



Fiscal Year 2012
**Annual
Report**

Fiscal Year 2012 Annual Report

On The Cover



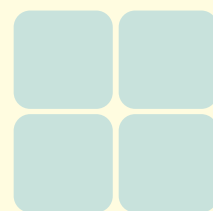
The Mississippi State Capitol Building, photographed on November 30, 2012.

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,

On behalf of the Mississippi State Personnel Board, it is my honor to present to you our Annual Report for Fiscal Year 2012. We have the privilege of managing the employee life cycle from pre-hire until retire for the more than 30,000 public servants who are committed to serving the State of Mississippi.

Our workforce statistics were markedly constant from FY 2011 to FY 2012. The average salary of State employees has remained relatively flat for the past five years, and State employment has decreased over the past decade. While the State workforce is decreasing, our State's population is increasing.

When I was appointed Executive Director in January 2012, I brought a simple philosophy to MSPB. MSPB would continue to do the things we are responsible for that make state government work; we would do them well and to the best of our ability. However, like all of State government that's being asked to do more, so should MSPB. We should do the work we've always done, *plus* more.

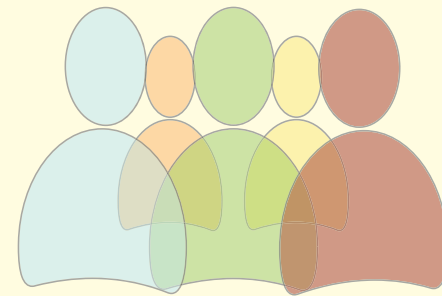
Throughout our report, you will learn more about our new initiative based upon that philosophy: *MSPB+*. From maximizing the State's buying power and streamlining the procurement process for service contracts to implementing the MSPB Sharing Human Resource Personnel program to assist smaller agencies, boards, and commissions, *MSPB+* was accomplished with no increase in MSPB staff and within our existing budget. In addition, these significant, broad-reaching reforms better serve our customers and have significant cost-savings potential for our State.

We are grateful for the opportunity to serve the people of Mississippi, and we are excited about the opportunities to expand *MSPB+* while continually striving to fulfill our vision "to ensure a quality workforce for the State of Mississippi."

Sincerely,

Deanne Mosley
Executive Director

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.

Created 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; an average of 200,000 job applicants annually; and more than 100,000 online customers monthly.

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.

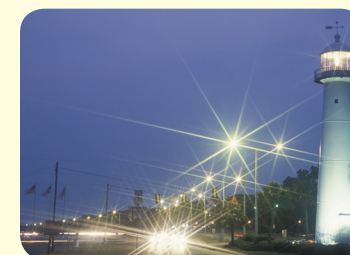
Ensuring A Quality Workforce

Mississippi Code Annotated § 25-9-101, et seq., was passed in 1980 by the Legislature 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...."

Representing Mississippi: From the capital city, to the hills of J.P. Coleman State Park in Tishomingo County, to the Gulf Coast, the MSPB is proud to serve Mississippi.



Above and below: Views of Mississippi's Old Capitol, which was restored in 2009.



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 also served as judge of 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 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; 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 MSPB 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.

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. 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 six 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 approximately a week.
- Provide e-learning to maximize opportunities for employee training and minimize costs to governmental entities.
- Implement the MSPB Sharing Human Resource Personnel (SHRP) program to assist smaller agencies, boards and commissions. This program allows the agencies, boards and commissions to outsource their human resource needs to MSPB at no additional cost.
- Ensure greater transparency by publishing decisions rendered by the Employee Appeals Board on the MSPB website.

MISSISSIPPI

STATE PERSONNEL BOARD

Our new 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.





Sharing 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 *Mississippi Code Annotated § 25-9-134 (2)* and adopted by the Mississippi State Personnel Board. The awards recognize two individuals or two groups of individuals whose contributions within the last five years represent excellence in government. One award is given for excellence in state government and one is given for excellence in local and district government.

The recipients of the inaugural Award for Excellence in State Government for 2012 were Ms. Trudy Fisher and Ms. Terri Torrence on behalf of the Mississippi Department of Environmental Quality. MDEQ was recognized for development of forward-thinking employee development programs designed to attract, retain and promote top environmental engineers and scientists and to increase diversity among the members of the agency. Another goal of

MDEQ was to transfer knowledge from more experienced professionals to their younger counterparts who were new to the agency. The focus on developing these professionals yielded great dividends during recent environmental disasters including the Deep Water Horizon oil spill and the massive flooding of the Mississippi River. MDEQ has played a major role in the State of Mississippi, as well as the Southeast region, to overcome the challenges created by these and other disasters.

