



MISSISSIPPI  
STATE PERSONNEL BOARD



Fiscal Year 2013  
**Annual  
Report**

# Fiscal Year 2013 Annual Report

## On The Cover



The Mississippi State Capitol Building photographed in August 2013.

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

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# Managing Our Most Valuable Resources

Dear Fellow Mississippians,

At MSPB, it is no longer simply a new day. It is a new tomorrow. We have expanded our focus and efforts from the services we are providing today to the services we must provide tomorrow to ensure a quality workforce for the future of our State.

Although our workforce demographics remained relatively unchanged from Fiscal Year 2012, we are aware of the challenge presented by the looming silver tsunami. Fifteen percent of our employees could retire today, and nearly one-third of our workforce could retire in five years. To not only weather the storm but to emerge stronger, we have continued to expand *MSPB+*, our initiative launched in January 2012.

Through policy changes, we revolutionized the State workforce from being driven by seniority to being driven by an employee's performance. As the State workforce continues decreasing in size, it is more critical than ever that employees perform at high levels.

The results of our new recruitment efforts are the receipt of job applications at record levels. Our 2013 HR Summit to promote best practices and provide federal and state legal updates was well attended and received excellent reviews. We created a college student internship program to assist our college students in gaining valuable work experience and to encourage our best and brightest students to consider careers in public service.

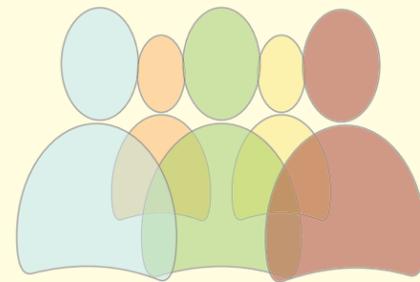
All of our efforts were accomplished with no increase in MSPB staff and within our existing budget. Our MSPB team has worked hard for the past eighteen months to accomplish these significant, broad-reaching reforms. While we have much work to do, we are proud of our progress and are grateful for the opportunity to serve the people of Mississippi.

On behalf of the Mississippi State Personnel Board, it is my honor to present to you our Annual Report for Fiscal Year 2013.

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 first 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 more than 30,000 of those 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 more than 130 agencies, boards and commissions; more than 30,000 current employees; more than 200,000 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

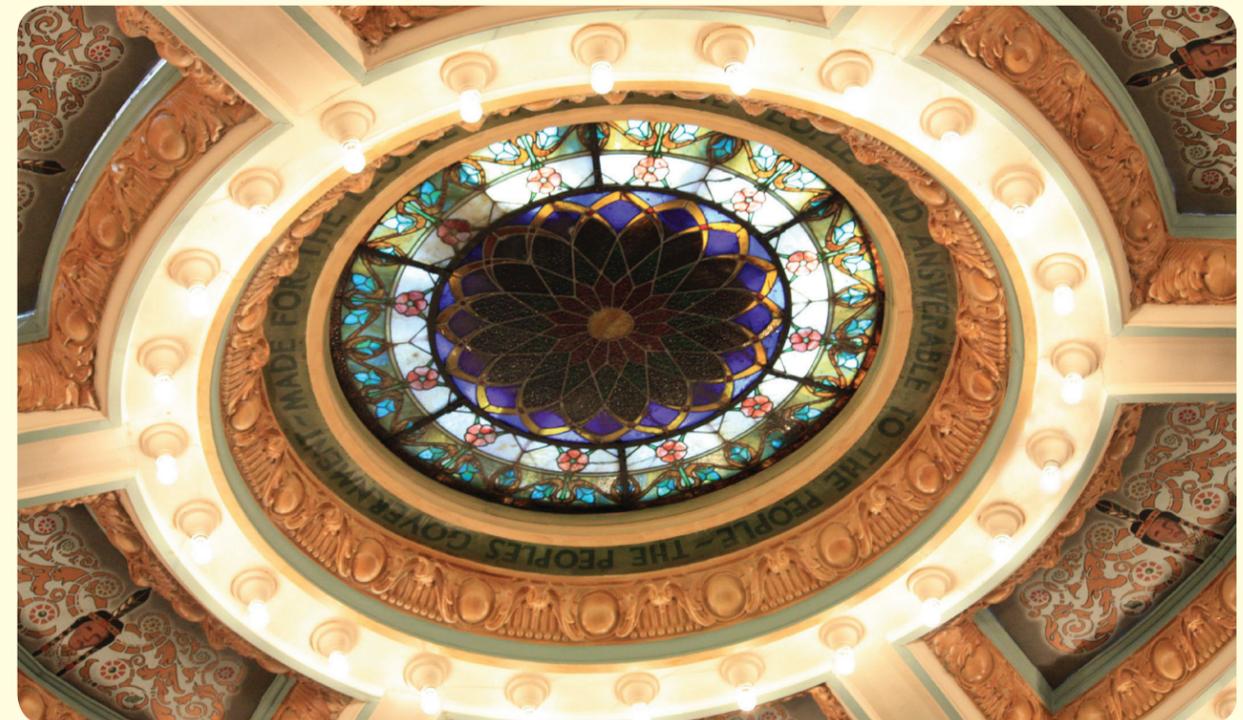


Photos courtesy of MDA/Tourism

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.

