MISSISSIPPI STATE PERSONNEL BOARD

Fiscal Year 2015

Annual Report

Fiscal Year 2015 Annual Report

On The Cover

The Mississippi State Capitol Building photographed in August 2015.

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons regardless of political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

Published in December 2015 by the Mississippi State Personnel Board.

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Managing Our Most Valuable Resources

Dear Fellow Mississippians,

It is my privilege to present the Fiscal Year 2015 Annual Report on behalf of the Mississippi State Personnel Board. At MSPB we have the pleasure of serving nearly 30,000 individuals who have chosen to commit themselves to public service. Our service begins when employees apply for jobs and continues through the day of their retirement.

Our state continues to face challenges presented by a decreased workforce serving an ever-increasing number of constituents. The state's voluntary turnover rate remains higher than the average for state and local governments nationwide. In addition, 31 percent of the current state workforce will be eligible for retirement within five years.

MSPB has been working to actively address these critical issues through the continued promotion of our *MSPB+* initiative which was launched in January 2012. Our recruitment efforts have been broadened and continue to reach record breaking levels with a total of 244,168 applications received in Fiscal Year 2015 alone. MSPB began partnering with the Mississippi Department of Employment Security in February 2015 to reach an expanded recruitment audience by ensuring that state employment opportunities are made more widely available to the public through MDES's job recruitment website.

Our commitment to supporting the development of the state workforce was highlighted this fiscal year with the celebration of the 25th anniversary of the Mississippi Certified Public Manager® Program, which has had more than 1,000 graduates since its inception. Our highly successful 2015 HR Summit provided training in best practices for today's human resources professionals including employment law updates and innovative approaches to standard HR practices.

In Spring 2015 MSPB launched a free mobile app to allow state employees quick and easy access to a wealth of information regarding professional development opportunities, and our expansion of eLearning opportunities has allowed a wider range of employees to access important training in a more cost effective and efficient manner.

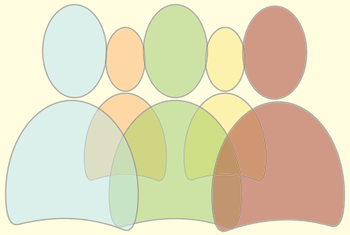
We are grateful for the continued opportunity to serve the people of Mississippi and are proud of the initiatives that we have undertaken during the past fiscal year to ensure a quality workforce for the State of Mississippi.

Sincerely,

Deanne Mosley

Deanne Mosley

We Represent 30,000 Mississippians Who Devote Their Talents to Public Service.



Mississippi has a rich history of innovation and culture. Whether it's blues, country, or rock and roll, this is the Birthplace of America's Music. We are musicians, writers, and artists. We are world famous entrepreneurs. We are a state of nearly three million citizens bound by a common culture.

The first heart and lung transplants were performed in Mississippi. We built the nation's first state college for women. We sent the first African American to the U.S. Congress. We are one of the leading states in charitable giving virtually every year.

Mississippians are a diverse tapestry, woven from a common culture into the fabric of America. In all walks of life, Mississippians make the ordinary extraordinary. The Mississippi State Personnel Board has the privilege of representing nearly 30,000 of those Mississippians who devote their talents to public service.

Established by the Mississippi Legislature in 1980, the Mississippi State Personnel Board creates and oversees the policies, procedures, and growth opportunities that guide the employment experience for employees of the State of Mississippi.

Our Vision

To Ensure a Quality Workforce for the State of Mississippi

Our Mission

To Lead the Way in Human Capital and Workforce Management

We manage the employee life cycle from pre-hire until retire, from defining the job descriptions and compensation, to recruiting and retaining employees.

We serve 130 agencies, boards, and commissions; nearly 30,000 current employees; more than 240,000 job applicants annually; and more than 1,000,000 online customers each year.

As the leaders in talent management and workforce development, we work hard to build a strong workforce for Mississippi and to provide educational opportunities to give our public servants the tools they need to succeed in work and life.

Ensuring A Quality Workforce

Photos courtesy of MDA/Tourism

Above: From the heart of the Capital city, to the home of the Delta blues, to the historic Natchez Trace, to the scenic Gulf Coast, MSPB is proud to serve Mississippi.

In 1980, the Legislature created the Mississippi State Personnel Board to: "establish in the State of Mississippi a system of personnel administration . . . governing the establishment of employment positions, classification of positions and the employment conduct, movement and separation of state employees; to build a career service in government which will attract, select and retain the best persons, with incentives in the form of equal opportunities for initial appointment and promotions in the state service; [and] to establish a system of personnel management that will ensure the effective and efficient use of employees in the state service. . . ." Miss. Code Ann. § 25-9-101.

Below: As one of the State's most historic buildings, the Mississippi Old Capitol was restored and opened in 1961 as the state historical museum. Damaged by Hurricane Katrina in 2005, it was restored and reopened in 2009.

Mississippi State Personnel Board

The Mississippi State Personnel Board is a five-member Board whose members are appointed by the Governor, with the advice and consent of the Senate. Appointments are five years in duration, and the members serve staggered terms.

Chairman Alwyn Luckey - Ocean Springs, Mississippi

Mr. Luckey was appointed to the Board by Governor Phil Bryant in April 2012 to fill an unexpired term and was subsequently reappointed to serve through 2019. Mr. Luckey is currently the sole shareholder of The Law Firm of Alwyn H. Luckey, P.A. His law practice includes state and local government consulting, business law, construction defect/water intrusion, asbestos injury, real estate, and general practice. He has also served as judge for the City of Ocean Springs.