Dr. V. Clyde Muse, President of Hinds Community College, was the recipient of the inaugural Award for Excellence in Local and District Government for 2012. Selected for his impact on Hinds Community College and the Mississippi community college system, Dr. Muse was recognized for his innovative approach to providing affordable and accessible education, including his public/private partnership with the Army National Guard; his local county/college partnership with Rankin County; and his public school/community college partnership with the Gateway to College National Network which will be launched in Fall 2012.

Excellence In State Government Award



pictured left to right are:
 Don Brown, Chairman of the Mississippi State Personnel Board
 Terri Torrence, Human Resources Director of the Department of Environmental Quality
 Trudy Fisher, Executive Director of the Department of Environmental Quality
 Governor Phil Bryant
 Deanne Mosley, Executive Director of the Mississippi State Personnel Board

Excellence In Local and District Government Award



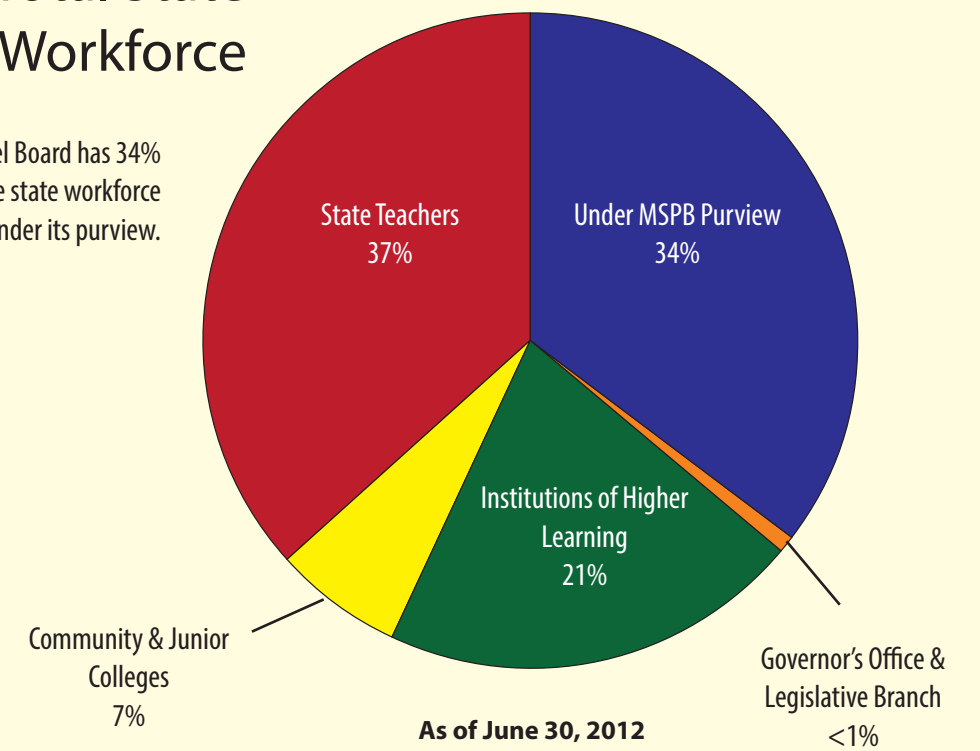
pictured left to right are:
 Don Brown, Chairman of the Mississippi State Personnel Board
 Dr. V. Clyde Muse, President of Hinds Community College
 Governor Phil Bryant
 Deanne Mosley, Executive Director of the Mississippi State Personnel Board



Janie Simpson, Director
Human Capital Core Processes

Distribution of Total State Government Workforce

The Mississippi State Personnel Board has 34% of the 89,893 members of the state workforce under its purview.



Human Capital Core Processes

Human 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 MSPB professionals who provide an array of services in three main functional areas: Core Processes, 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

A one-stop shop for our customers: policies, procedures and processes

Workforce Statistics

- AVERAGE AGE: 45 Years
 - AVERAGE SERVICE TIME: 10 Years
 - GENDER: 61% Female and 39% Male
 - RACE: 50% African American, 49% Caucasian and 1% all other races
 - AVERAGE ANNUAL SALARY: \$34,259
- As of June 30, 2012

conduct research and analysis of statewide workforce and human resources management issues.

The primary point of contact for our customers is the Core Processes Division, which includes Recruitment, Selection, Classification and Compensation.

