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Appointment of Executive Directors	D.7	9	28	9	13	14	0	1
Avg: 2.75								

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Comments

- The appointment of Executive Director Component was not utilized by our agency during FY 2007. Although we did not use this component, we favor the continued funding of this component for future needs.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Special Comp Plans	D.10	11	26	5	14	17	0	1
Avg: 2.56								

Comments

- The special compensation plans component was not utilized by our agency during FY 2007. Although we did not use this component, we favor the continued funding of this component for future needs.
- Utilized for teachers and speech pathologists as part of multi-year commitment scale.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Additional Comp Plans	D.11	12	25	7	13	17	0	0
Avg: 2.69								

Comments

- The additional compensation plans component was not utilized by our agency during FY 2007. Although we did not use this component, we favor the continued funding of this component for future needs.
- Necessary to help keep our health care positions reasonably competitive with the local market, although we still "lag" in comparison.
- Night shift differential has made a big difference in retention of marine law enforcement officers.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Educational Benchmarks	D.9	25	12	13	15	9	0	0
Avg: 3.08								

Comments

- The educational benchmark component is a very important, useful tool for our agency. We favor the continued funding of this component.
- This component encourages employees to strive to improve and puts that ability/responsibility into their hands.
- Good tool when utilized. Awards an employee for self-development while enhancing the value of the employee to the agency within their respective field and position.

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- SPB needs to re-work the educational benchmark program and allow new benchmarks.
- Fully support this component to reward employee accomplishments.
- The list of benchmarks needs to be updated.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Promotional Transfers	D.8.a	25	12	12	17	8	0	0
Avg: 3.08								

Comments

- The promotional transfers component is a very important tool for our agency. We favor the continued funding of this component.
- 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.8.b	21	16	12	11	14	0	0
Avg: 2.92								

Comments

- The lateral transfers component is a very important tool for our agency. We favor the continued funding of this component.
- Have occurred because of the employee's and supervisor's request.
- By definition a lateral transfer is to a job class with the same starting salary. Lateral transfers should be based on equal or equivalent job duties.
- The problem I have with in-Agency lateral transfers is that each time it asks for a performance appraisal rating even if the employee has only been in the previous pin for 6 months.
- Provides agency flexibility.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Demotional Transfers	D.8.c	16	21	8	11	18	0	0
Avg: 2.14								

Comments

- The demotional transfers component is a very important tool for our agency. We favor the continued funding of this component.

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- Have occurred because of the employee's and supervisor's request.
- By definition a demotional transfer is to a job class with a lower starting salary. Demotional transfers should be based on lesser job duties.
- Provides agencies more avenues for resolving disciplinary issues.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Salary Exceeding Agency Head	D.12	5	32	7	9	19	0	2
				Avg: 2.47				

Comments

- The salary exceeding agency head component is used for our clinical director and senior physicians. We favor the continued funding of this component.
- Continue to utilize when hiring and retaining physicians.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Reappointments	D.13	9	28	8	10	19	0	0
				Avg: 2.67				

Comments

- The reappointments component was not utilized by our agency during FY 2007. Although we did not use this component, we favor the continued funding of this component for future needs.
- Allows the agency to "bring back" individuals who left, rethought the choice and sought a return to the facility's workforce.

VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
Return after Separation	D.14	13	24	8	13	16	0	0
				Avg: 2.75				

Comments

- The return after separation component is a very important, useful tool for our agency. We favor the continued funding of this component.
- Limited utilization for returning seasonal employees.

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VCP Component	Policy Section	Utilized?		Grade				
		Y	N	A	B	C	D	F
PAR Requirements	E	34	3	10	8	15	2	2
				Avg: 2.56				

Comments

- PAR-personal opinion-does not always reflect the true ability of an employee. When employees mess up we write them up according to SPB rules and this cannot be used against them for PAR. With PAR you get 3 choices and it leaves no room for improvement.
- Poor evaluation system. Need to develop a new evaluation system.
- The system is a good way to determine if performance expectations are being met. However some of its use when good performance cannot be awarded.
- The rules are too complicated and the requirements are absurd. Ratings should not be required when a person is reclassified within a job family.
- Our agency is in total compliance with the PAR requirements. We favor the continued use of this component.
- PAR system does not offer incentive to exceed meets expectations.

