

**Mississippi State Personnel Board
Human Resources Certification Program**



Program Policies

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PURPOSE/OVERVIEW

The purpose of the Human Resources Certification Program (HRCP) is to develop well-trained human resources practitioners in Mississippi state government by providing a comprehensive training program specifically tailored to human resource professionals at both the technical and managerial levels.

The Human Resources Certification Program focuses on the application of key HR rules, regulations, policies, procedures, and practices.

HRCP consists of five levels:

- Level I: Human Resources Overview
- Level II: The Employee Life Cycle
- Level III: MSPB Processes
- Level IV: Budgets, Realignments, and Conversion
- Level V: Essential Tools for HR Success

ENROLLMENT ELIGIBILITY

Participants must either work in the field of human resources in state government or be selected by his or her agency to participate as part of the agency's succession/retention/talent management efforts.

PROGRAM ADMINISTRATION

The Human Resources Certification Program was launched June 2007 and is administered through the Office of Workforce Development at the Mississippi State Personnel Board.

Program Administrators

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CERTIFICATION REQUIREMENTS

To achieve HRCP Certification, the participant must:

1. Attend the five levels of classroom instruction, each lasting three days
2. Receive a passing score on the written test at the completion of Levels 2 and 4
3. Submit two sections of the Competency Report after Level 3
4. Complete an HR-related project from one section of the Competency Report and present it to agency management between levels 4 and 5.
5. Submit the final three sections of the Competency Report after Level 5.

LEVEL I: HUMAN RESOURCES OVERVIEW

The effective Human Resources (HR) office; Competencies for success as an HR professional; overview of the State workforce; overview of the Mississippi State Personnel Board divisions and services; features of the State Health Plan; payroll & benefits administration; the State wellness initiative; the Public Employees' Retirement System and Deferred Compensation; HR getting a seat at the table; records management; HR records retention and disposal; Crucial Conversations®

LEVEL II: THE EMPLOYEE LIFE CYCLE

Recruitment processes and procedures; interviewing and selecting the best candidates; reference and background checks; selection and job offers; employee onboarding/orientation; workplace investigations; federal regulations; injury/illness/leave administration; performance development system; workforce development programs; employee separations, and retirement

LEVEL III: MISSISSIPPI STATE PERSONNEL BOARD PROCESSES

Organizational structure; position management; reorganization; RIFs and furloughs; reallocations and reclassifications; position vs. contract worker; job classifications and salary range; NEOGOV; the variable compensation plan; compliance status report; understanding appropriations bills

LEVEL IV: BUDGETS, REALIGNMENTS, AND CONVERSION

Acquiring and managing government resources; HR and the agency budget process; conversion/MAGIC; the roles of the Mississippi State Personnel Board (MSPB), the Personal Services Contract Review Board (PSCRB), the Joint Legislative Budget Office (JLBO), the Joint Committee on Performance Evaluation and Expenditure Review (PEER), and the Department of Finance and Administration (DFA) in the budget process; and Crucial Accountability®

LEVEL V: ESSENTIAL TOOLS FOR HR SUCCESS

Roles of the effective HR executive; staying on the cutting edge; detecting corporate fraud; ethics for HR professionals; adult learning and motivation; organizational development and succession planning; panel discussion on trends; special speakers

SCHEDULING FORMAT

The Human Resources Certification Program levels are scheduled annually.

ATTENDANCE

In order to attain the Human Resources Certification, the candidate must have attended at least 80% of each of Levels I-V. No more than 2 hours per level can be missed. If for any reason, participants must leave a training session or come in late, they will be required to arrange a make-up class through the Office of Workforce Development. Make up sessions should be scheduled at the first available date to insure continuity of the program.

Please note: If for any reason you miss portions of the training, you may not be able to make up the training until the next year.

PARTICIPANT CANCELLATION

Participants unable to attend a session will be required to provide a written cancellation to the Office of Workforce Development at least 2 weeks prior to their scheduled date. If the Office of Workforce Development is not notified of cancellation in a timely manner, the participant's agency will be billed.

EXAMINATION

Participants are required to complete and pass a test at the end of levels two and four before advancing to the next level. The minimum requirement for passing a test is 80%. Examination papers will be the property of the Office of Workforce Development. Neither the examination nor copies of the examination papers will be returned to participants. Participants will be notified of their examination results within seven (7) days of the date of examination. Only a pass/fail score will be reported to the participant. Permanent records are maintained by the Office of Workforce Development and are not provided to the agency for the purpose of becoming a part of the participant's official personnel file.

The examination may be retaken twice for a total of three times when a score of 80% has not been obtained.

CERTIFICATION SEQUENCE CHART

The recommended sequence of steps to complete the requirements for the award of the HRCP designation is as follows:

1. Attend Level I
2. Begin work on the Competency Report*
3. Attend Level II and pass the written test
4. Attend Level III and turn in two sections of the Competency Report
(Due one month after completing Level 3)
5. Submit Project Proposal for approval
6. Attend Level IV and pass the written test
7. Submit Project Report after Level IV
8. Deliver Project Presentation after Level IV
(Due one month after completing Level 4)
9. Attend Level V
10. Turn in final two sections of the Competency Report
(Due one month after completing Level 5)

** See Competency Report Guidelines for instructions in completing the Competency Report.*

ELECTRONIC COMMUNICATION DEVICES USAGE POLICY

The Mississippi State Personnel Board is committed to providing a positive training experience to all participants in the Office of Workforce Development programs. To uphold this commitment the Mississippi State Personnel Board, the Office of Workforce Development requires participants ***to set all electronic communication devices (including smart phones, tablets, etc.) to silent and to use these electronic devices only during designated break times.***

The use of any electronic communication devices (including texting) during class time will count against class participation and may be grounds for removal from the class. The participant's agency will be billed for this class.

Thank you for respecting this policy and your fellow participants in the training programs.

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