**Representing Mississippi:** From the heart of the Capital city, to the Delta blues landmark, to the scenic Gulf Coast, the MSPB is proud to serve Mississippi.

**Below:** Art Nouveau stained glass was used in the top of the dome inside the Senate chamber at the Mississippi State Capitol. The inscription around the dome reads, "The people's government made for the people by the people and answerable to the people."





# 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 Donald G. Brown - Vicksburg, Mississippi**

Mr. Brown was originally appointed to the Board in 2005 and was reappointed to a second five-year term on the Board by Governor Haley Barbour in 2010. Mr. Brown is the Warren County Director for the 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.



**Vice-Chairman Alwyn H. Luckey - Ocean Springs, Mississippi**

Mr. Luckey was appointed to the Board by Governor Phil Bryant in April 2012 to fill an unexpired term. 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 municipal judge for the City of Ocean Springs.



**L. H. Gibson - Summit, Mississippi**

Mr. Gibson was appointed to the Board by Governor Haley Barbour in 2008. Mr. Gibson is a manager at Denbury Resources, Inc. and has over 25 years of senior level HR management and operations experience with companies such as Sanderson Farms, Kellwood Company, and Levi Strauss. Mr. Gibson has served as Chairman on numerous boards, including the Salvation Army and the United Way of Southwest Mississippi.



**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 a principal in Ardillo McCullough & Taggart, LLC, and a principal of NPA, LLC.



**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 2008. At the time of his July 1, 2008 retirement, he was the longest serving director of a state DHS. Colonel Taylor currently hosts the *Prime Time Radio* show on SuperTalk Mississippi.



# 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; 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: Fees and Salaries of Public Officers - Chair; Appropriations; Gaming; Ports, Harbors and Airports; Public Health and Human Services; Public Property; Public Utilities; and Rules.

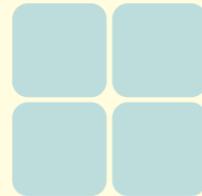


## Personnel Advisory Council: Ready to **Serve**



The Personnel Advisory Council advises the Mississippi State Personnel Board in the development of policies, programs, 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 Department of Mental Health, the Department of Rehabilitation Services, 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.

The 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. The 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.



Ensuring a Quality Workforce

# 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 18 months 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 the MSPB at no additional cost.
- Ensure greater transparency by publishing decisions rendered by the Employee Appeals Board on the MSPB website.
- Establish a college student internship program for agencies, boards and commissions.
- Facilitate the sharing of best practices among governmental entities.
- Revise the 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.





# Moving Forward Together



Pictured left to right are: Deanne Mosley, Executive Director of the Mississippi State Personnel Board; Governor Phil Bryant; Randy Reeves, Executive Director of the State Veterans Affairs Board; Don Brown, Chairman of the Mississippi State Personnel Board.

The Mississippi State Personnel Board is empowered by the Mississippi Legislature to create the policies and procedures that define and guide the employment experience for employees of the State of Mississippi.

During FY 2013, the MSPB made major overhauls to the MSPB Policy and Procedures Manual and

the State Employee Handbook with a focus on promoting performance, improving efficiencies, and ensuring accountability. Recommendations were received from Executive Directors, Human Resources Directors, the Personnel Advisory Council and a Task Force of HR Directors and Managers. Revisions were effective January 15, 2013. Here are a few of the major changes.

## State Employee Handbook

## Policy and Procedures Manual



### What's New

Revised the Reduction-In-Force policy to emphasize an employee's performance over seniority

Changed the state employee annual evaluation from pass/fail to numerical scale which more accurately measure performance

Added deadlines for MSPB to ensure accountability and efficiency on our part

### What's New

Removed unnecessary and unduly burdensome requirements imposed upon agencies, boards and commissions

Streamlined both the Disciplinary Process and the Grievance Procedure for greater efficiencies

Produced webcast to communicate revisions in a more timely and efficient manner

## 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 2013 Award for Excellence in State Government was Mr. Randy Reeves of the Mississippi State Veterans Affairs Board. Mr. Reeves