Vice-Chairman Nick P. Ardillo, Jr. - Columbus, Mississippi

Colonel Ardillo was appointed to the Board by Governor Haley Barbour to fill an unexpired term in June 2011 and was subsequently reappointed to serve through 2016. As a former Commander of Columbus Air Force Base, Colonel Ardillo, now retired from active duty, is the principal of NPA, LLC and consults primarily on aerospace defense issues.

Donald Brown - Vicksburg, Mississippi

Mr. Brown was originally appointed to the Board in 2005, was reappointed by Governor Haley Barbour in 2010, and was reappointed by Governor Phil Bryant in 2015. Mr. Brown is the Deputy Executive Director of Warren-Yazoo Mental Health Service. Prior to joining that organization, he worked with the Mississippi Employment Security Commission, the Mississippi Department of Human Services, and the Vicksburg Early Education Center.

Donald R. Taylor - Crystal Springs, Mississippi

Colonel Taylor was appointed to the Board by Governor Phil Bryant in 2012. Colonel Taylor served as Executive Director of the Mississippi Department of Human Services from 1995 through 2000 and from 2004 through 2008. At the time of his July 1, 2008 retirement, he was the longest serving director of a state DHS.

Lee Yancey - Brandon, Mississippi

Mr. Yancey was appointed to the Board by Governor Phil Bryant in 2013. Mr. Yancey is a financial advisor for Woodridge Capital Portfolio Management. From 2008 to 2012, Mr. Yancey served as a State Senator. During that time, he served on several Senate committees including: Code, Education, Ethics, Drug Policy, Finance, Insurance, Judiciary A, and Public Health and Welfare.

State Legislative Advisors

The Lieutenant Governor may designate two Senators and the Speaker of the House of Representatives may designate two Representatives to attend any meeting of the Mississippi State Personnel Board.

Senator Nickey Browning - Pontotoc, Mississippi

Senator Browning has served as Senator for District 3, which includes Calhoun, Pontotoc, and Union Counties, from 1996 to present. His committee memberships include: County Affairs - Chair; Business and Financial Institutions; Drug Policy; Energy; Finance; Highways and Transportation; and Insurance.

Senator Nancy Collins - Tupelo, Mississippi

Senator Collins has served as Senator for District 6, which includes Lee and Pontotoc counties, from 2011 to present. Her committee memberships include: Accountability, Efficiency, Transparency - Chair; PEER - Chair; Education - Vice Chair; Agriculture; Appropriations; Forestry; Public Health and Welfare; and Veterans and Military Affairs.

Representative Herb Frierson - Poplarville, Mississippi

Representative Frierson has served as Representative for District 106, which includes Lamar and Pearl River counties, from 1992 to present. His committee memberships include: Appropriations - Chair; Apportionment and Elections; Conservation and Water Resources; Education; Joint Legislative Budget Committee; and Wildlife, Fisheries and Parks.

Representative John Read - Gautier, Mississippi

Representative Read has served as Representative for District 112, which includes Jackson County, from 1993 to present. His committee memberships include: Conservation and Water Resources - Chair; Appropriations; Gaming; Ports, Harbors and Airports; Public Health and Human Services; Public Property; Public Utilites; and Rules.

Personnel Advisory Council: Ready to Serve

The Personnel Advisory Council advises the Mississippi State Personnel Board in the development of policies, programs, and rules and regulations which 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 is comprised of personnel directors from five major state agencies: the Department of Health, the Department of Human Services, the Division of Medicaid, the Department of Mental Health, and the Department of Transportation. The members are appointed by, and serve terms concurrent with, the Governor.

Career Counseling Center

While many of the job applications that are reviewed each month by the Mississippi State Personnel Board are submitted using the online application process, some applicants still value the face-to-face service provided in the MSPB Career Counseling Center.

The Career Counseling Center is open to applicants from 8:00 a.m. to 5:00 p.m. Monday through Friday (except on State holidays). An experienced MSPB professional is available during business hours to assist job applicants with questions regarding available positions and how to apply for a State government job in Mississippi.

MSPB professionals also assist applicants with the NEOGOV™ online application system to ensure that all applicants complete their online profile and submit job applications correctly. MSPB professionals are a great resource for those applicants who need assistance searching for jobs based on a number of criteria including county, salary range, and/or job category, as well as completing their online application or simply creating a Job Interest Card.

MISSISSIPPI+ STATE PERSONNEL BOARD

One of the greatest challenges facing state government in Mississippi is developing a workforce that is both efficient and effective. Since January 2012, the Mississippi State Personnel Board has worked closely with the 130 agencies, boards, and commissions it serves to provide value-added services that enhance their ability to serve the citizens of Mississippi. This philosophy of service is called *MSPB+*. During the first three years of *MSPB+*, the Mississippi State Personnel Board worked to:

- Maximize the State's buying power and streamline the procurement process for service contracts by establishing preapproved lists of providers with set prices. This reform has turned a process that could take months into a process that can be finalized within a matter of days.
- Provide eLearning to maximize opportunities for employee training and minimize costs to governmental entities.
- Implement the MSPB Sharing Human Resource Personnel program to assist smaller agencies, boards, and commissions by outsourcing their human resource needs to MSPB at no additional cost.
- Ensure greater transparency by publishing decisions rendered by the Employee Appeals Board on the MSPB website.
- Establish and promote a college student internship program for agencies, boards, and commissions.
- Facilitate the sharing of best practices among governmental entities.
- Revise MSPB policies and procedures to focus on performance, efficiencies, and accountability.

