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Policy Memorandum No. 7 – FY 2005

TO: Elected Officials, Agency Directors and Personnel Officers
State Government Agencies

FROM: John L. Mulholland,
Acting State Personnel Director

DATE: May 20, 2004

RE: **ADMINISTRATION OF THE MANAGEMENT TRAINING ACT FOR
FISCAL YEAR 2005**

A. Statement of Purpose

The administration of the Management Training Act shall be governed by the policies and procedures in this memorandum. These provisions shall supercede all other policies, procedures and guidelines existing prior to this memorandum effective at the close of business June 30, 2004, and shall become an official attachment to the State Personnel Board Policy and Procedures Manual for Fiscal Year 2005.

The development of the following policies is based upon implementation of legislative intent as expressed in the following language contained in Section 25-9-401(3), Mississippi Code 1972, Annotated:

There is hereby established a management training program for state employees to be administered by the State Personnel Board for the purposes of increasing efficiency and economy in government departments by improving the management functions of agencies. The State Personnel Board shall provide an overall plan for coordination and implementation of educational programs in the area of management training for state employees. Such plan shall be developed with full recognition of the requirements and needs of state agencies. . . .

B. Management Training Act Guidelines

The Mississippi State Personnel Board (SPB) shall provide a comprehensive management training plan to all state service employees and non-state service employees, as defined in Section 25-9-107(c)(i-xxi), Section 37-3-13(2), and Section 57-1-5(3)(c)(xi), Mississippi Code 1972, Annotated. Every manager in state government is to receive training in the basic management functions required in order to ensure the fulfillment of the missions of state



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agencies. Such management functions shall include, but are not limited to, management of human resources, material resources and fiscal resources; organization of state government; and development of decision-making skills and problem-solving skills.

C. The Mississippi Management Training Program

1. This Mississippi State Personnel Board, Office of Training administers and/or supports four (4) management training programs:
 - a. The Basic Supervisory Course (BSC) is a broad-based management development program, designed to provide public sector professionals with training experience that translates into maximizing the effectiveness of government organizations. This supervisory development certificate program offers practitioner-oriented course work consisting of fresh approaches, new ideas, and usable information, specifically for managers in state government. Topics include the organization of state government, the management of human resources and personnel law, the Mississippi legislative process, interpersonal communication, coaching and feedback and competency based management principles.
 - b. The Certificate in Supervisory Management (CSM) is the first portion of the Mississippi Certified Public Manager (MCPM) Program, a leadership development program. The CSM component focuses on developing and enhancing the management competencies required for effectively leading and supervising people, projects, and programs in the public sector. The CSM program is designed for directors, managers and supervisors and for individuals who manage projects and programs. Successful completion of the CSM program is a prerequisite for admission to the Certified Public Manager portion of the MCPM program.
 - c. The Certified Public Manager (CPM) Program is a nationally recognized, systematic approach to leadership development in the public sector. It is designed for public administrators at the state, federal, city and local levels of public service who wish to learn both current management theory and practical techniques to improve their performance as public managers. Professional and developmental in nature, the Mississippi Certified Public Manager (MCPM) Program is designed to prepare managers of various governmental levels for the increasingly complex and demanding issues they



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confront each day as they serve the public. The CSM and CPM designations are professional rather than academic credentials. The MCPM is a member of the National Certified Public Manager Consortium.

- d. The State Executive Development Institute (SEDI) is an annual leadership seminar offered by the John C. Stennis Institute of Government designed to prepare mid-to upper level state and local government executives to be more effective leaders. A broad range of topics are presented by government officials, researchers and instructors in order to bring participants a well-rounded and applicable curriculum. The SEDI curriculum includes cutting edge management theory, organizational development concepts and techniques, administration and applied management techniques and a variety of other related and timely topics.

D. The Basic Supervisory Course Requirements

1. Basic Supervisory Participation

- a. All state employees appointed after July 1, 2003, to a supervisory or management position shall participate in the Basic Supervisory Course Program within 18 months from the date of initial appointment.
- b. All state employees appointed prior July 1, 2003, to a supervisory or management position shall participate in the Basic Supervisory Course Program within three (3) years of the implementation of the Management Training Program.

2. Exemption from Participation

- a. The executive director of an agency may request exemption of an employee from the requirement of management training by sending a written request for such exemption to the State Personnel Director.
- b. The State Personnel Board shall promulgate rules and regulations, which set forth the criteria by which the State Personnel Director may exempt an employee from the requirement of management training.

- (1) All agency heads, appointed officials, and elected officials are exempt from statutory BSC attendance.



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- (2) All BSC, CSM and CPM graduates and all current CSM/CPM participants have already fulfilled the Management Training Act requirements.

3. The Basic Supervisory Course Certification Requirements

- a. Applicants must submit a completed Participant Goals form, signed by their supervisor, to the SPB Management Training Division prior to the start date of the training session for which the participant is registered.
- b. Participants must attend the entire one-week course.
- c. When an excused absence is necessary, the participant must make up the missed portion within 60 days. The SPB will work with the participant to identify times and locations for making up the missed course work.
- d. Participants must submit a completed Individual Development Plan (IDP), signed by the participant's supervisor, within 90 days from the date of completion of the course.
- e. Completion of a post test instrument with a minimum passing score of 70%.
 - (1) Individuals may retake the post-test three (3) times.
 - (2) Retests are scheduled on a monthly basis.