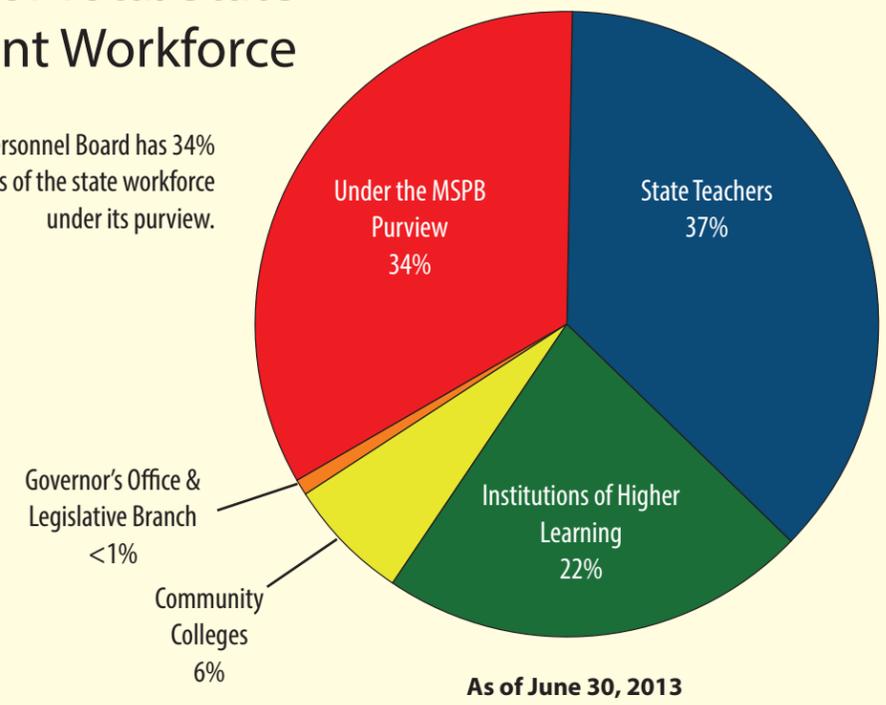
was recognized for stabilizing agency funding by creating methods to provide consistent funding streams and improving efficiencies; increasing partnerships with state and national agencies, including working with the Department of Employment Security on a veterans job program and with the Military Department on legislative issues; increasing the educational institutions approved for veterans benefits from 84 to 91; and implementing a recognition program and increasing training options for agency employees in order to improve delivery of services to veterans. He also worked to provide a burial option for veterans and spouses by opening the first state veterans cemetery and was instrumental in the implementation of the "Vet" designation for veterans on drivers licenses.



Carson Chittom, Director  
Human Capital Core Processes

## Distribution of Total State Government Workforce

The Mississippi State Personnel Board has 34% of the 91,764 members of the state workforce under its purview.



## Human Capital Core Processes

**H**uman 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 the MSPB professionals who provide an array of services in three main functional areas: Core Processes, Job Description Validation and Career Counseling.

The MSPB serves more than 130 agencies, boards, and commissions - about 34% of the entire 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

**Workforce Statistics**

AVERAGE AGE: 44.5 Years

AVERAGE SERVICE TIME: 9.8 Years

GENDER: 61% Female and 39% Male

RACE: 51% African American, 47.5% Caucasian and 1.5% all other races

AVERAGE ANNUAL SALARY: \$34,506

As of June 30, 2013

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 race, color, sex, religion, national origin, age, disability, genetic

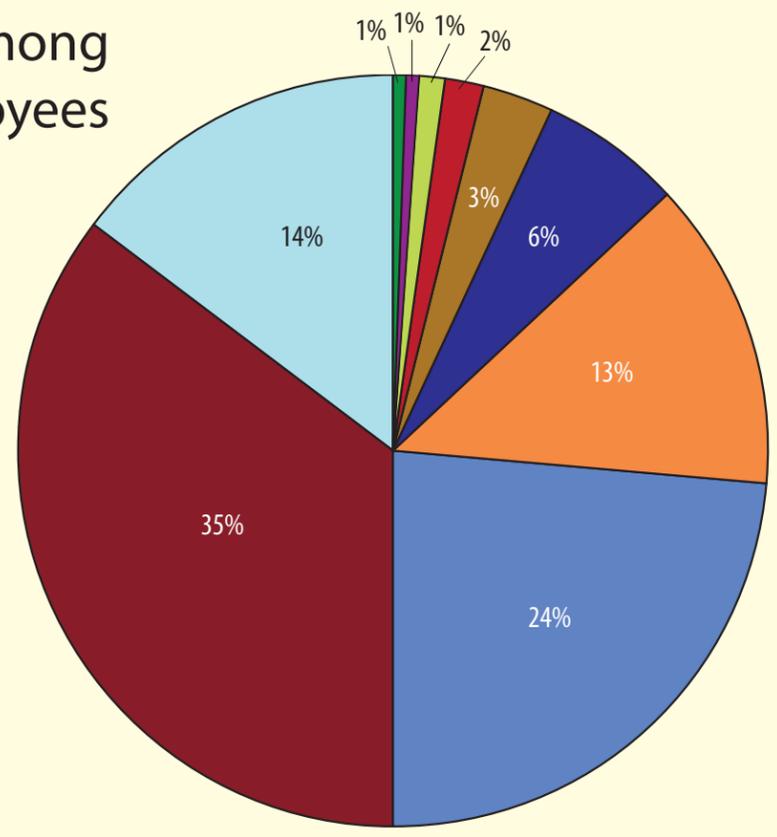
information, religious creed or political affiliation. It is a compilation of applicant services ranging from the evaluation of applications to processing of transactions relative to the hiring process.