MISSISSIPPI+ STATE PERSONNEL BOARD

This initiative represents our commitment to do more for those we serve by implementing significant reforms and discovering innovative ways to support our stakeholders. *MSPB+* is a critical component of our unwavering dedication to government accountability, efficiencies, and transparency.

Promoting Best Practices

The Excellence in Government Awards were established to recognize "excellence and innovation in the management of administrative procedures which increase the quality of public service at the state, district and local government levels." The procedures governing the award were developed pursuant to Miss. Code Ann. § 25-9-134 (2) and adopted by the Mississippi State Personnel Board. The awards recognize individuals or groups of individuals whose contributions within the last five years represent excellence in government. The inaugural awards were given in 2012.

The recipient of the 2015 Award for Excellence in State Government was the Mississippi Development Authority Disaster Recovery Division, and the recipient of the 2015 Award for Excellence in Local and District Government was Don Buffum of Mississippi State University.

The Mississippi Development Authority Disaster Recovery Division administered programs and oversaw funding from the federal government for Hurricane Katrina recovery efforts on the Mississippi Gulf Coast. After Hurricane Katrina, MDA was the recipient of $5.4 billion in recovery aid for the State. In response, MDA established the Disaster Recovery Division, an internal group of 58 employees, to administer and oversee the usage of the funds. The DRD was responsible for project management, compliance, environmental issues, fair housing, legal casework, financial assistance, and contracting. The programs developed and administered by DRD resulted in almost 40,000 repaired or restructured housing units, almost 6,000 new jobs, more than 200 restored public facilities, and a new hardened water and wastewater infrastructure. The DRD has been nationally recognized as a model for best practices in disaster recovery.

Don Buffum serves as the Director of Procurement and Contracts at Mississippi State University. Since joining MSU eight years ago, Buffum has initiated several projects to provide more value to taxpayers and MSU students including the development of a strategic procurement philosophy, increased use of the procurement card for efficiency, and the standardization of service contracts and contract processes. His initiatives have allowed MSU employees to focus on their primary duties while achieving faster and more efficient results in the acquisition of goods and services. With 35 years of service to the State of Mississippi, Buffum also currently serves as president of the National Institute of Governmental Purchasing and frequently speaks across the United States and Canada about the value of professional public procurement.

Excellence in State Government Award

Pictured left to right are: Mississippi State Personnel Board Member Donald Brown, MSPB Chairman Alwyn Luckey, Governor Phil Bryant, Mississippi Development Authority Chief Operating Officer Daron Wilson, and MSPB Executive Director Deanne Mosley

Excellence in Local and District Government Award

Pictured left to right are: Mississippi State Personnel Board Member Donald Brown, MSPB Chairman Alwyn Luckey, Governor Phil Bryant, Mississippi State University Director of Procurement and Contracts Don Buffum, and MSPB Executive Director Deanne Mosley

Human Capital Core Processes

Fiscal Year 2015
Annual
Report

Ryan Beard, Director
Human Capital Core Processes

Human Capital Core Processes

Human capital is our greatest asset in state government. Now more than ever, getting talent in the door and efficiently managing that talent are keys to building a successful workforce.

The Office of Human Capital Core Processes (HCCP) is a unique team comprised of MSPB professionals who provide an array of services in three main functional areas: Core Processes, Job Description Validation, and Career Counseling.

MSPB serves 130 agencies, boards, and commissions - about 33% of the state workforce. Each agency is assigned two MSPB professionals who provide guidance and advice to state agencies and conduct research and analysis of statewide workforce and human resources management issues.

The focus of the Core Processes Division is Classification and Compensation. The Classification function is a concerted effort to ensure that all employment positions in the state's inventory of job classifications are properly classified. The primary Compensation function is management of the Variable Compensation Plan, which is designed to promote salary parity for similar positions across agencies.

Another of the major Compensation functions is to develop and present annual recommendations to the Legislature for future fiscal year needs, such as new positions, reallocations, special compensation plans, and additional compensation requested by agencies.

The Job Description Validation Division ensures the validity of the data contained in the class specifications for each job in our inventory. This division analyzes the jobs, not the applicants, and also provides assistance in the development of behavioral interview questions that assist agencies in finding the best fit for hiring and/or promotion.

The Career Counseling Division is responsible for the overall management of the application process from recruitment to selection. The Recruitment function involves the administration of recruitment programs that ensure open consideration of qualified applicants. The Selection function and its corresponding rules and regulations are designed to ensure fair and equitable treatment of all applicants and employees without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

It is a compilation of applicant services ranging from the evaluation of applications to processing of transactions relative to the hiring process.

The Career Counseling Division is also responsible for maintenance of the active recruitment listing on the MSPB's website through the NEOGOV™ platform.

Workforce Statistics

AVERAGE AGE: 44.4 Years

AVERAGE SERVICE TIME: 9.7 Years

GENDER: 62% Female and 38% Male

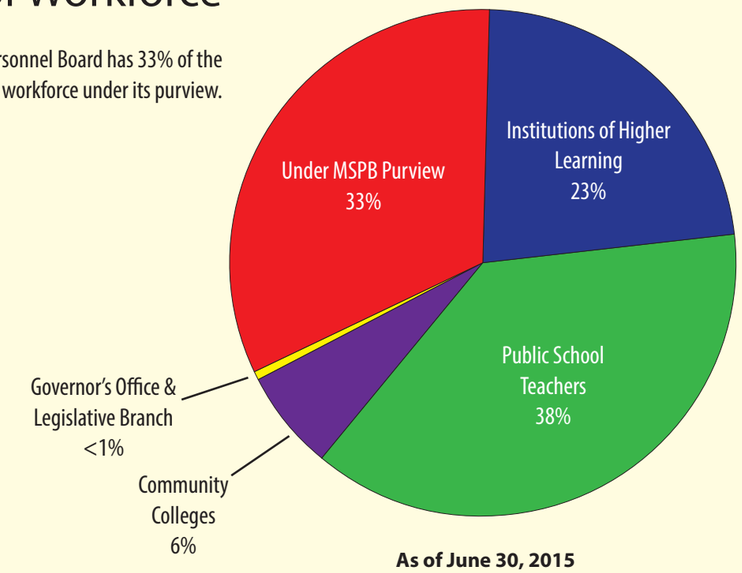
RACE: 52.1% African American, 46.5% Caucasian, and 1.4% all other races