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 = 16 No = 20

Please make suggestions for improvement of the report.

- The way the compliance report awarded the pay raises in two installments was a major problem during conversion to FY2007.
- The language in the appropriation bills is SO hard to understand.
- The compliance report has nothing whatsoever to do with real dollars. Agencies should be held accountable for staying in budget in terms of real dollars.

IV Please answer the following questions concerning the Policy Memoranda.

a. Were the policies and procedures governing the VCP written understandably?

Yes = 35 No = 2

If not, please make suggestions for improvement.

- The concepts are not logically organized and the manner in which it is presented is difficult for managers to understand.
- This is a difficult task and I really don't have any suggestions for improvement. I do know unless you deal with this on a regular basis it can be confusing.

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 = 9 No = 27

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- The turnover has slowed down due to increased salaries and increase in minimum wage, and most terminations now are a myriad of reasons; returning to school, moving out of state, etc.
- Most employees left state government to pursue positions with better pay and/or benefits.
- Moving out of state.

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Agencies Responding to VCP Survey:

Architecture and Landscape Board
Animal Health Board
Attorney General
Banking and Consumer Finance
Cosmetology Board
Department of Health
Department of Human Services
Finance and Administration
Forestry Commission
Grand Gulf Military Monument
Insurance Department
Marine Resources
Medical Licensure Board
MH – Central MS Residential Center
MH – East MS State Hospital
MH – Ellisville State School
MH – Hudsouth Regional Center
MH – MS State Hospital
MH – North MS Regional Center
MH – North MS State Hospital
MH – Specialized Treatment Facility
Mississippi Development Authority
MS Gaming Commission
Oil and Gas Board
Pat Harrison Waterway District
Pearl River Basin Development District
Professional Engineers and Land Surveyors
Public Contractors' Board
Public Employees Retirement System
Public Utilities Staff
Secretary of State
State Fire Academy
State Personnel Board
Tombigbee River Valley Water Mgt Dist
Workers' Compensation Commission
Veterans' Home Purchase Board
Wildlife, Fisheries and Parks

Agencies not responding to the VCP survey:

Agricultural Aviation Board
Agriculture and Commerce
Archives & History
Arts Commission
Athletic Commission
Auctioneers' Commission
Audit Department
Barber Examiners
Board of Registered Prof. Geologists
Dental Examiners
Department of Corrections
Department of Education
Department of Public Safety
Department of Rehab Services
Department of Transportation
Division of Medicaid
Educational Television Authority
Emergency Management Agency
Employment Security
Environmental Quality
Fair Commission
Funeral Services Board
Information Technology Services
Judicial Performance Commission
Library Commission
MH – Boswell Regional Center
MH – Central Office
MH – Juvenile Rehab Facility
MH – South MS Regional Center
MH – South MS State Hospital
Motor Vehicle Commission
Nursing Board
Nursing Home Administrators
Pearl River Valley Water Supply District
Pharmacy Board
Public Accountancy
Public Service Commission
Real Estate Commission
Social Workers/Marriage/Family Therapy Board
Soil and Water Conservation Commission
State Aid Road Construction
State Treasury
Supreme Court
Tax Commission
Veterans' Affairs Board
Veterans' Memorial Stadium

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Travel Report
2007 State Personnel Board Travel Log
TRAINING – 3610