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

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

## Salary Distribution Among Full-Time Employees

- \$100,000 and over
- \$90,000 to \$99,999
- \$80,000 to \$89,999
- \$70,000 to \$79,999
- \$60,000 to \$69,999
- \$50,000 to \$59,999
- \$40,000 to \$49,999
- \$30,000 to \$39,999
- \$20,000 to \$29,999
- \$14,000 to \$19,999



As of June 30, 2013

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, utilizing technology and outsourcing.

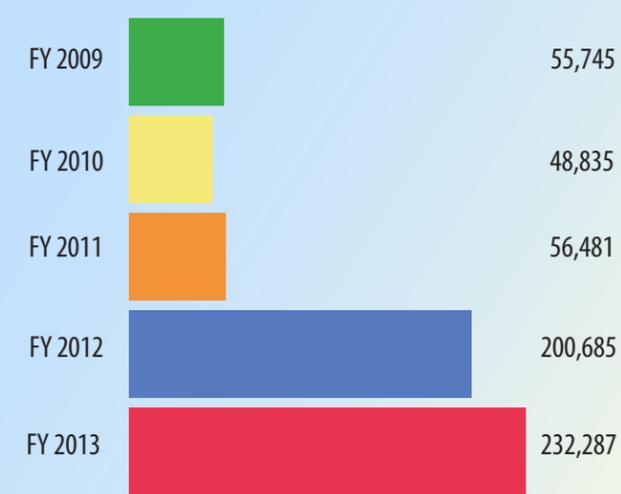
## Essential Services

The 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

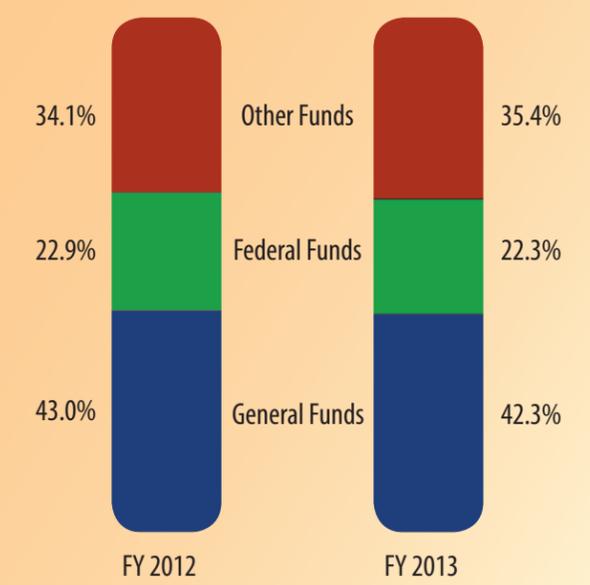
## Total Job Applications

The annual average number of applications received by the MSPB has increased from 53,687 in FY 2009 to FY 2011 to 216,486 in FY 2012 to FY 2013.



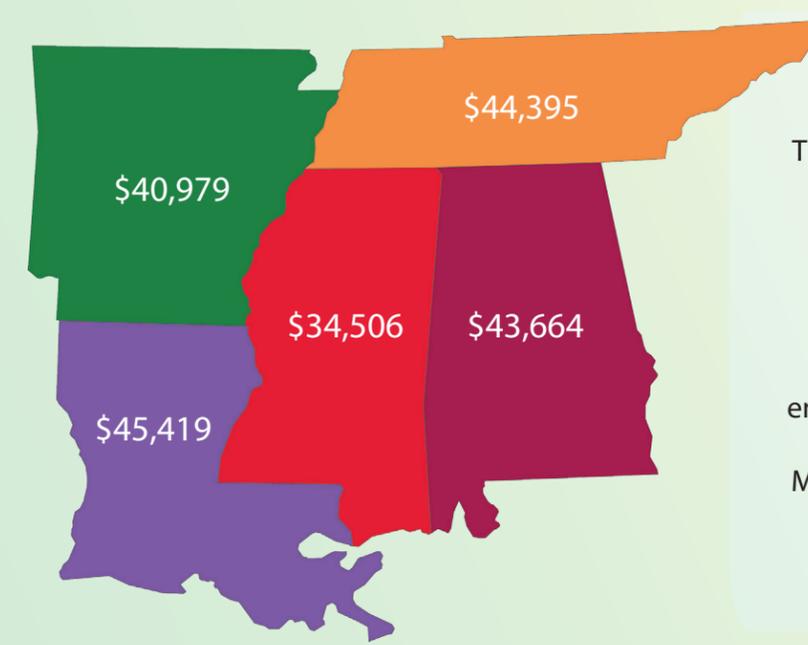
As of June 30, 2013

## Salary Source By Fund



The dollar amount of salaries paid by state general funds decreased 0.7% from FY 2012 to FY 2013.

