Information Technology Classifications Special Compensation Plan for FY 2017

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

FROM: Deanne Mosley
Executive Director

DATE: May 19, 2016

SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE SPECIAL COMPENSATION PLAN FOR INFORMATION TECHNOLOGY CLASSIFICATIONS FOR FISCAL YEAR 2017

A. Statement of Purpose

It is the intent of the Mississippi State Personnel Board (hereinafter “MSPB”) to establish the Special Compensation Plan for Information Technology Classifications (hereinafter “Special Compensation Plan”) for the purpose of attracting, retaining, and developing competent information technology professionals to support the information technology business needs of the State of Mississippi. The plan shall provide methods for employment, promotion, and reassignment that are responsive to organizational or program needs and that offer flexibility to appointing authorities/governing bodies to negotiate, establish, and adjust salaries.

These provisions shall supersede all conflicting policies and procedures for the administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual and any additional or replacement manuals, effective July 1, 2016. This policy shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2017.

The statutory increase or decrease of any salary under the salary setting authority of the Mississippi State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

B. Coverage of these Policies

These policies shall govern the Special Compensation Plan for classifications within the State of Mississippi Information Technology Career Path Chart (Attachment 2) with implementation and utilization subject to the Variable Compensation Plan. This plan is also open to those state
agencies not under the purview of the Mississippi State Personnel Board, which voluntarily operate under limited provisions of the Mississippi State Personnel Board.

C. General Policy Provisions

1. Designation Authority

The Mississippi State Personnel Board shall have exclusive authority to approve designated Special Compensation Plan classifications. The Mississippi State Personnel Board will appoint, from a list of nominees submitted by the Executive Director of Information Technology Services, an Information Technology Professional Development Committee (ITPDC) to review information technology related degrees in regard to meeting classification minimum requirements and agency requests for reallocations and class establishments. The ITPDC will provide a recommendation for action to the Mississippi State Personnel Board. This committee shall act in an advisory capacity to the Mississippi State Personnel Board. The ITPDC shall be established by precept and members are appointed in accordance with the procedures in Attachment 1.

Rules for operation of the ITPDC will be published with the Secretary of State’s Office as Attachment 1 to this policy.

2. Adding Classifications to the Special Compensation Plan

Classifications shall be added to the Special Compensation Plan only upon prior approval by the Mississippi State Personnel Board with recommendations by the ITPDC.

3. Position Movement

Positions may be placed under the Special Compensation Plan through the normal reallocation process as outlined in the Mississippi State Personnel Board Policy and Procedures Manual and the Variable Compensation Plan for FY 2017.

Requests for budgeted and non-budgeted reallocations and new positions shall be considered on a case-by-case basis by the Mississippi State Personnel Board with recommendations by the ITPDC. Classifications that are part of the Special Compensation Plan are not eligible for reclassifications.

4. Educational Benchmarks

The Mississippi State Personnel Board Executive Director is authorized to certify requests to award Educational Benchmark increases on a case-by-case basis. Employees
may receive an educational benchmark for the possession or attainment of education, licensure, certification, or registration, which exceeds the level of minimum qualifications listed for the employee’s assigned job class.

General Benchmark Policies

a. Requests for Educational Benchmark awards are made at the discretion of the agency head.

b. No Educational Benchmark shall be awarded for degrees, licensure, certification, or registration, which the incumbent possessed at the time of hire.

c. If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification or should the benchmark cause an employee’s salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.

d. Any new hire flexibility, recruitment flexibility, or other discretionary compensation awarded for, or in anticipation of, future educational achievement, licensure, certification, or registration shall not result in a subsequent award of an Educational Benchmark for the same achievement.

e. Educational Benchmarks shall not be awarded for degrees, licensure, certifications, or registrations, which are required by law for performance of job duties.

5. Designation Policies

Each appointing authority shall comply with Mississippi State Personnel Board policies and administrative procedures which govern the designation of positions and employees for inclusion in the Special Compensation Plan.

6. Annual Policy Memorandum

The Mississippi State Personnel Board shall publish annually a Special Compensation Plan Policy Memorandum, which addresses all policies and procedures to govern the Special Compensation Plan for that fiscal year.
7. **Assignment of Salaries**

The salaries assigned to positions in the Special Compensation Plan shall be fixed in accordance with the provisions of the Special Compensation Plan and Variable Compensation Plan, unless otherwise provided by law.