AVERAGE ANNUAL SALARY: $35,188

As of June 30, 2015

Distribution of Workforce

The Mississippi State Personnel Board has 33% of the 91,266 members of the State workforce under its purview.

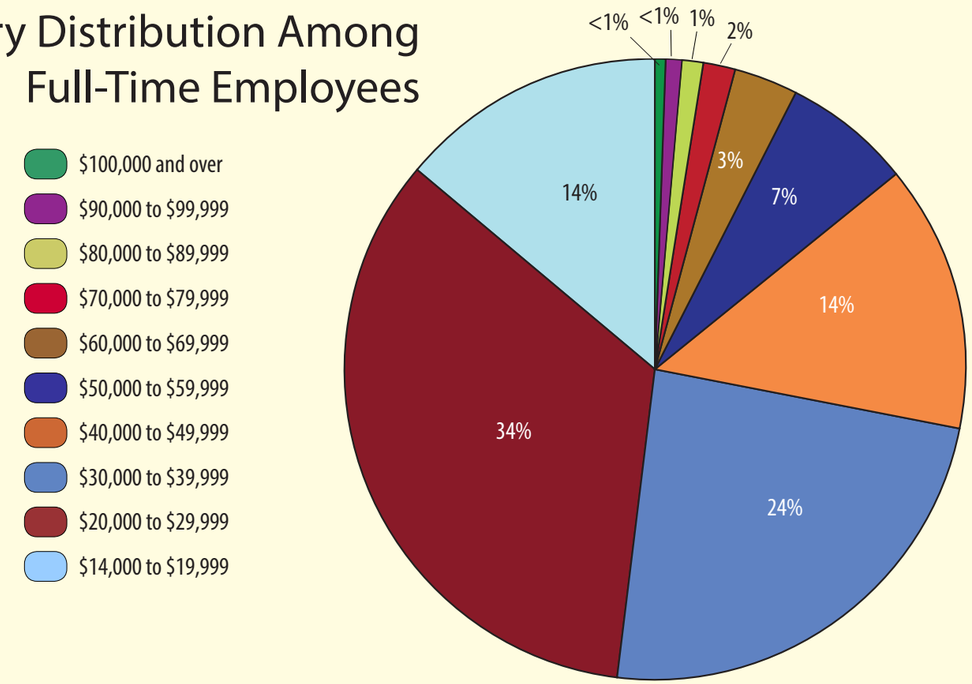


As of June 30, 2015

An unparalleled resource for our customers: policies, procedures, and processes.

Human Capital Core Processes

Salary Distribution Among Full-Time Employees



As of June 30, 2015

HCCP also provides workforce processes assistance to agencies by conducting an assessment of their workflow and workforce, accomplished by conducting a business flow process analysis to determine methods to streamline business processes and improve efficiency in the delivery of services. This assessment includes identifying resource-saving methods such as utilizing technology and outsourcing.

Additionally, a workforce processes study determines the skills and capabilities of an agency's current workforce and identifies staffing excess or gaps for the new business process. This results in an organizational redesign that integrates people, information, and technology with the new business process.

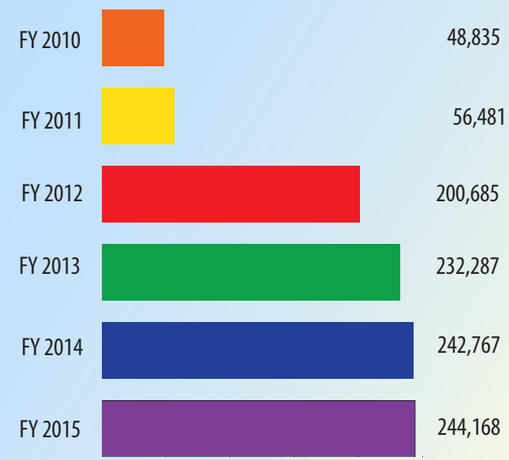
Essential Services

MSPB provides a range of services through the Office of Human Capital Core Processes for agencies, employees, and job seekers.

- Recruitment, Selection and Retention of World-Class Employees
- Talent Management
- Career Pathing
- Workflow Analysis
- Organizational Design

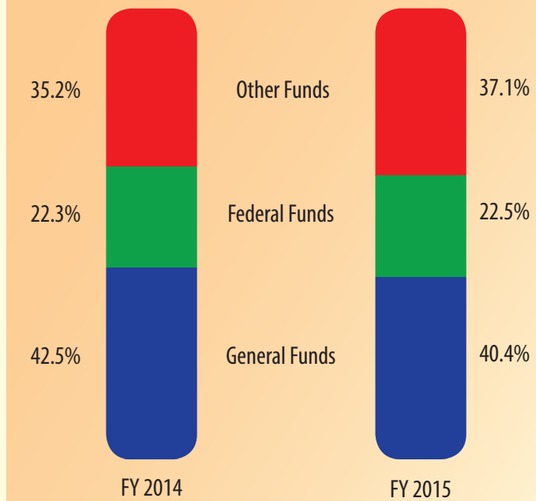
Total Job Applications

The annual number of applications received by MSPB has increased 400% from 48,835 in FY 2010 to 244,168 in FY 2015.