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 Classification function is a concerted effort to 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 (VCP), which is designed to promote salary parity for similar positions across agencies. Another of the major Compensation functions is to develop annual recommendations to the Legislature for future fiscal year needs, such as new positions, reallocations, special compensation plans and

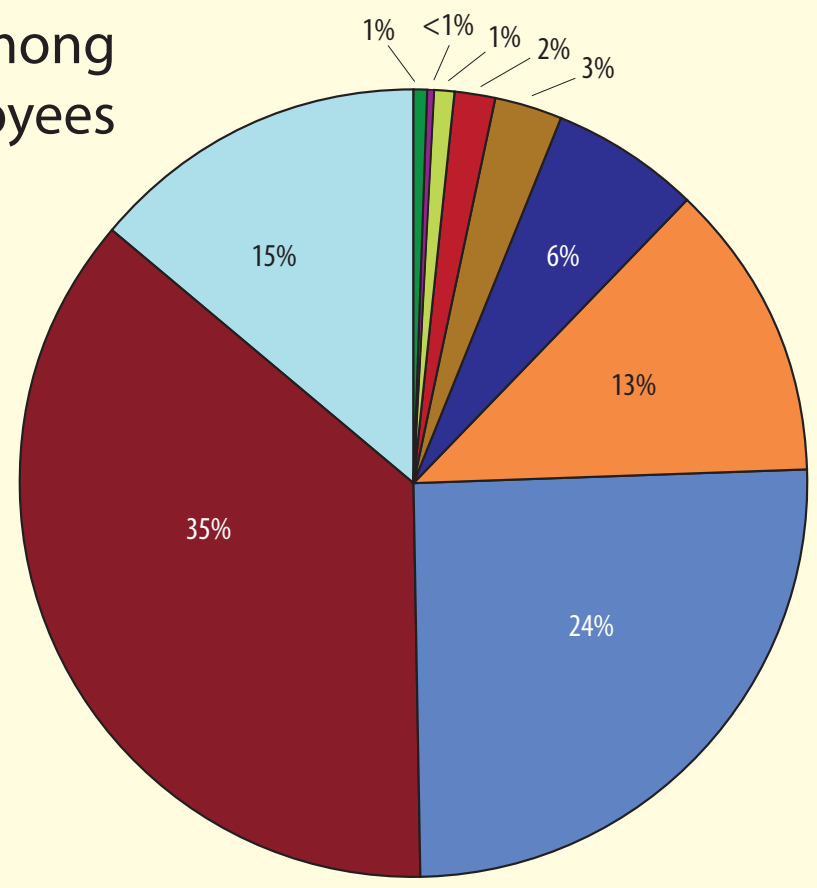
additional compensation requested by agencies. The Validation Division ensures the validity of the data contained in the class specifications for each job in our inventory. This division analyzes the jobs, not the applicants, and also provides assistance in the development of behavioral interview questions 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 the issuance of certificates of eligible applicants. Applications are received either electronically or by mail and are processed and stored.

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

Salary Distribution Among Full-Time Employees

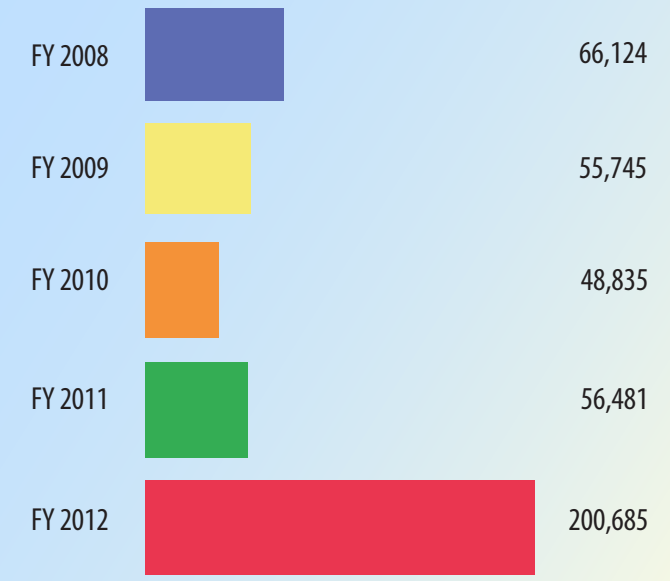
- \$100,000 and over
- \$90,000 to \$99,999
- \$80,000 to \$89,999
- \$70,000 to \$79,999
- \$60,000 to \$69,999
- \$50,000 to \$59,999
- \$40,000 to \$49,999
- \$30,000 to \$39,999
- \$20,000 to \$29,999
- \$14,000 to \$19,999



As of June 30, 2012

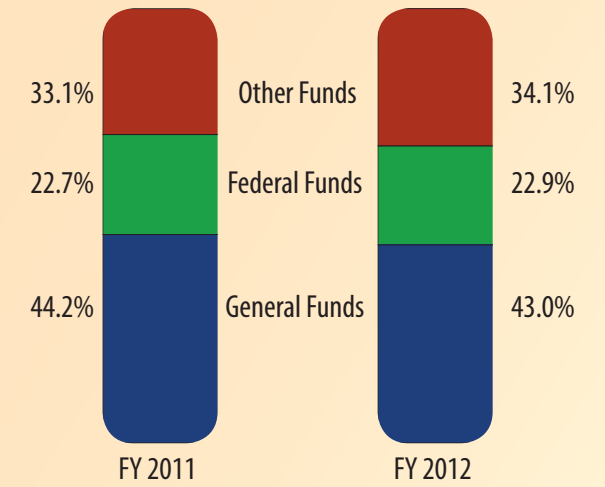
Total Job Applications

The MSPB received 427,870 applications during the past five Fiscal Years, with an annual average of 85,574.