8. **Provisions for Awarding Special Compensation Plan Salary Increases**

Salary increases for in-class movement under the Special Compensation Plan may, subject to Legislative restrictions, be awarded for achievement of educational objectives, the development of additional critical competencies, or evidence of increasing complexity of work goals. The Special Compensation Plan is intended to reward employees who have attained additional education and competencies, which directly add value to their ability to perform the duties and tasks of their position, which ultimately add value to the agency. It is intended to be awarded individually to employees, similar to an Educational Benchmark, and is not intended to reflect any increases in the value of the classification.

a. **General Policies**

1. Requests for special compensation awards are made at the discretion of the agency head and are based on a 24-month measurement period. The measurement period begins upon completion of the Competencies/Education Profile form by the employee’s supervisor. The measurement period ends upon award of a special compensation salary increase. Another measurement period begins immediately after the award of a special compensation salary increase.

Employees are eligible for their initial special compensation award after a minimum of 12 months evaluation in a Special Compensation Plan position, provided that he/she has remained in the same position and has not been promoted during the evaluation period.

The measurement period will start over upon promotion of the employee or upon a lateral or downward transfer to a different agency than the one in which the employee began the measurement period. Any prior education or training accomplished at the prior agency may be transferred to the new measurement period at the new agency. Certification of prior hours must be received from the employee’s former agency.

2. Employees who complete the requirements for a special compensation
increase may be eligible for a salary increase of up to six percent of their current salary at the time they complete the requirements. A special compensation increase may be awarded up to 12 months after the employee completes the requirements for a special compensation increase.

3. All special compensation awards must be accomplished from within funds available.

4. To be eligible for a special compensation award, the employee must have maintained a “Successful” or higher rating for each competency of the individual’s Performance Development System (PDS) Assessment during the measurement period.

5. A Competencies/Education Profile (CEP) form (Attachment 2) signed by the employee’s immediate supervisor and authorized by the agency head must be kept on file by the agency for each special compensation increase.

6. Further, to qualify for a special compensation increase, agencies must complete Form ITSCP-0716 (included at the end of this document), which certifies that the recipient has completed all requirements as outlined in this memorandum.

b. Requirements for Eligibility

1. To be eligible for a special compensation increase, an employee must complete at least 120 contact hours of education/training. At least 60 hours of the contact hours must be technical in nature and appropriate for his/her classification. The remaining 60 hours may be as approved by the agency head. However, employees who receive a special compensation award for the initial twelve-month period, as discussed in paragraphs (1) and (2) above must complete 60 contact hours of education/training. At least 30 hours of the contact hours must be technical in nature and appropriate for his/her classification. The remaining 30 hours may be as approved by the agency head.

2. In addition to the education/training hours, an employee must receive a rating of Yes (Y) indicating added value accomplished by the employee for at least three of the competencies identified for that classification, indicating the employee has fully met the supervisor’s expectations relative to those competencies. Documentation supporting the added value must be maintained by the agency.
3. The employee must have maintained a “Successful” or higher rating for each competency of the individual’s Performance Development System (PDS) Assessment during the measurement period.

c. Approved Education/Training

1. A listing of qualified education/training categories will be maintained by the Information Technology Professional Development Committee (ITPDC). Approved categories will be listed for each of the four job families (Management, Infrastructure, Operations and Support, and Systems Delivery, Attachment 2). Training hours from conferences must be documented in detail, reviewed, and approved by the agency head for consideration of training hours for special compensation.

2. Copies of course certificates or other documents specifying completion for education/training hours shall be maintained by the agency and shall accompany the Competencies/Education Profile (CEP) form. In the case of education/training which specifies a range of hours required for completion, the minimum number of hours specified will be used. In the case of conferences or general session type meetings where individual documents of completion are not distributed to participants/attendees, the employee’s immediate supervisor must certify in letter format the number of hours claimed by the employee. The certification will be approved by the employee’s first level reviewer for the agency head. On the job training will not be counted as training for special compensation.

3. Education/training contact hours shall count only for the current measurement period. Hours achieved in excess of 120 will not be carried over to future periods, nor will they be given additional weight or computation in the current measurement period. Once a special compensation award is made, the employee then begins the next measurement period with zero contact hours.

d. Critical Competencies

1. A complete listing of critical competencies has been identified for each job classification. At the beginning of the measurement period, the employee’s supervisor will identify on the Competencies/Education Profile (CEP) form those critical competencies that are to be achieved by the employee. At the end of the measurement period, the supervisor will
annotate the form with a “Y” to indicate the employee has successfully achieved the expected improvement of the individual competency or will annotate with an “N” to indicate that the employee did not achieve the expected level of improvement of that individual competency. An indication of a “Y” or an “N” only indicates the employee did or did not achieve the planned increase in each individual competency. It does not indicate an acceptable or unacceptable level of competency, but merely if the employee achieved the change outlined by the supervisor at the beginning of the measurement period.