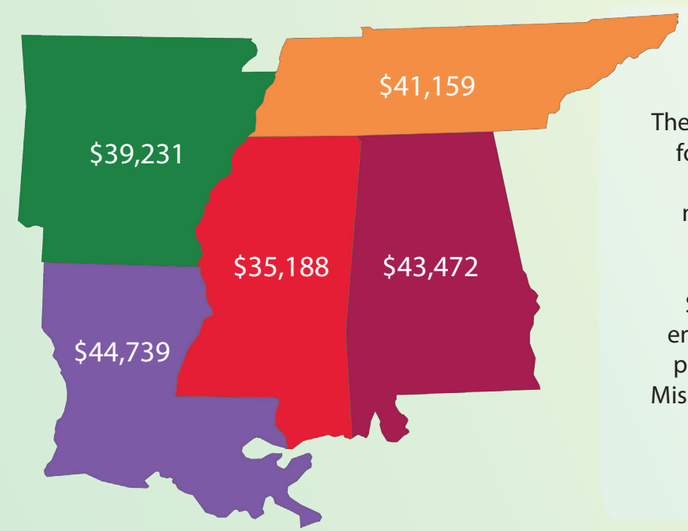
As of June 30, 2015

Salary Source By Fund



The dollar amount of salaries paid by state general funds decreased 2.1% from FY 2014 to FY 2015.

Annual Average Salary Comparison



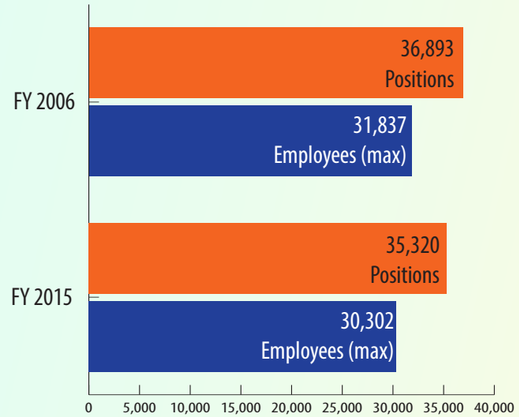
The Annual Average Salary for state employees in Mississippi's four neighboring states is $42,150.

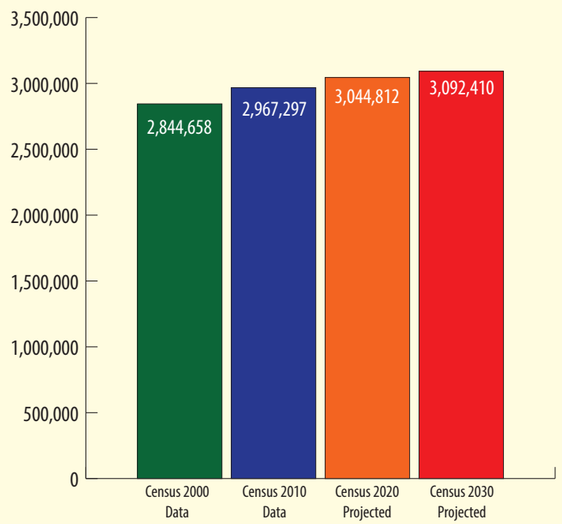
Sixty-one percent of employees under MSPB purview earn less than Mississippi's average salary of $35,188.

Employment in State Government: A Ten-Year Comparison

For agencies under the purview of the Mississippi State Personnel Board, employment has decreased during the last ten fiscal years.

The number of authorized positions decreased by 4.3% from FY 2006 to FY 2015, while the maximum number of employees decreased by 4.8%.





Population Change Data for Mississippi from 2000-2010

The U.S. Census Bureau reports that the population of Mississippi increased by 122,639, or 4.3%, between 2000 and 2010.

That figure is projected to rise another 77,515, or 2.6%, over the next decade and another 125,113, or 4.1%, by 2030.

All figures in this chart were sourced from U.S. Census Bureau data.

While employment in state government decreased during the past decade, the population grew 4.3%.

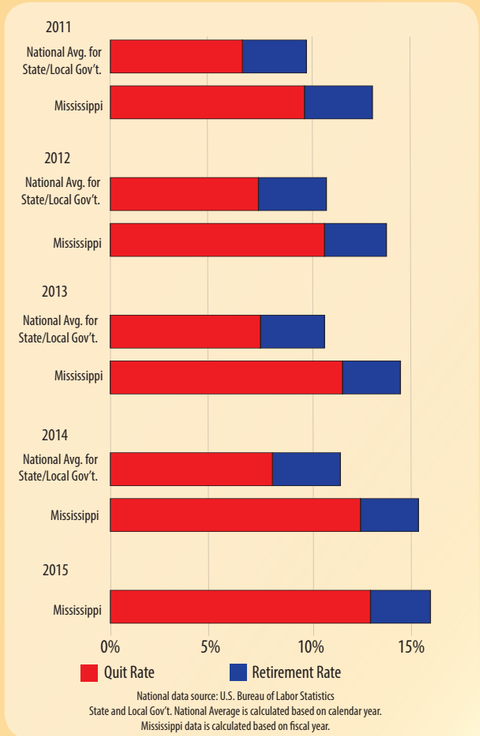
Retention: The Key to a Quality Workforce

At the close of Fiscal Year 2015, 14% of the State workforce under MSPB purview were eligible for retirement. By 2020, that number is projected to grow to 31%. In five years, we could lose nearly one-third of our workforce and the institutional knowledge those employees take with them. Additionally, Mississippi's voluntary turnover rates are consistently higher than the national average. In FY 2015, the voluntary turnover rate for the State workforce under MSPB purview was 16%.