As of June 30, 2012

Salary Source By Fund



The dollar amount of salaries paid by state general funds decreased 1.2% from FY 2011 to FY 2012. Year-to-year salary costs variations have been within 3% from FY 2009 to FY 2012. Total salary costs for FY 2012 were \$1.47 billion.

The Workforce Processes Division is responsible for assisting agencies with 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.

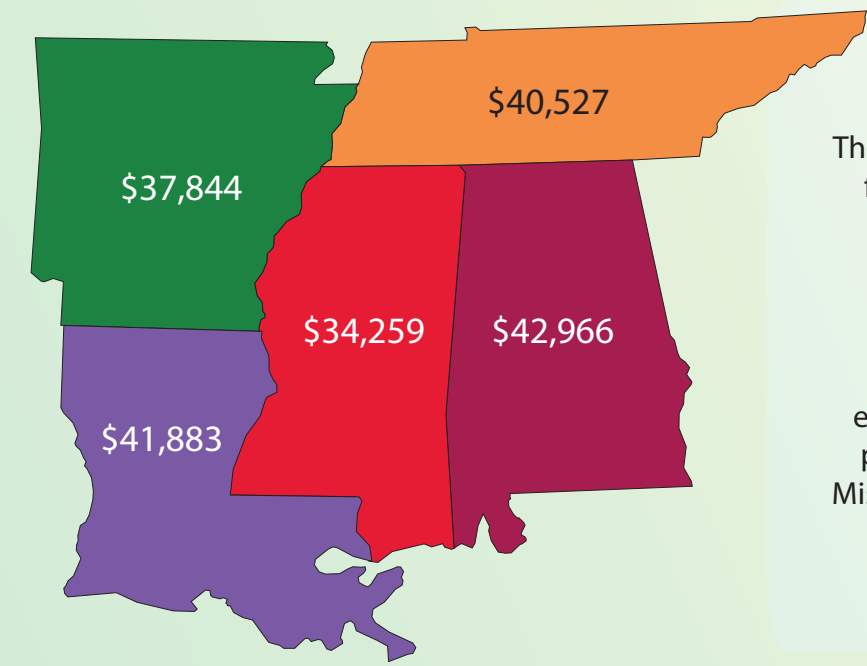
Additionally, the Workforce Processes staff determines the skills and capabilities of an agency's current workforce and identifies staffing excess or gaps for the new business process. This results in an organizational redesign that integrates people, information and technology with the new business process.

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

Annual Average Salary Comparison



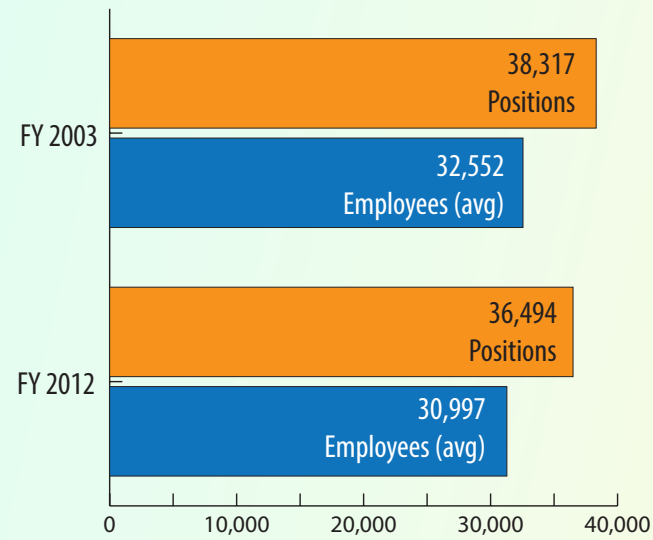
The Annual Average Salary for state employees in Mississippi's four neighboring states is \$40,805.

Sixty-one percent of employees under MSPB purview earn less than Mississippi's average salary of \$34,259.

■ 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 10 fiscal years.

The number of positions decreased by 4.75% from FY 2003 to FY 2012, while the average number of employees decreased by 4.78%.