2. During the measurement period, generally at a six-month or one-year interval, the critical competencies indicated by the supervisor at the beginning of the measurement period should be reviewed and discussed with the employee. If the focus of the employee’s position has changed since the beginning of the period, the supervisor may, at any time prior to the end of one full year of the measurement period, close out the previous competency/competencies and indicate a different set of critical competencies to be in effect for the remainder of the measurement period. The close out and resultant change of competency selection must be accompanied by a narrative describing the reason for the change.

3. No official feedback document is required for critical competencies. Each supervisor should, on a continuing basis, review and discuss with the employee his or her progress, or lack thereof, in relation to each critical competency to be attained during the measurement period. Courses, seminars, books, and other materials may be suggested by the supervisor to assist the employee in accomplishment of the competencies.

e. Competencies/Education Profile (CEP) Form (Attachment 2)

1. A CEP form will be filled out by the employee’s PDS rating supervisor at the beginning of the measurement period for each employee eligible to receive a special compensation award as approved by the agency head. After the competencies and education/training goals have been discussed with and agreed to by the employee, the rating supervisor will submit the CEP form to the employee’s PDS first level reviewer for approval. Approved CEP forms will be maintained by the employee’s supervisor or in the employee’s PDS supplement employee folder.

2. During the last 14 days prior to the end of the first year of measurement period (or during the PDS review and feedback sessions), the CEP form
should be reviewed by the employee’s rating supervisor, and the status of the employee’s accomplishment of competencies and completion should be discussed with the employee. Any changes to the critical competencies to be accomplished must be made by the end of the first year of the measurement period and initiated by the employee and then approved by the employee’s first level reviewer and by the agency head.

3. A copy of the CEP form must be maintained in the employee’s file for all requests for a special compensation award. These forms are subject to post award review by the ITPDC or by the Mississippi State Personnel Board.

D. **Status**

Inclusion in the Special Compensation Plan shall not be construed to exclude any position or employee from being designated as state service, nor shall inclusion be construed to confer permanent status on employees designated as non-state service. Refer to Section 25-9-107(c) of the *Mississippi Code Annotated.*

E. **Classification and Pay Plan**

The Mississippi State Personnel Board shall classify all positions in the Special Compensation Plan by assigning each position to its appropriate job classification according to the position description and the organizational placement of the position.

A pay range shall be assigned by the Mississippi State Personnel Board to each position’s job classification in the Special Compensation Plan on the basis of criteria set forth in the *Mississippi State Personnel Board Policy and Procedures Manual* and the *Variable Compensation Plan,* and any realignment recommendations shall be based upon the prevailing wage in the relevant labor market.

F. **Recruitment and Appointment**

1. Hiring of new employees into information technology classification positions shall be exempted from the selection process established by the Mississippi State Personnel Board, provided the applicant meets the minimum qualifications of the classification of the position into which he or she is being appointed.

2. Vacant information technology classification positions should be reallocated to the appropriate classification within the Special Compensation Plan prior to an initial appointment being made.
G. **Salary Restrictions**

1. No new appointee to a Special Compensation Plan position shall be awarded a salary in excess of end salary.

2. Current statutory salary restrictions remain in effect.

3. Salary increases under these policies shall be calculated so as not to result in personal services funding shortfalls, employee reductions-in-force, or the unsupported reallocation of a vacant position.

4. All salary increases must be accomplished from within funds available.

H. **Role Description Questionnaire (RDQ)**

**General Policies**

1. For all instances where the Job Content section of the PDS Assessment is cited in the *Mississippi State Personnel Board Policy and Procedures Manual* and other policy memorandums or statements, for information technology classifications qualified under the Special Compensation Plan, the Role Description Questionnaire (RDQ) shall be used instead. Copies of the RDQ and related guidelines may be obtained from the Mississippi State Personnel Board.