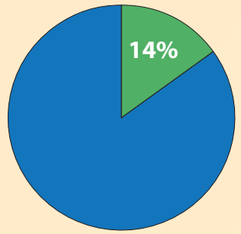
Retention is key to ensuring a quality workforce for Mississippi's future. With a rapidly growing retirement age group and an average service time of just ten years, MSPB is focusing on developing training opportunities to benefit employees and their agencies.

64% of employees hired within the past 5 years have resigned. Of those who resigned, 68% were age 40 or under.

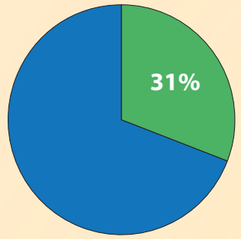
Voluntary Turnover Rates



Workforce Retirement Eligibility



4,283 of 29,605
Employees Eligible to Retire as of July 1, 2015



9,046 of 29,605
Employees Eligible to Retire Within 5 Years

Workforce Development

Fiscal Year 2015 Annual Report

Jan Sims, Director
Workforce Development

Workforce Development

The Office of Workforce Development assists agencies with effective employee training and a professional development system that inspires trust, clarifies purpose, aligns systems, and develops talent.

Workforce development is a systematic process for identifying the human capital required to meet agency goals and developing the strategies to meet those requirements.

The goal of the Office of Workforce Development is to provide State agencies with the tools, information, and training needed to ensure a quality workforce for State government.

The Office of Workforce Development has two programmatic functional areas: Talent Management and Career Development.

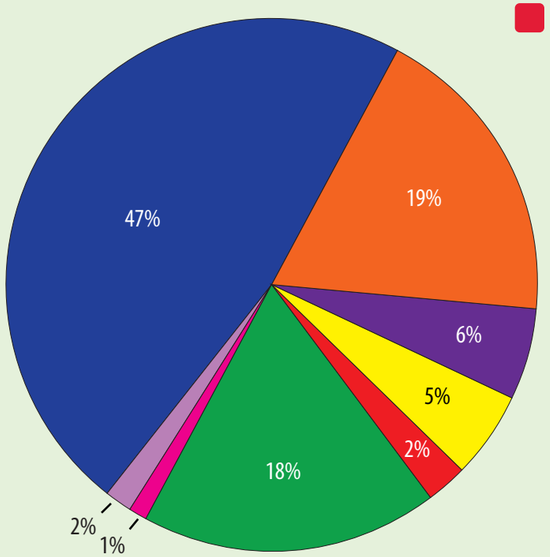
The Talent Management Division provides agencies with management tools to measure performance, competencies and skill sets and to identify methods to improve performance.

The Career Development Division provides agencies and State employees with certification and professional development programs such as the Mississippi Certified Public Manager® program, the Human Resources Certification Program, and the Administrative Services Certification Program.

Our graduates make a positive impact on the lives of Mississippians.

Participation By Program

The Mississippi State Personnel Board served a total of 7,480 attendees during FY 2015.



Professional Development	1393
Certified Public Manager® program	434
Basic Supervisory Course	393
Administrative Services Certification Program	189
Agency Sponsored	1350
Human Resources Certification Program	81
Performance Development System	114
eLearning	3526

Training Tomorrow's Leaders Today

MCPM 2015 Graduates. Professional development courses such as the nationally accredited Certified Public Manager® program build leadership in state government. MSPB teaches thousands of employees every year.

Education is a lifelong process. The Mississippi State Personnel Board offers prestigious certification programs and educational opportunities to keep employees on the leading edge of the State workforce.

Led by our nationally accredited Mississippi Certified Public Manager® program, MSPB's Career Development Division provides essential knowledge and leadership skills training for successful public service.

Our graduates include executive directors and agency heads, a former statewide elected official, and top managers from agencies, boards, and commissions throughout the State and virtually every area of public service.

TRAINING UPDATES

Twenty-Five Years of CPM

In FY 2015, MSPB celebrated 25 years of the Mississippi Certified Public Manager® program and more than 1,000 graduates since the program's inception. Mississippi established the MCPM program with the "Managing Government in Mississippi" curriculum in 1990, becoming the eleventh state to establish a CPM program. In 1993, the program received accreditation from the National Certified Public Manager® Consortium, the governing body that establishes and preserves standards for public management development programs that award the CPM designation. Accredited programs demonstrate the ability to maintain and improve the effectiveness and professionalism of government managers. The Mississippi program has maintained continuous accreditation and was reaccredited in 2013.

Training Network

The Office of Workforce Development revived MSPB's Training Network in FY 2015. Through quarterly meetings, the Training Network serves as a resource for HR and training professionals to network, share best practices with peers from other state agencies, and get updates from MSPB regarding new programs and course offerings.

Training Programs

Certified Public Manager®

Nationally Accredited

The Certified Public Manager® program translates innovative theory into practical training to measure and develop professional competency for public sector managers.

Administrative Services

The Administrative Services Certification Program provides comprehensive training to administrative staff, offering a variety of learning experiences that relate to their on-the-job challenges.

Human Resources Certification

The development of a well-trained body of human capital practitioners at the technical and managerial levels of State government is the goal of the Human Resources Certification Program.