## Annual Average Salary Comparison



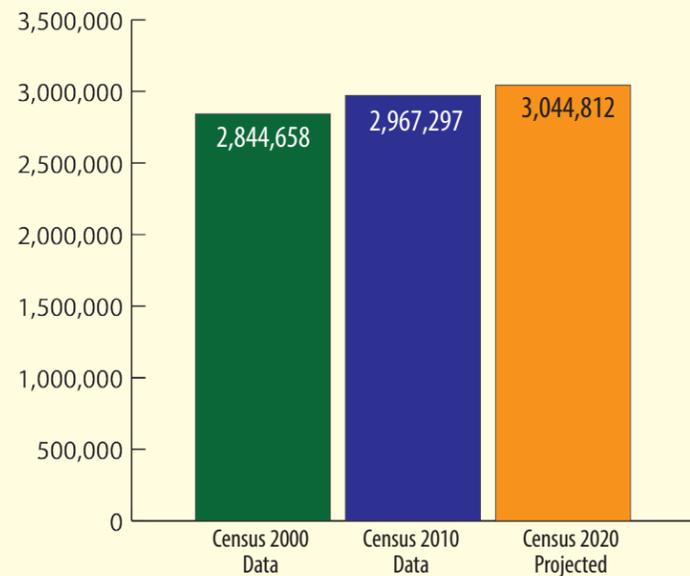
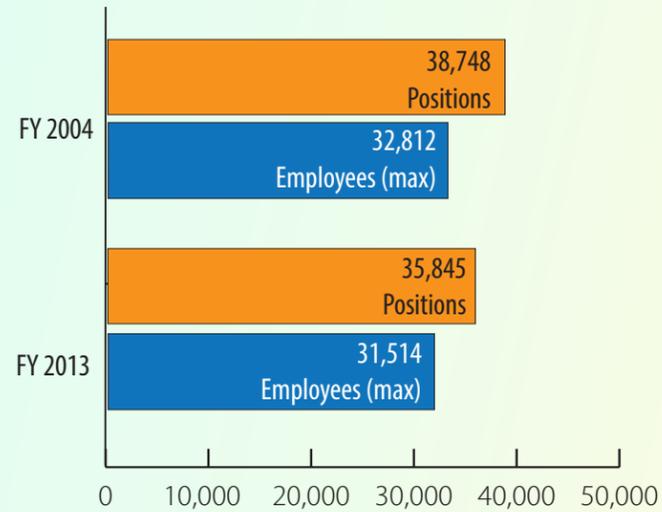
The Annual Average Salary for state employees in Mississippi's four neighboring states is \$43,614.

Sixty-two percent of employees under the MSPB purview earn less than Mississippi's average salary of \$34,506.

### ■ Employment in State Government: A Ten-Year Comparison

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

The number of positions decreased by 7.5% from FY 2004 to FY 2013, while the maximum number of employees decreased by 4%.



### ■ 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.

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 2013, 15% of the state workforce under the MSPB purview were eligible for retirement. By 2018, that number is projected to grow to 31%. In only five years, we could lose nearly one-third of our workforce and the institutional knowledge those employees take with them.

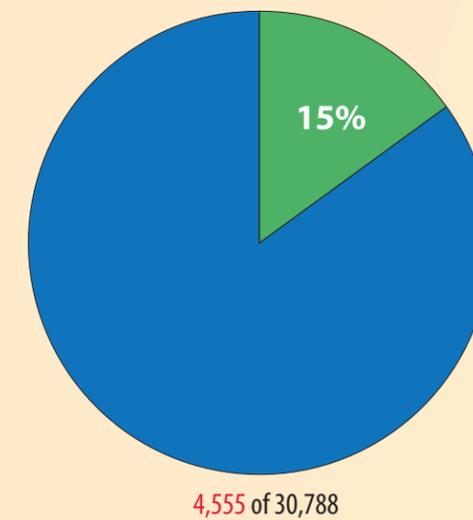
Retention is key to ensuring a quality workforce for Mississippi's future. With a rapidly growing retirement age group and an average service time of just ten years, the MSPB is focusing on developing training opportunities to benefit employees and their agencies.



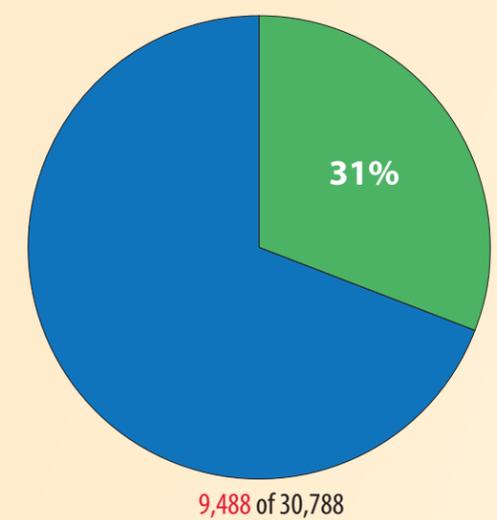
During the past five years, **67%** of those who have resigned had been employed five years or less. Of those who resigned, **62%** were age 40 or under.

### ■ Breakout Study: Workforce Retirement Eligibility

Employees Eligible to Retire as of July 1, 2013



Employees Eligible to Retire Within 5 Years



When employees retire, we lose institutional knowledge. We need to close the loop on the employee life cycle.



Jim Nelson, Jr., 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.