2. Requests for all personnel actions for positions allocated to classifications under the Special Compensation Plan shall be accompanied by a completed and signed RDQ. Submission of the request in SPAHRS indicates agency endorsement.
CERTIFICATION OF COMPLETION OF COMPETENCIES/EDUCATION

I acknowledge by my signature that I have completed all requirements as approved by my supervisor and appointing authority and have reviewed and understand the following guidelines:

a. Employees who complete the requirements may be eligible for a salary increase of up to six percent of the current salary.

b. An employee must have completed at least 120 contact hours of education/training (or 60 contact hours of education/training for the initial award of special compensation).

c. An employee may be awarded up to 12 months after the measurement period has been completed.

d. Education and contact hours shall count only for the current measurement period.

e. An employee must have maintained a “Successful” or higher rating for each competency of the individual’s Performance Development System (PDS) Assessment during the measurement period.

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<tr>
<th>Information Technology Classifications Special Compensation Plan Increase Recipient Signature</th>
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<th>Agency Head Signature</th>
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Attachment No. 1 to Special Compensation Plan for Information Technology Classifications
FY 2017
Information Technology Professional Development Committee

A. The Information Technology Professional Development Committee (ITPDC) is chartered by the Mississippi State Personnel Board (MSPB) as an advisory group for the field of information technology.

B. The purpose of the ITPDC is to make recommendations to MSPB on specific requested personnel actions within the field of information technology, as detailed below.

C. Composition of the ITPDC:

1. The Committee will consist of ten members.

2. In order to have a quorum for a meeting of the Committee, at least five members must be present.

3. The MSPB Executive Director, or an MSPB staff member designated by the MSPB Executive Director, will be a permanent member of the ITPDC.

4. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.

5. The Chairmanship of the Committee will rotate on a fiscal year basis between the MSPB Executive Director or his/her designee and the ITS Executive Director or his/her designee.

   The MSPB Executive Director will serve as chair in odd-numbered fiscal years; the ITS Executive Director will serve as chair in even-numbered fiscal years.

6. The other eight Committee members will be appointed by MSPB from a list of nominees submitted by the ITS Executive Director, as follows:

   a. Two additional staff members from ITS;

   b. Three Information Technology Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model);

   c. Three additional information technology professionals from other state agencies.
D. Length of term:

1. Members are appointed for staggered six year terms.

2. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual’s unexpired term.

E. Scope of the Committee’s Review and Recommendations:

1. The Committee shall review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.

2. The Committee shall review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.

F. Meeting Schedule:

1. The Committee’s regular meeting will be held on the second Tuesday of each calendar month. MSPB will post the meeting date, time, and location each month via the Mississippi Public Meeting Notice Board.

2. If there are no pending requests for the Committee’s consideration, the Committee will not meet.

3. Requests to be considered by the Committee should be submitted to MSPB two weeks prior to the Committee meeting. All requirements must be complete to include a letter or SPAHRS screen print, organizational charts showing full reporting structure, and complete role description questionnaire in order to be considered by the Committee.

4. A special called meeting of the Committee may be called at any time at the request of the Chairperson of the Committee. Special called meetings will be posted via the Mississippi Public Meeting Notice Board by MSPB staff and in the building where the meeting will be held by either MSPB or ITS staff, dependent upon the location of the meeting, within one hour of when the meeting is set.
Attachment No. 2 to the Special Compensation Plan for Information Technology Classifications
FY 2017

Competencies/Education Profile Form and IT Career Path Chart
Competencies/Education Profile Form - Information Technology Classifications Special Compensation Plan

Management Roles: Page #1

Employee Name: ____________________________________    Date:_______________

Classification Title: _________________________________    PIN:________________

Agency: ________________________________________________________________

Rating Supervisor: ____________________________________    PIN:________________

1st Level Reviewer: _________________________________    PIN:________________

Indicate for each checked competency:

Please check those to be measured:

(Y) Yes    (N) No

Adaptability:_______________________________________________________

Coaching and Developing Others:______________________________________

Decisive Insight:____________________________________________________

Holding People Accountable:_________________________________________

Impact and Influence:________________________________________________

Information Gathering:_______________________________________________

Vision Communication:_______________________________________________

Leadership:_______________________________________________________

Measurement period for competencies to be accomplished: _____________ to: ______________

Signatures (at the beginning of the measurement period):

Employee                                            Date

Rating Supervisor                                Date

1st Level Reviewer                                    Date
### Competencies/Education Profile Form - Information Technology Classifications Special Compensation Plan

**Management Roles: Page #2**

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<tr>
<th>Education/Training Contact Hours</th>
<th>Indicate number of contact hours for each checked education/training item listed</th>
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TOTAL HOURS: [ ]

### SUMMARY for Submission

For the measurement period from: _________ to: _________ this employee received a rating of Yes for value added on _____ competencies and completed ______ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year ____________.