Professional Development

Many courses are also available as Professional Development electives to employees who are not enrolled in a specific program. These courses address business writing, diversity training, and more.

Basic Supervisory

The Basic Supervisory Course provides skill development on the fundamentals of supervising people and programs in government, emphasizing management, budgeting, and more.

Training In Action

"MSPB's training programs have proven to be beneficial to JMAA employees. From enhancing leadership skills to more efficiently managing their time, our employees who have completed training through MSPB have developed more confidence in their professional duties. Not only are the classes beneficial, but the networking that takes place among training participants is invaluable."

-Carl Newman, Chief Executive Officer, Jackson Municipal Airport Authority

Career Expos

As part of our mission to ensure a quality workforce, MSPB participates in numerous job fairs and employment expos such as those sponsored by the Governor's Job Fair Network.

Vicksburg Area Job Fair	Vicksburg
University of Phoenix Career Fair	Flowood
Greenwood Leflore Area Job Fair	Greenwood
Career Days at Mississippi State University	Starkville
Jobs for Jacksonians Job Fair	Jackson
Northeast Mississippi WIN Job Fair	Corinth
Alcorn State University Career Fair	Lorman
Career and Internship Fair at the University of Mississippi	Oxford
Radio People/MCC Career Expo	Meridian
Pine Belt Area Job Fair	Hattiesburg
Allied Health Center Job Fair at Hinds Community College	Jackson
Belhaven University Adult and Graduate Studies Job Fair	Jackson
Meridian Area Job Fair	Meridian
Tougaloo College Career Fair	Tougaloo
Pike County Economic Development District Job Fair	Summit
Career Day at Mississippi College	Clinton
Military Veterans, Spouses, and Dependents Job Fair	Jackson
Belhaven University Career Fair	Jackson
EmployAbility Job Fair	Jackson
Mayor's Summer Youth Employment Expo	Jackson
Mississippi Employment Expo	Jackson
Jobs for Mississippi Graduates	Jackson
Meridian Community College Spring Job Fair	Meridian
Yazoo County Area Job Fair	Yazoo City
Greenville Regional Job Fair	Greenville
New Horizon Church International College and Career Fair	Jackson
Rankin County Area Job Fair	Pearl

Representing the State at job fairs throughout Mississippi

Fiscal Year 2015
Annual Report

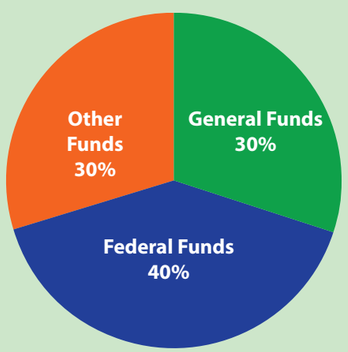
Teselyn Funches, Director
Personal Service Contract Review Board

Personal Service Contract Review Board

The Personal Service Contract Review Board (PSCRB) plays an integral role in how personal services are procured for the State of Mississippi.

Contract Funding Sources

FY 2015



General Funds: $78,160,193.02
Federal Funds: $103,958,494.88
Other Funds: $76,606,785.03

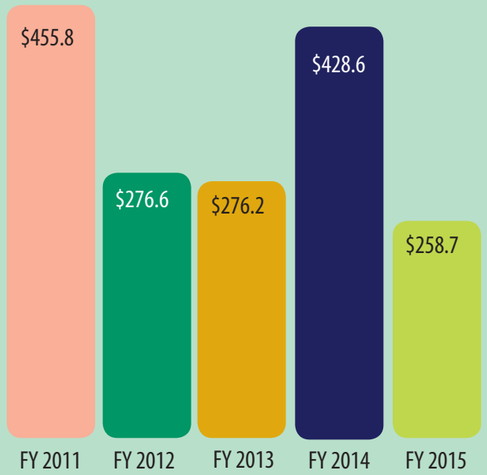
The Mississippi State Legislature established PSCRB to ensure that quality services are procured at reasonable prices, with terms that are favorable to the State, and with limited risk of liability. PSCRB develops the policies and procedures that ensure personal services are obtained in a competitive manner and approves contracts in excess of $100,000.

PSCRB is responsible for administering standards for the issuance of invitations for bid and requests for proposals and the award of service contracts. It also oversees the consideration of costs and quality of services proposed, the contract negotiations, the administrative monitoring of contract performance by agencies, as well as the necessary steps in terminating a contract. Administering standards for the procurement of personal or professional services through the use of emergency and sole-source contracts is also a responsibility of PSCRB.

The Mississippi State Personnel Board provides administrative support for PSCRB.

Personal Service Contracts: Five Fiscal Years

In FY 2011, the Board reviewed 464 contract actions valued at $455,763,078 and 543 contract actions totaling $276,587,055 in FY 2012. In FY 2013, the Board reviewed 593 contract actions totaling $276,228,980, and in FY 2014, the Board reviewed 625 contract actions totaling $428,592,761. In FY 2015, the Board reviewed 501 contract actions totaling $258,725,472.



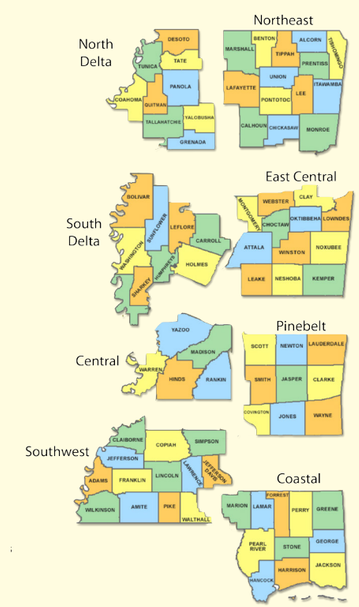
PSCRB is comprised of the Executive Directors or designees of the Mississippi State Personnel Board, the Department of Finance and Administration, the Department of Corrections, the Department of Environmental Quality, and the Department of Wildlife, Fisheries, and Parks.