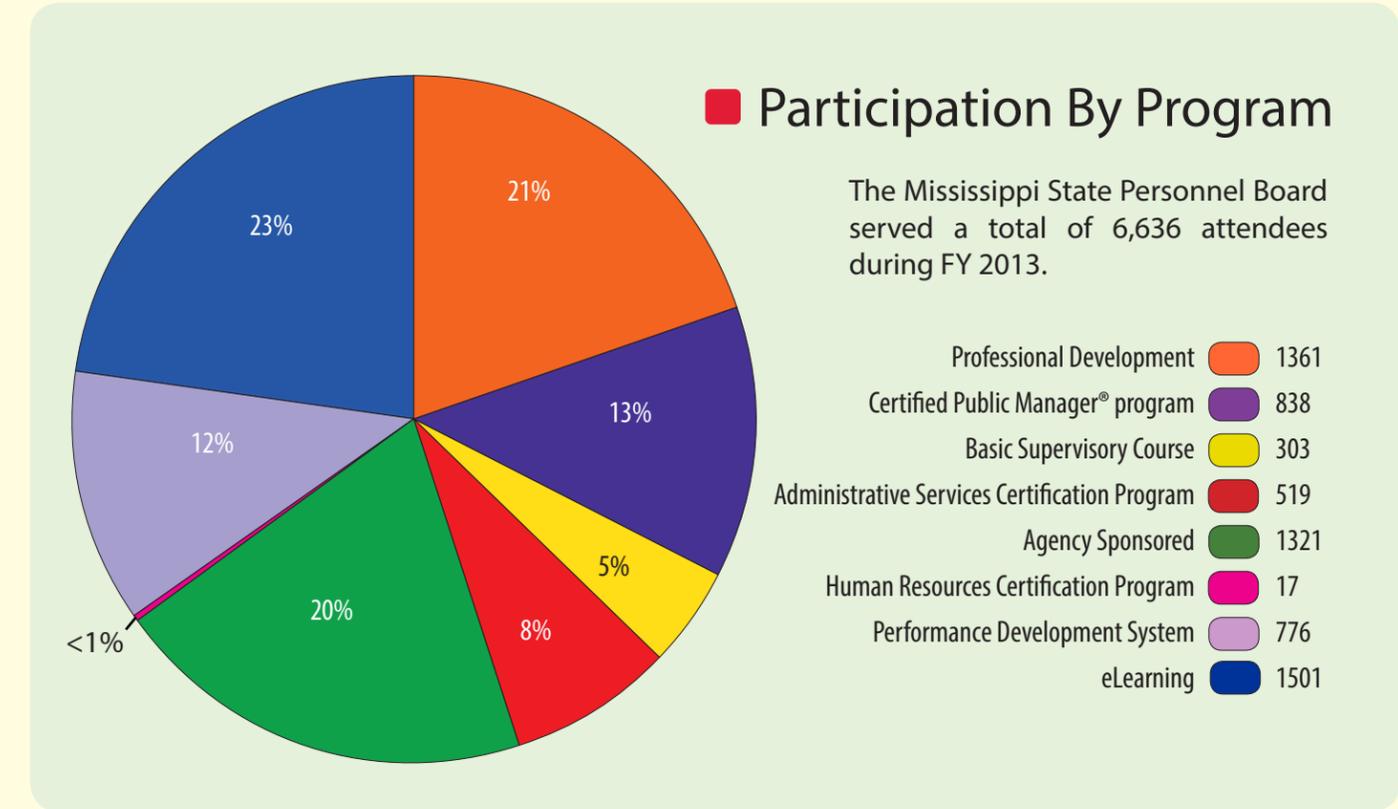
The Office of Workforce Development has two programmatic functional areas: Talent Management and Career Development.

The Talent Management Division provides agencies with management tools to measure

performance, competencies and skill sets, and 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.



# Training Tomorrow's Leaders Today



**MCPM 2013 Graduates.** Professional development courses such as the nationally accredited CPM program build leadership in state government. The MSPB teaches thousands of employees every year.

Education is a lifelong process. The MSPB 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, the 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, top managers from agencies, boards and commissions throughout the State and virtually every area of public service.



# TRAINING UPDATES

## Agency Sponsored Training

The need for training is greater than ever before, but the increased budget constraints make it difficult for agencies to help their employees develop valuable leadership and interpersonal skills. In response to these challenges, the MSPB has mobilized Agency Sponsored Training, which takes many of the highly acclaimed leadership development courses on-site so that agencies can maximize the training opportunities without incurring travel expenses.

## Expanded eLearning Center

Since launching the eLearning Center in June of 2012, the MSPB has continued to expand the courses offered online. In addition to Mississippi Certified Public Manager® Orientation and Administrative Services Certification Program Orientation, the MSPB also offered policy webcasts and *The 8 Principles of Great Leadership* through the eLearning Center in FY 2013. Offering online courses will continue to be a focus as the MSPB seeks greater efficiencies in serving the training needs of State agencies and their employees.