Signatures (at the end of the measurement period):

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<th>Employee</th>
<th>Date</th>
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<th>Supervisor</th>
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1st Level Reviewer Date
Employee Name: ___________________________ Date: ______________

Classification Title: ___________________________ PIN: ______________

Agency: ________________________________________________

Rating Supervisor: ___________________________ PIN: ______________

1st Level Reviewer: ___________________________ PIN: ______________

Competencies/Behavior Indicators

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<th>Competency</th>
<th>Indicate for each checked competency:</th>
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<td>□ Analytical Thinking/Attention to Detail:</td>
<td>(Y) Yes</td>
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<td></td>
<td>(N) No Value Added</td>
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<td>□ Business Perspective:</td>
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<td>□ Facilitating Effective Relationships:</td>
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<td>□ Willingness to Learn:</td>
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<td>□ Fostering Innovation/Leading Change:</td>
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<td>□ Project Performance:</td>
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Measurement period for competencies to be accomplished: ____________ to: ____________

Signatures (at the beginning of the measurement period):

Employee: ___________________________ Date: ______________

Rating Supervisor: ___________________________ Date: ______________

1st Level Reviewer: ___________________________ Date: ______________
Competencies/Education Profile Form - Information Technology Classifications Special Compensation Plan

Infrastrucure Roles: Page #2

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<th>Education/Training Contact Hours</th>
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TOTAL HOURS: ☐

SUMMARY for Submission

For the measurement period from: _____________ to: _____________ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year ____________.

Signatures (at the end of the measurement period):

Employee ___________________________ Date ___________ Rating Supervisor ___________________________ Date ___________

______________________________ Date ____________

1st Level Reviewer
Employee Name: ____________________________________  Date:_________

Classification Title: ____________________________________  PIN:_________

Agency: ________________________________________________

Rating Supervisor: ______________________________________  PIN:_________

1st Level Reviewer: ______________________________________  PIN:_________

Competencies/Behavior Indicators

Indicate for each checked competency:

(Y) Yes  (N) No Value Added

☐ Analytical Thinking/Attention to Detail:

☐ Business Perspective:

☐ Communication:

☐ Customer Advocate:

☐ Facilitating Effective Relationships:

☐ Willingness to Learn:

☐ Fostering Innovation:

☐ Personal Accountability:

Measurement period for competencies to be accomplished: ____________ to: ______________

Signatures (at the beginning of the measurement period):

Employee                                            Date

Rating Supervisor                                    Date

1st Level Reviewer                                   Date
<table>
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<tr>
<th>Education/Training Contact Hours</th>
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TOTAL HOURS: ☐

**SUMMARY for Submission**

For the measurement period from: ___________ to: ___________ this employee received a rating of Yes for value added on ___ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year ___________.

Signatures (at the end of the measurement period):

Employee ___________________________ Date ___________ Rating Supervisor ___________________________ Date ___________

1st Level Reviewer ___________________________ Date ___________
Competencies/Education Profile Form - Information Technology Classifications Special Compensation Plan

System Delivery Roles: Page #1

Employee Name: ____________________________ Date: ____________

Classification Title: ____________________________ PIN: ____________

Agency: ______________________________________________________________

Rating Supervisor: ____________________________ PIN: ____________

1st Level Reviewer: ____________________________ PIN: ____________

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<th>Competencies/Behavior Indicators</th>
<th>Indicate for each checked competency:</th>
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<td>(Y) Yes  (N) No Value Added</td>
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- Analytical Thinking/Attention to Detail:
  - ____________________________________________

- Business Perspective:
  - ____________________________________________

- Communication:
  - ____________________________________________

- Customer Advocate:
  - ____________________________________________

- Facilitating Effective Relationships:
  - ____________________________________________

- Willingness to Learn:
  - ____________________________________________

- Personal Accountability:
  - ____________________________________________

- Project Performance:
  - ____________________________________________

Measurement period for competencies to be accomplished: ____________ to: ____________

Signatures (at the beginning of the measurement period):

Employee: ____________________________ Date: ____________

Rating Supervisor: ____________________________ Date: ____________

1st Level Reviewer: ____________________________ Date: ____________
### Education/Training Contact Hours

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<tr>
<th>Course/Conference Title</th>
<th>Indicate number of contact hours for each checked education/training item listed</th>
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**TOTAL HOURS:**

### SUMMARY for Submission

For the measurement period from: ___________ to: ___________ this employee received a rating of Yes for value added on ____ competencies and completed _____ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year ____________.

Signatures (at the end of the measurement period):

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**July 2016**