Promoting Fiscal Responsibility

During FY 2015, PSCRB reestablished the Preapproved Vendor Lists for Background Screening, On-site Mobile Shredding Services, and Laundry and Linen Services. There are currently seven active Preapproved Vendor Lists covering each of the eight regions of the State. Others include Security Services, Janitorial Services, Nursing Services, and Temporary Staffing Services.

Although not required to use Preapproved Vendor Lists, governmental entities which do so may contract without advertising for procurement or completing the standard procurement process. Contracts with preapproved vendors receive expedited review and approval by PSCRB. While standard procurement could take months to complete, the use of preapproved vendors allows the process to be completed in a matter of days while maximizing the State's buying power.

Information regarding each Preapproved Vendor List is available on the MSPB website at www.mspb.ms.gov.



Employee Appeals Board

Fiscal Year 2015 Annual Report

Ingrid Williams, Chief Hearing Officer
Employee Appeals Board

Employee Appeals Board

The Mississippi State Personnel Board outlines the rules and regulations that guide the employment experience in its Policy and Procedures Manual. However, when a dispute arises between an employee and an agency and action is taken, the employee is guaranteed an impartial venue for appealing that action.

The Mississippi State Legislature provided this venue in 1980 by creating the Employee Appeals Board (EAB), an entity separated from MSPB by statute but supported by the agency administratively.

The EAB is comprised of three Hearing Officers, one from each Supreme Court district, who are appointed by MSPB members. This forum provides employees of the State of Mississippi an opportunity to appeal agency-level decisions that adversely affect the employee's service.

The EAB compiles evidence, holds hearings, and renders decisions regarding agency actions and employee grievances.

Any permanent State service employee may appeal any action adversely affecting his or her compensation or employment status, or any grievable action set forth by policy.

The EAB provides a fair and impartial appeals process for employees.

Cases Filed in FY 2015

Initial Appeals

Demotions	3
Suspensions Without Pay	3
Terminations	45
Unresolved Grievances	14

En Banc Appeals	13
Circuit Court Appeals	4

Orders Rendered

Initial Orders Rendered

Affirmed	16
Agreed	17
Dismissed/Appeal Not Perfected	2
Dismissed/Lack of Jurisdiction	12
Dismissed/Motion of Appellant	6
Dismissed/Failed to Appear	0
Dismissed/Stale	0
Reversed	4
Partial Relief	2

En Banc Orders Rendered

Affirmed	10
Dismissed	3
Reversed	3
Partial Relief	0

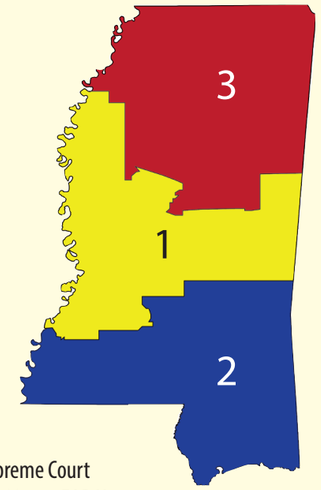
To provide transparency, EAB Orders are posted on our website.

Any permanent State service employee 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 political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age or disability 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 to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

EAB decisions may be appealed to the full Employee Appeals Board or to a Circuit Court.

Employee Appeals Board Districts



Each Mississippi Supreme Court District is represented by an EAB Hearing Officer.

Fiscal Year 2015 Annual Report

MSPB

Community Leadership

True superheroes don't hang up their capes when the workday is done. They continue to make a positive difference in their communities, neighborhoods, and society at large.

Many MSPB employees contribute their time, talents, and resources to worthy causes year-round including making Christmas wishes come true through Toys for Tots, participating in canned food drives to support Stewpot Community Services, donating to Goodwill Industries of Mississippi, supporting organizations that provide homes for families through Habitat for Humanity, and running in Governor Phil Bryant's 5k for Health to support Blair E. Batson Children's Hospital.

Whether at the office or in the community, the MSPB team is committed to serving Mississippi.

Blair E. Batson Hospital for Children
University of Mississippi Health Care

goodwill

TOYS FOR TOTS

Changing Lives With Goodwill

MSPB partnered with Goodwill Industries of Mississippi for MSPB's spring community service project. Over the course of four weeks, MSPB team members donated more than 10,000 items including clothing, accessories, books, toys, and kitchen and household items.

The donated items are estimated to have an impact of providing financial resources for more than 975 hours of on-the-job training, resumé preparation, and financial planning classes for job seekers in the Metro Jackson area.

Collecting *Toys for Tots*

Christmas is a time for giving, and MSPB employees gave generously to make Christmas a special time for children in the Metro Jackson area through the U.S. Marine Corps Reserve's *Toys for Tots* program. The objectives of the program are:

- to help less fortunate children throughout the United States experience the joy of Christmas;
- to play an active role in the development of one of our nation's most valuable resources – our children;
- to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; and
- to contribute to better communities in the future.

MSPB employees exceeded their goal for collecting presents for *Toys for Tots* during FY 2015.

Fiscal Year 2015

Annual Report

210 East Capitol Street, Suite 800
Jackson, MS 39201
Phone (601) 359-1406 • Fax (601) 359-2729
www.mspb.ms.gov