### ■ Training Programs



#### 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.

#### 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.

#### 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.

#### 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.

#### 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



*"The CPM program has proven to be an asset for young government professionals. It introduces them to the intricacies of state government and politics and creates a network of contacts that will be beneficial to their success."*

Allen Godfrey  
Executive Director - Mississippi Gaming Commission

*"The City of Columbus Fire Department believes so strongly in the CPM program that we require all of our firefighters to complete the Certificate in Supervisory Management (Level 3). This program makes you a better manager of time, of people and of the services you provide. Every single day, I use something that CPM taught me both personally and professionally. "*



Martin Andrews  
Assistant Chief - City of Columbus Fire Department

## Career Expos

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

Military Veterans Job Fair	Jackson
Camp Shelby Career Fair	Hattiesburg
Vicksburg Area Job Fair	Vicksburg
Northeast MS WIN Job Fair	Corinth
Job for Jacksonians Job Fair	Jackson
Desoto County Area Job Fair	Southaven
University of Phoenix Career Fair	Flowood
Mid-Mississippi Governor's Job Fair	Kosciusko
Marshall/Benton Area Job Fair	Holly Springs
Belhaven University Job Fair	Jackson
Rankin County Area Job Fair	Pearl
MS Employment Expo 2013	Jackson
Jobs for Graduates	Pearl
The Educational Opportunity Center Job Fair	Canton
New Horizon Church International Career & College Expo	Jackson
East Central Community College Job Fair	Decatur

Representing the State at job fairs throughout Mississippi

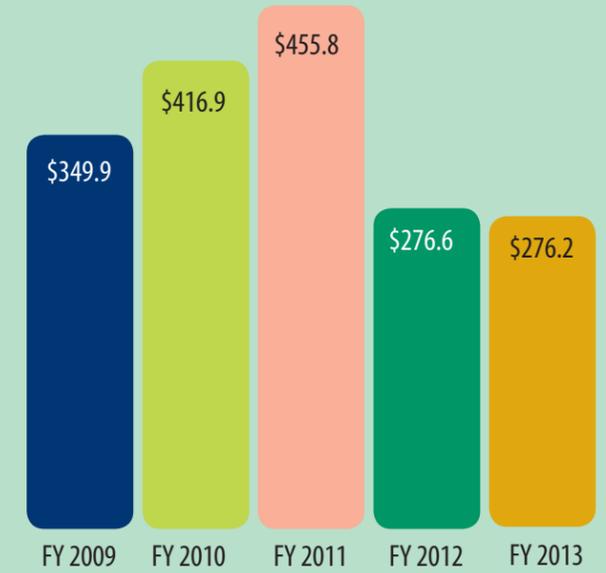




Teselyn Funches, Director  
Personal Service Contract Review Board

## Personal Service Contracts: Five Fiscal Years

In FY 2009, the Board reviewed 424 contracts valued at \$349,930,453. There were 582 contracts reviewed in FY 2010 for a total of \$416,876,392 and 464 items totaling \$455,763,078 in FY 2011. In FY 2012, the Board took action on 543 items totaling \$276,587,055 and in FY 2013, the Board took action on 593 items totaling \$276,228,980.



## Personal Service Contract Review Board

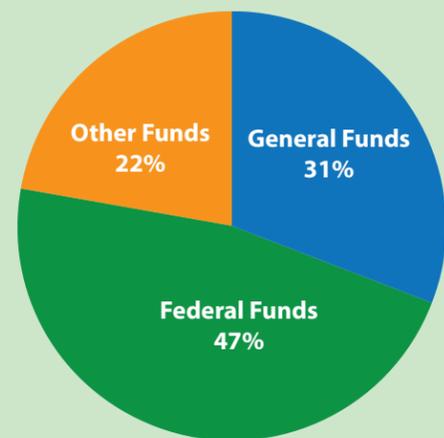
The Personal Service Contract Review Board (PSCR) plays an integral role in how personal services are procured for the State of Mississippi.

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

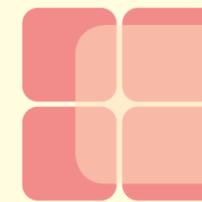
The PSCR is responsible for administering standards for the issuance of invitations for bid and requests for proposals, and the award of service contracts. It also oversees the consideration of costs and quality of services proposed, the contract negotiations, the administrative monitoring of contract 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 the PSCR.

The Mississippi State Personnel Board provides administrative support for the PSCR.