DATE	NAME	PLACE	COST
10-12-06	Lesly Lloyd	Annual MAPA Conference	326.49
10-26-06	Lesly Lloyd	Coordinate Training	87.22
11-28-06	Lesly Lloyd	Natl. Assoc for Training and Dev. Conf.	1,141.39
05-15-07	Lesly Lloyd	Annual CPM Conference	354.57
05-23-07	Lesly Lloyd	Stennis Executive Development Institute	215.15
09-26-06	Jennifer Sledge	CPM Consortium and AACPM Conf	1,135.93
10-12-06	Jennifer Sledge	Annual MAPA Conference	357.32
05-08-07	Jennifer Sledge	CPM National Consortium Meeting	502.60
05-17-07	Jennifer Sledge	Annual CPM Conference	434.77
07-03-07	Jennifer Sledge	North Carolina CPM Reaccreditation	555.93
08-03-06	Julia Summers	Coordinate ASCP Training	116.59
08-29-06	Julia Summers	Coordinate ASCP Training	100.57
11-02-06	Julia Summers	Coordinate ASCP Training	124.60
04-05-07	Julia Summers	Coordinate ASCP Training	230.49
06-05-07	Julia Summers	Coordinate ASCP Training	34.92
06-19-07	Julia Summers	Coordinate ASCP Training	340.76
09-19-06	Dianne Macon	Coordinate BSC Training	106.36
09-19-06	Dianne Macon	Coordinate BSC Training	28.48
10-03-06	Dianne Macon	Coordinate BSC Training	249.51
10-17-06	Dianne Macon	Annual MAPA Conference	332.07
11-28-06	Dianne Macon	Coordinate BSC Training	89.89
11-28-06	Dianne Macon	Coordinate BSC Training	91.67
02-06-07	Dianne Macon	Coordinate BSC Training	148.63
02-27-07	Dianne Macon	Coordinate BSC Training	235.67
03-13-07	Dianne Macon	Coordinate BSC Training	97.97

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DATE	NAME	PLACE	COST
04-19-07	Dianne Macon	Coordinate BSC Training	160.54
05-15-07	Dianne Macon	Coordinate BSC Training	58.69
07-18-06	Shondra Houseworth	Coordinate CPM Training	8.90
11-21-06	Shondra Houseworth	Coordinate CPM Training	176.40
05-03-07	Shondra Houseworth	Coordinate CPM Training	192.25
06-07-07	Shondra Houseworth	Coordinate CPM Training	9.80
09-21-06	Ronna Owens	CPM Consortium and AACPM Conf	1,168.96
10-17-06	Ronna Owens	Annual MAPA Conference	389.60
10-19-06	Ronna Owens	MAGPPA Conference	83.83
11-02-06	Ronna Owens	Coordinate Training	82.33
11-07-06	Ronna Owens	Coordinate Training	200.91
11-21-06	Ronna Owens	Coordinate Training	129.94
12-05-06	Ronna Owens	Coordinate Training	86.78
03-15-07	Ronna Owens	CPM Consortium Mid Year Meeting	766.16
04-26-07	Ronna Owens	Coordinate Training	230.47
05-17-07	Ronna Owens	Annual CPM Conference	364.54
07-03-07	Ronna Owens	North Carolina CPM Reaccreditation	36.57
08-14-07	Ronna Owens	CPM Natl. Consortium Meeting	502.60
07-03-06	Cheryl Cain	Coordinate Training	50.10
02-26-07	Cheryl Cain	Coordinate Training	104.09
02-26-07	Cheryl Cain	Coordinate Training	17.27
05-01-07	Cheryl Cain	Coordinate Training	56.45
TOTAL			\$12,316.73

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STATE PERSONNEL BOARD -- 3614