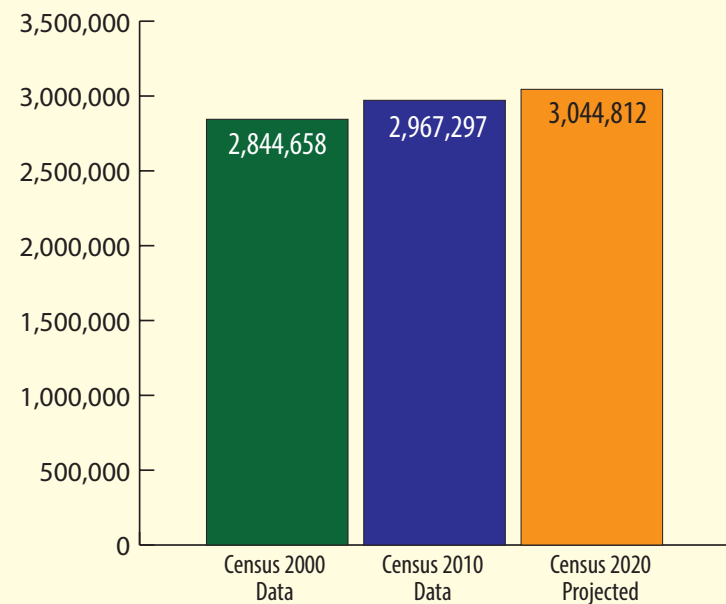
Retention: The Key to a Quality Workforce

At the close of Fiscal Year 2012, 15% of the state workforce under MSPB purview were eligible for retirement. By 2017, 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 10 years, the MSPB is focusing on developing training opportunities to benefit employees and their agencies.



During the past five years, **69%** of those who have resigned had been employed five years or less. Of those who resigned, **62%** were age 40 or under.



■ 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.

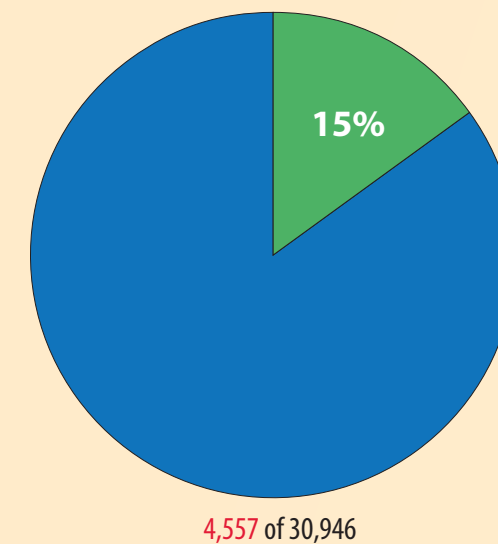
That figure is projected to rise another 77,515, or 2.6%, over the next decade.

All figures in this chart were sourced from U.S. Census Bureau data.

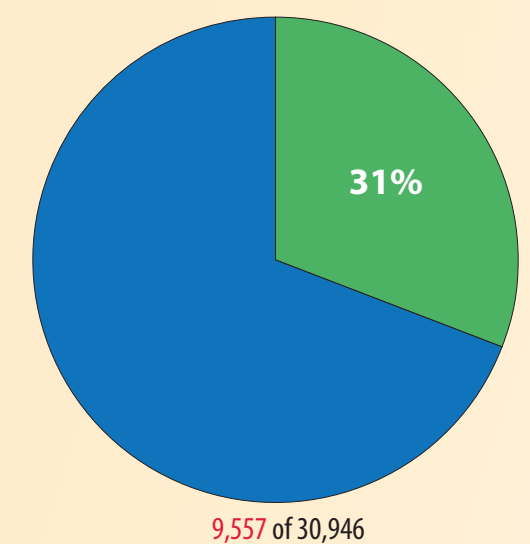
While employment in state government decreased during the past decade, the population grew 4.3%.

■ Breakout Study: Workforce Retirement Eligibility

Employees Eligible to Retire as of June 30, 2012



Employees Eligible to Retire as of June 30, 2017



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.