### Contract Funding Sources FY 2013



General Funds: \$84,549,808.08  
Federal Funds: \$130,404,047.58  
Other Funds: \$61,275,125.12



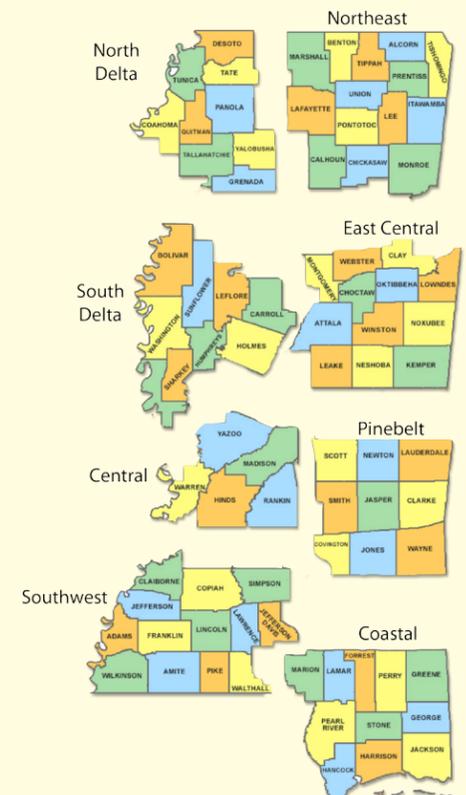
The PSCR is comprised of the Executive Directors or designees of the Mississippi State Personnel Board, the Department of Finance and Administration, the Department of Corrections, the Department of Environmental Quality, and the Department of Wildlife, Fisheries and Parks.

## Promoting Fiscal Responsibility

In FY 2013, the Personal Service Contract Review Board expanded the number of preapproved vendor lists with the addition of Car Patrol and Foot Patrol Armed Security Services and Background Screening Services. The preapproved vendor lists were first established in March of 2012 when PSCR exercised its statutory authority, granted pursuant to Miss. Code Ann. § 25-9-120(3)(d), to create preapproved vendor lists.

Although not required to use the preapproved vendor lists, governmental entities which do so contract without advertising for procurement and completing the standard procurement process. Contracts with preapproved vendors receive expedited review and approval by the PSCR.

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.





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 the MSPB by statute but supported by the agency through administrative services.

The EAB is comprised of three Hearing Officers, one from

each Supreme Court district, who are appointed by the MSPB. 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 2013

#### Initial Appeals

Demotions .....	1
Suspension Without Pay .....	9
Termination .....	57
Unresolved Grievances.....	18

En Banc.....	9
Circuit Court .....	4

**The EAB caseload increased over 9% from FY 2012 to FY 2013.**



### Orders Rendered

#### Initial Orders Rendered

Affirmed .....	24
Agreed .....	25
Dismissed/Appeal Not Perfected .....	1
Dismissed/Lack of Jurisdiction .....	14
Dismissed/Motion of Appellant.....	10
Dismissed/Failed to Appear.....	2
Dismissed/Stale.....	1
Reversed .....	9
Partial Relief.....	4

#### En Banc Orders Rendered

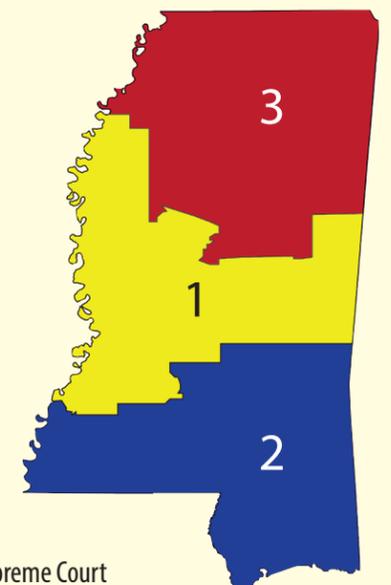
Affirmed .....	11
Dismissed .....	1
Reversed .....	0
Partial Relief.....	0

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 race, color, religion, national origin, sex, age, disability, creed, physical handicap, genetic information or political affiliation in any personnel action or unlawful employment practice.

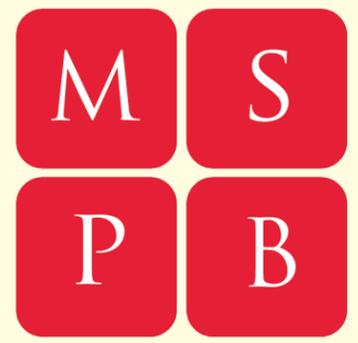
They also may appeal alleged acts of retaliation based upon the employee's or applicant's reports to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

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.



## Serving Others by Serving Lunch



This year the MSPB employees volunteered to spend their lunch break serving meals at Stewpot Community Services in downtown Jackson. The MSPB employees also donated canned goods to help stock Stewpot's Community Kitchen pantry, which provides a noontime meal to anyone - no questions asked - seven days a week, 365 days a year.

Stewpot, which began as a simple soup kitchen, has developed into an organization offering several different services ranging from shelter and clothing, to counseling and children's programs. Since its inception, the goal of Stewpot has been to promote, develop, stimulate and encourage physical and spiritual development by providing nutritious meals to the community.

## Community Leadership



**T**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.

through Toys for Tots, participating in canned food drives to support Stewpot Community Services, 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.

Many employees of the Mississippi State Personnel Board proudly contribute their time, talents, and resources to worthy causes year-round including making children's Christmas wishes come true

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



## Collecting Toys for Tots

Christmas is a time for giving, and the MSPB employees gave generously to make Christmas a special time for children in the Metro Jackson area through the U.S. Marine Corps 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.

The MSPB employees exceeded their goal for collecting presents for Toys for Tots during FY 2013.



Fiscal Year 2013  
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Report



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