DATE	NAME	PLACE	COST
08-22-06	Sally Sutherland	Board Preparation	14.37
10-26-06	Sally Sutherland	MAGPPA Conference	251.85
10-17-06	Fredrick Matthes	Southeastern Salary Conf	783.61
12-14-06	Fredrick Matthes	Agency Meeting & Legislative Forum	186.90
12-28-06	Fredrick Matthes	Agency Meeting	101.46
03-06-07	Fredrick Matthes	Agency Meeting	25.85
05-15-07	Fredrick Matthes	Annual CPM Conference	294.46
06-05-07	Fredrick Matthes	State Executive Development Institute	169.75
08-03-06	Bob Fagan	Natl. Employment Law Conf	1,788.87
09-21-06	Bob Fagan	Employment Law Seminar	63.19
10-10-06	Bob Fagan	Annual MAPA Conference	321.15
08-13-07	Bob Fagan	American Bar Assoc Meeting	596.60
09-19-06	Martha Hartzog	Job Fair	201.21
10-10-06	Martha Hartzog	Job Fair	250.20
01-30-07	Martha Hartzog	Job Fair	205.21
10-03-06	Tiery Keaton	Job Fair	261.51
10-03-06	Tiery Keaton	Job Fair	422.68
03-06-07	Tiery Keaton	Job Fair	271.03
12-28-06	Beverly Crouther	EAB Hearing	72.09
10-10-06	Brenda Claiborne	Annual MAPA Conference	381.60
04-05-07	Hazel Turner	Desk Audit	16.01
04-24-07	Hazel Turner	Desk Audit	16.00
06-19-07	Iris Griffin	Desk Audit	7.28
10-10-06	Peggy Williams	Annual MAPA Conference	236.22
02-22-07	Peggy Williams	Natl. Conference for Court Managers	1,215.69
04-24-07	Peggy Williams	MS Court Administrators Conference	182.36
06-12-07	Peggy Williams	EAB Hearing	33.95

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DATE	NAME	PLACE	COST
04-19-07	Gloria Addison	Desk Audit	15.20
08-08-06	Della Lockhart	Job Fair	40.50
10-10-06	Della Lockhart	Job Fair	212.98
10-26-06	Della Lockhart	Job Fair	102.80
11-21-06	Della Lockhart	Job Fair	227.66
02-13-07	Della Lockhart	Job Fair	258.20
06-12-07	Della Lockhart	Job Fair	277.12
10-10-06	Hollis Baugh	Annual MAPA Conference	327.08
05-15-07	Hollis Baugh	Annual CPM Conference	382.28
10-17-06	Theresa Abadie	Southeastern Salary Conference	795.10
10-12-06	Randy Dampeer	Annual MAPA Conference	358.08
04-17-07	Randy Dampeer	Job Fair	168.78
06-05-07	Linda Logan	Coordinate CRB Meeting	15.67
10-10-06	Mary Lewis	Annual MAPA Conference	323.02
10-19-06	Mary Lewis	MAGPPA Conference	287.36
05-15-07	Mary Lewis	Annual CPM Conference	374.77
10-10-06	Patrice Stewart	Annual MAPA Conference	144.48
10-19-06	Patrice Stewart	MAGPPA Conference	267.94
05-15-07	Patrice Stewart	Annual CPM Conference	152.62
07-11-07	Patrice Stewart	NIGP Conference	327.59
07-18-06	Terri Ashley	Coordinate CRB Meeting	14.37
11-07-06	Terri Ashley	MAGPPA Conference	111.78
06-05-07	Ayanna Smith	Coordinate CRB Meeting	47.00
05-22-07	Duan Carter	Job Fair	45.11
06-21-07	Duan Carter	Job Fair	146.09
01-18-07	Christie Pittman	Purchase Supplies	86.78
05-01-07	Christie Pittman	Purchase Supplies	70.33
10-10-06	John Mulholland	MAPA Conference	263.82

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DATE	NAME	PLACE	COST
08-22-06	Robert Bass	NASPE Conference	1,341.19
04-19-07	Don Thompson	MPPA Advisory Board Meeting	116.40
05-23-07	Don Thompson	Stennis Executive Development Inst	126.10
07-25-06	E.A. Allen	SPB Meeting	248.34
08-29-06	E.A. Allen	SPB Meeting	250.37
09-26-06	E.A. Allen	SPB Meeting	253.70
12-21-06	E.A. Allen	SPB Meeting	254.73
01-09-07	E.A. Allen	SPB Meeting	139.73
01-30-07	E.A. Allen	SPB Meeting	254.73
02-27-07	E.A. Allen	SPB Meeting	267.29
04-05-07	E.A. Allen	SPB Meeting	152.29
06-21-07	E.A. Allen	SPB Meeting	277.79
07-25-06	John Baas	SPB Meeting	10.68
09-26-06	John Baas	SPB Meeting	10.68
10-26-06	John Baas	SPB Meeting	10.68
12-21-06	John Baas	SPB Meeting	10.68
01-09-07	John Baas	SPB Meeting	10.68
01-30-07	John Baas	SPB Meeting	10.68
02-27-07	John Baas	SPB Meeting	11.64
04-05-07	John Baas	SPB Meeting	11.64
05-01-07	John Baas	SPB Meeting	11.64
06-05-07	John Baas	SPB Meeting	11.64
06-21-07	John Baas	SPB Meeting	11.64
11-28-06	Robert Jones	SPB Meeting	12.46
12-21-06	Robert Jones	SPB Meeting	12.46
01-09-07	Robert Jones	SPB Meeting	24.92
01-30-07	Robert Jones	SPB Meeting	12.46
04-05-06	Robert Jones	SPB Meeting	27.16