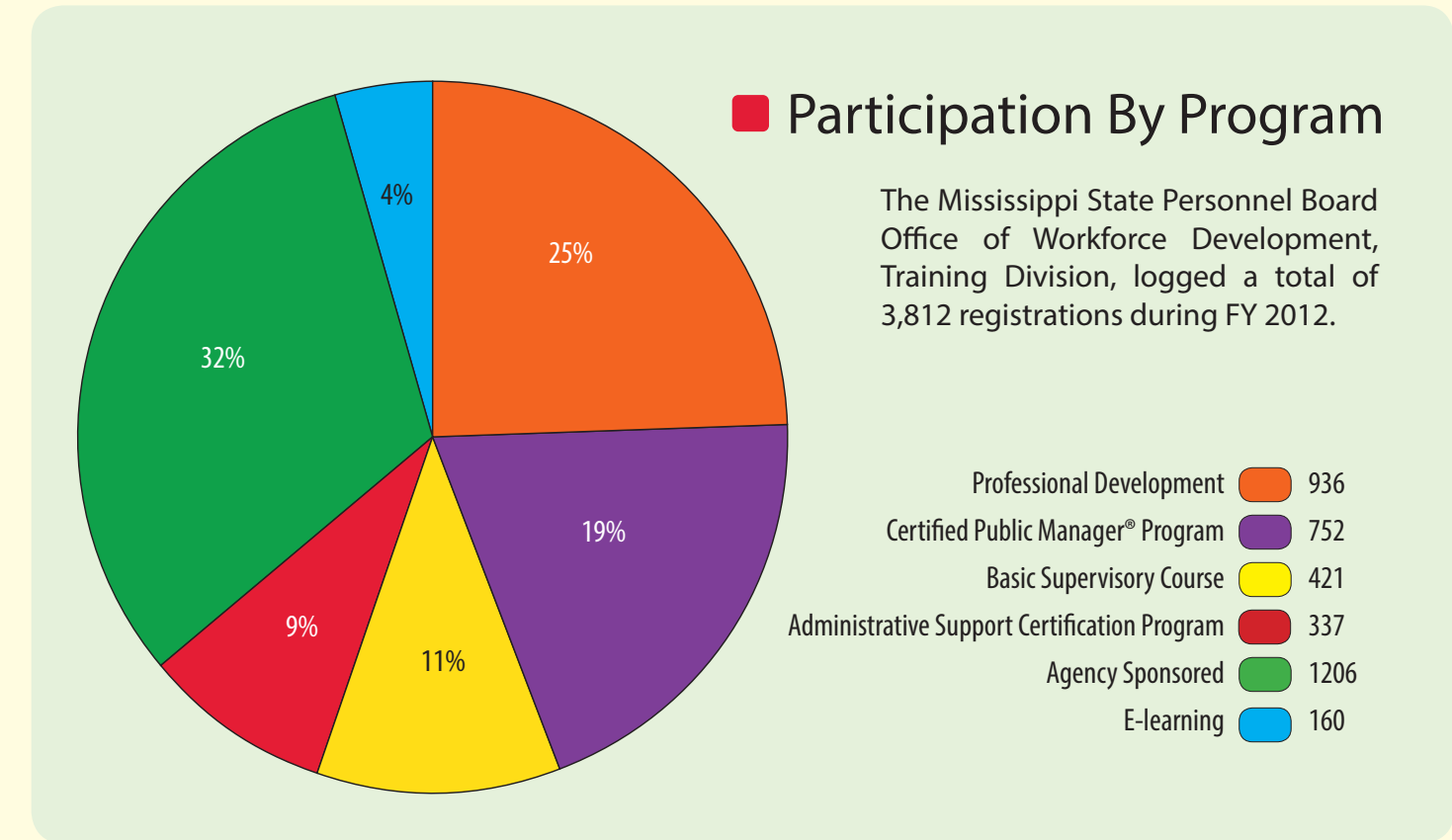
The Office of Workforce Development has two programmatic functional areas: Talent Management and Career Development.

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 Certified Public Manager® (CPM) program, the Human Resources Certification Program (HRCP), and the Administrative Support Certification Program (ASCP).

Our graduates make a positive impact on the lives of Mississippians.



Training Tomorrow's Leaders Today



CPM 2012 Graduates. Professional development courses such as the nationally accredited CPM program build leadership in state government. MSPB teaches thousands of employees every year.

Education is a lifelong process. The Mississippi State Personnel Board offers prestigious certification programs and educational opportunities to keep employees on the leading edge of the State workforce.

Led by our nationally accredited Certified Public Manager® program, the MSPB's Career Development Division provides essential knowledge and leadership skills training for successful public service.

Our graduates make a positive impact in Mississippi as statewide elected officials, agency directors, and in virtually every area of public service.



TRAINING UPDATES

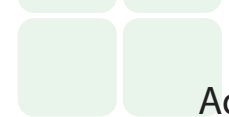
Agency Sponsored Training

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, 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.

MSPB Launches E-Learning Center

In June of 2012, MSPB's Office of Workforce Development launched the E-Learning Center with an eight week pilot program called *The 8 Principles of Great Leadership*. Forty employees from the Department of Human Services participated in the program that featured learning modules in responsibility, priorities, time management, discipline, team building, communication, integrity, and motivation.