4. Basic Supervisory Course Registration and Cancellation Requirements

- a. The Basic Supervisory Course is designed for public sector supervisors, managers and administrators at any level in state government. Eligible employees can obtain a BSC registration form from the following locations:

- (1) SPB Office of Training, Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, MS 39201;

Management Training Division, SPB Training Center, 116 Market Ridge Drive, Ridgeland, MS 39157;



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The State Personnel Board Website at www.spb.state.ms.us; or

Any agency Human Resource or Training Department.

- (2) Applicants are encouraged to submit their registration form at least four (4) weeks prior to the BSC session they plan to attend. Indicated preferences will be accommodated when possible. Seating capacity is limited (maximum 25 participants per session), and applicants are registered in the order the registrations are received.
 - (3) Registrations must have the signature of approval from the applicant's supervisor and the Human Resource/Training Director or other authorizing official of the agency.
- b. Cancellation of any registration for the BSC must be made in writing at least two (2) weeks prior to the scheduled session. The agency will be billed for cancellations made less than two (2) weeks prior to the session.
- (1) When cancellation is necessary, substitution of participants is allowed.
 - (2) Substitute participants must follow the BSC participation requirements
5. Basic Supervisory Course Scheduling Procedures
- a. The Basic Supervisory Course sessions are scheduled on a six-month basis, and schedules are distributed biannually.
 - b. The State Personnel Board maintains a two-semester calendar, from July through December and from January through June.
 - c. BSC open enrollment sessions are scheduled throughout the year and registrations are accepted from any public sector organization. Open enrollment BSC sessions are scheduled at the SPB Training Center and other sites throughout the state, generally in the southern and northern regions.
 - d. BSC Agency sponsored sessions are scheduled per the request of any public sector organization or agency, and can be held at the location of the sponsor's choice, including the SPB Training Center, if space is available.



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- (1) The sponsoring agency must agree to provide a minimum of twenty (20) participants for a sponsored session.
 - (2) The maximum enrollment for an agency-sponsored session is twenty-five (25) participants.
 - (3) Two or more agencies may combine to meet the minimum enrollment for a sponsored session.
 - (4) When the session will be held at a location other than the SPB Training Center, agencies sponsoring a BSC session must provide a contact person as site coordinator to assist the BSC coordinator with logistical arrangements.
 - (5) The BSC session coordinator will work with the sponsoring agency training coordinator to ensure the proper registration and notification of participants and instructors and the delivery of all course materials, equipment and supplies.
 - (6) Agency sponsored registration forms must be received by the SPB Management Training Division at least three (3) weeks prior to the start date of the scheduled session.
- e. Agencies may choose to host a BSC session at their agency as an open enrollment session or at the request of the SPB Management Training Division due to the need for a session in a particular region of the state. Agencies that host a BSC session provide the training space at the site of the agency or another location in the proximity of the agency.
- (1) Hosting agencies receive one free admission for an employee to attend the BSC session scheduled at the agency site.
 - (2) Agencies can notify the Management Training Division of the number of employees in a particular region of the state who need to attend a BSC session, and accommodations will be made to offer a session in that location if there is a sufficient number of applicants from other agencies in that region.



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6. Basic Supervisory Course Participation Cost

- a. The Basic Supervisory Course cost is \$300 per participant.
- b. For an agency sponsored BSC the cost is \$6500 per session up to a maximum of 25 participants.
- c. Agencies are billed for participants at the completion of a session.

E. Educational Benchmark Awards

It is the intent of the Legislature to provide incentives for the successful completion of the various levels of management training provided to state employees. Per legislation, the State Personnel Board has established the following maximum amounts of such incentives:

- 1% increase = Basic Supervisory Course (BSC)
- 2% increase = Certificate in Supervisory Management (CSM)
- 3% increase = Completion of Certified Public Manager (CPM) Program
- 1% increase = Completion of the Stennis Executive Development Institute

Note: An employee who has completed the CSM and/or the CPM will not be eligible for a 1% increase for subsequently completing the BSC.

F. Annual Training Needs Assessments

1. The State Personnel Board Office of Training shall conduct an annual assessment of the overall need for management training in state agencies, which shall include training identified by executive heads of agencies.
 - a. The Office of Training shall develop performance objectives for the Management Training Program expressed as measurable outputs and outcomes.
 - (1) Performance objectives include training outputs which express the increases in skills, knowledge and abilities gained in the training; and
 - (2) Management outcomes express improvements in public administration in the State of Mississippi due to the training program.



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- b. The Office of Training shall annually measure the program effectiveness and revise its performance objectives for the Management Training Program as necessary.

G. Reporting Requirements

1. On July 1 of each year, all state agencies shall submit to the SPB Office of Training a report that will include information as specified by SPB pertaining to the amount of funds spent on management training.
 - a. Reports on funds expended must be completed by sub-agency.
 - b. All management training expenditures shall be reported for the previous fiscal year.
 - c. The expenditure report shall include the total amount of funds spent on participant training for BSC, CSM, CPM, and other management training programs, to include travel and other costs.
2. SPB will report annually to the legislature the amount of funds spent on management training by each state agency and the effectiveness of the training program for each state agency as measured by the State Personnel Board's performance objectives.

If you have any questions regarding Policy Memorandum No. 7, please contact the Office of Training at 359-2722.