MISSISSIPPI
STATE PERSONNEL BOARD

MSPB Policy and Procedures Manual
Proposed Revisions

ENTIRE MANUAL

Update manual to change all references to 'SPAHRS' as the 'online system of record'

Update terminology to reflect new VCP

Chapter 3 - Recruitment

In Section 3.1.2 and 3.1.3, update timeframe for posting jobs once a complete requisition is received from 3 days to 5 days.

In Section 3.1.3, the second paragraph under special recruitment was removed as no agency has utilized the provisions of that section in over 10 years.

Chapter 3 - Recruitment

Section 3.1.5 was removed due to changes in how agencies can recruit using the new requisition and the elimination of special qualifications.

Chapter 4 - Selection

In Section 4.2.3, language concerning WIN job centers and 'any other location where the necessary online technology is made available' was removed as the preceding sentence states jobs posted on our website must be applied for via our website.

Chapter 4 - Selection

In Section 4.2.4, language was clarified concerning the certification of the truth of the statements contained within the application to reflect the online only application process.

Chapter 4 - Selection

Section 4.3.3 outlined the procedures for requesting MSPB full board approval to waive the minimum qualifications for an applicant. This section is being eliminated as it has not been used in over 10 years.

Chapter 4 - Selection

Section 4.3.5 specified the policies for special qualifications and job specific supplemental questions. Language was updated based on the changes in how we post jobs. Specifically, every agency for every posting will have the ability to specify which knowledge, skills, and abilities are necessary to perform the job.

Chapter 4 - Selection

Section 4.9.9 outlined the delegation of authority to maintain referred lists and has been removed. While there are still a couple of agencies who were granted authority two decades ago to maintain their own lists, moving forward no agency will have this authority.

Postings

Fields for new requisitions and job postings

- Functional Title
- Minimum and Maximum salary
- Three open text fields for the following purposes:
  - 1 – About the agency
  - 2 – About the position
  - 3 – Qualifications

About the Agency

In this field, agencies have the ability to decide what they want to communicate to applicants. Some options for this field include:

- Why you'll love working for the agency
- The vision of the agency

Why you'll love this position:

You will be working with staff who enjoy caring for persons who are impacted by a mental illness or developmental disability. You can make a difference in the lives of our consumers so they too have the opportunity to pursue their dreams, live their lives to the fullest, and be a valued member of their community.

DOR's vision is to provide *every* customer the best experience *every* time.

About the Position

In this field, agencies have the ability to communicate to applicants exactly what specific duties they will be performing. Some options for this field include:

- What you'll do
- How this position and duties performed support our mission
- Position Summary
- Key responsibilities

What you'll do:

This is a second-level vocational position accountable for completing standard accounting tasks using established processes, procedures, and regulations. The successful candidate must be flexible, organized, pro-active, reliable and highly detailed-oriented. You should be comfortable following directions and able to communicate effectively with co-workers and with the public. You will be using Excel, Word, and Outlook every day.

HOW THIS POSITION SUPORTS THE DEPARTMENT'S VISION:

This temporary position provides administrative office support for attorneys handling violations of driver licensing and motor vehicle statutes. Duties include preparing pleadings, letters and other documents for legal cases; coordinating with courts/officers for trial dates and obtaining documents for use in court; answering and directing phone calls; mailing documents and sorting/processing incoming mail; and providing general office support to staff attorneys.

Qualifications

In this field, agencies can communicate exactly what knowledge, skills, and abilities are needed. Some options for this field include:

- What you'll need to be successful
- Desired Skills
- Minimum requirements

MINIMUM QUALIFICATIONS:

- Possess high school diploma or high school equivalency certification
- Six or more months of experience in clerical or general office support work
- Proficient computer skills

QUALIFICATIONS:

- A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Psychology, Sociology, Social Work, Labor Economics, Education, Business, Personnel, or Public Administration, or a closely related field; and one year of relevant work experience; or,
- A High School diploma, or equivalent, and five years of relevant work experience
- Bi-lingual (Spanish Speaking) preferred

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