■ Training Programs



Administrative Support

The Administrative Support Certification Program provides comprehensive training to support 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 Mississippi CPM Program is a 'must have' for our State's aspiring leaders. Skills learned and relationships developed build the solid foundation required to excel in serving the people of Mississippi."

Randy Reeves
Executive Director - Mississippi Veteran's Affairs Board

"The Department of Human Services was pleased to partner with the State Personnel Board on the roll-out of the E-Learning Program. Employees involved in the pilot were impressed with how user-friendly the program is, its effectiveness and efficiencies. The positive feedback helped to shape a program that will be vital to further train staff at other state agencies."



Rickey Berry
Executive Director - Department of Human Services

Career Expos

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

Northwest Mississippi Job Fair	Batesville	Jobs for Graduates	Jackson
Vicksburg Area Job Fair	Vicksburg	Southern Region Military & Civilian	Biloxi
Northeast Mississippi WIN	Corinth	Yazoo County Area Job Fair	Yazoo City
DeSoto County Job Fair	Southaven	Rankin County Job Fair	Pearl
City of Jackson Job Fair	Jackson	New Horizon Community Job Fair	Jackson
Military Veterans/VA Medical Center	Jackson	Humphreys County Area Job Fair	Belzoni
MID-Mississippi	Kosciusko		
Virginia College Job Fair	Jackson		
Phoenix University Job Fair	Jackson		
Belhaven University Job Fair	Jackson		
Marshall/Benton Area Job Fair	Holly Springs		
Mississippi Employment Expo	Jackson		

Reaching **25,000**
Job Fair Attendees throughout
Mississippi

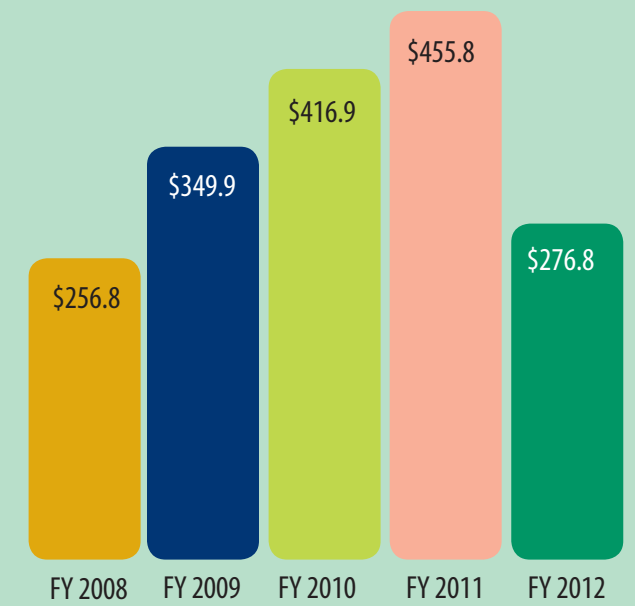




Teselyn Funches, Director
Personal Service Contract Review Board

Personal Service Contracts: Five Fiscal Years

In FY 2008, the Board reviewed 319 contracts valued at \$256,776,749. There were 424 contracts reviewed in FY 2009 for a total of \$349,930,453, and 582 items totaling \$416,876,392 in FY 2010. In FY 2011, the Board took action on 464 items totaling \$455,763,078.72, and in FY 2012, the Board took action on 543 items totaling \$276,587,055.77.



Personal Service Contract Review Board

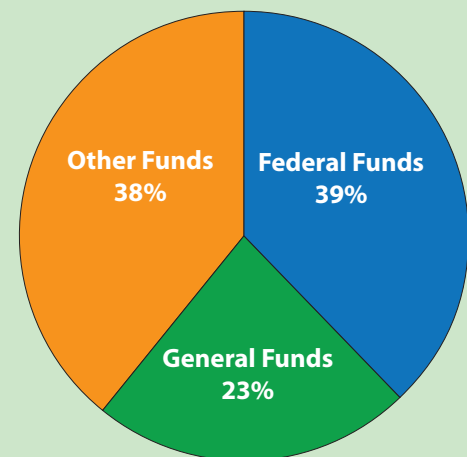
The Personal Service Contract Review Board (PSCR) plays an integral role in how personal services are procured for the State of Mississippi.

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.