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DATE	NAME	PLACE	COST
05-01-07	Robert Jones	SPB Meeting	13.58
06-21-07	Robert Jones	SPB Meeting	13.58
07-25-06	Bill Cossar	SPB Meeting	164.50
08-29-06	Bill Cossar	SPB Meeting	164.50
09-26-06	Bill Cossar	SPB Meeting	164.50
10-26-06	Bill Cossar	SPB Meeting	164.50
11-21-06	Bill Cossar	SPB Meeting	164.50
12-21-06	Bill Cossar	SPB Meeting	164.50
01-09-07	Bill Cossar	SPB Meeting	164.50
01-30-07	Bill Cossar	SPB Meeting	133.50
02-27-07	Bill Cossar	SPB Meeting	175.50
04-05-07	Bill Cossar	SPB Meeting	176.50
05-01-07	Bill Cossar	SPB Meeting	176.50
06-05-07	Bill Cossar	SPB Meeting	185.45
06-21-07	Bill Cossar	SPB Meeting	176.50
07-25-06	Donald Brown	SPB Meeting	41.83
08-29-06	Donald Brown	SPB Meeting	41.83
10-26-06	Donald Brown	SPB Meeting	41.83
11-21-06	Donald Brown	SPB Meeting	41.83
12-21-06	Donald Brown	SPB Meeting	41.83
01-09-07	Donald Brown	SPB Meeting	41.83
01-30-07	Donald Brown	SPB Meeting	41.83
02-27-07	Donald Brown	SPB Meeting	45.59
04-05-07	Donald Brown	SPB Meeting	45.59
05-01-07	Donald Brown	SPB Meeting	45.59
06-05-07	Donald Brown	SPB Meeting	45.59
06-21-07	Donald Brown	SPB Meeting	45.59
08-08-06	William Smith	Hearing	56.96

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DATE	NAME	PLACE	COST
09-14-06	William Smith	Hearing	80.10
10-12-06	William Smith	Hearing	81.88
12-07-06	William Smith	Hearing/Board Meeting	134.83
02-22-07	William Smith	Hearing/SPB Meeting/Full Board	147.49
06-26-07	William Smith	Full Board/SPB Board Meeting	93.12
08-17-06	Falton Mason	Hearing	528.06
09-14-06	Falton Mason	Hearing	557.87
10-10-06	Falton Mason	Hearing	990.49
11-07-06	Falton Mason	Hearing	302.52
12-14-06	Falton Mason	Hearing	83.66
02-15-07	Falton Mason	Hearing/Training Session/Full Board	535.62
03-13-07	Falton Mason	Hearing	71.78
04-17-07	Falton Mason	Board Meeting	253.29
05-03-07	Falton Mason	Hearing/Full Board	610.25
07-03-07	Falton Mason	Hearing	352.70
12-14-06	Ingrid Williams	Hearing	230.38
02-15-07	Ingrid Williams	Hearing	207.15
04-17-07	Ingrid Williams	Hearing	161.02
07-03-07	Ingrid Williams	Hearing	166.36
Total			\$26,478.91

TOTAL TRAVEL	
FUND	AMOUNT
3610	\$ 12,316.73
3614	\$ 26,478.91
TOTAL	\$ 38,795.64