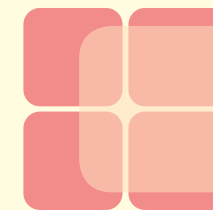
The PSCR is responsible for administering standards for the issuance of invitations for bid and requests for proposals, and the award of those bids. It also oversees the consideration of costs and quality of services proposed, the contract negotiations, the administrative monitoring of contract performance 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 2012



General Funds: \$63,371,791.14
Federal Funds: \$107,526,701.61
Other Funds: \$105,688,563.02



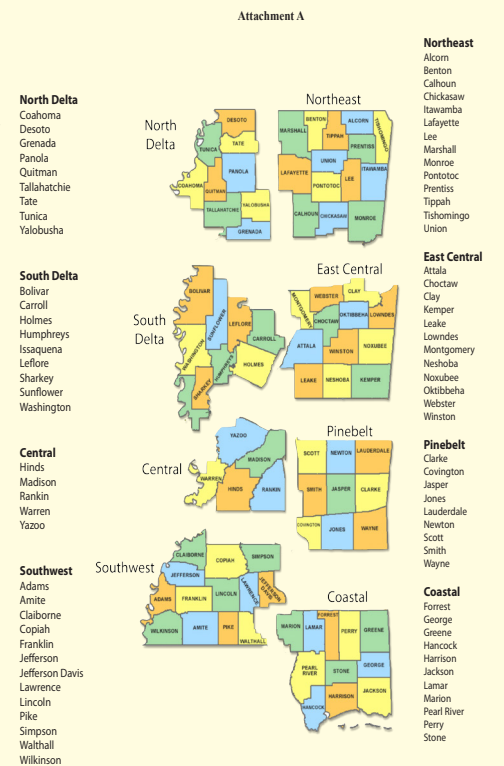
The PSCR is comprised of the Executive Directors or designees of the Mississippi State Personnel Board, the Department of Finance and Administration, the Department of Corrections, the Department of Environmental Quality, and the Department of Wildlife, Fisheries and Parks.

Preapproved Vendor Lists

In March of 2012, the Personal Service Contract Review Board established four lists of preapproved vendors for janitorial services, professional nursing services, temporary staffing services, and unarmed security guard services in eight regions throughout Mississippi. This is the first time PSCR has exercised its statutory authority, which is granted under *Miss. Code Ann. § 25-9-120(3)(d)*, to create preapproved vendor lists since its creation in 1997.

Although not required to use the preapproved vendor lists, agencies 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 the standard procurement process could take months to complete, this reform has allowed the process to be completed in approximately a week while maximizing the State's buying power.

Information regarding each preapproved vendor list is available on the MSPB website at www.mspb.ms.gov.





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 disputes arise 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 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. These officers provide employees of the State of Mississippi with 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 2012

Initial Appeals	
Demotions	7
Suspension Without Pay	7
Termination	49
Unresolved Grievances.....	17
En Banc.....	
.....	5
Circuit Court	1

Orders Rendered

Initial Orders Rendered	
Affirmed	24
Agreed	22
Dismissed/Appeal Not Perfected	1
Dismissed/Lack of Jurisdiction	12
Dismissed/Motion of Appellant.....	2
Dismissed/Failed to Appear.....	2
Dismissed/Stale.....	0
Reversed	7
Partial Relief.....	6
Consolidated.....	10
En Banc Orders Rendered	
Affirmed	9
Dismissed	0
Reversed	1
Partial Relief.....	0

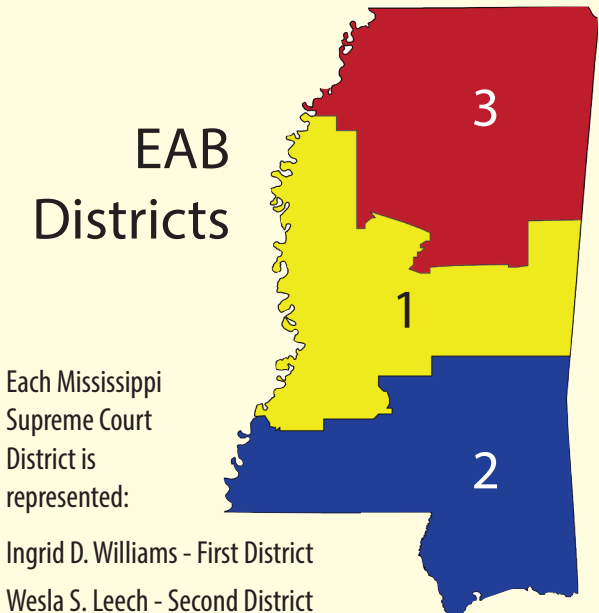


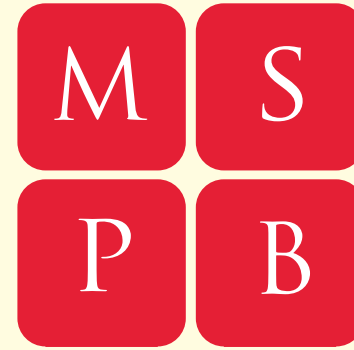
The EAB caseload increased over 12% from FY 2011 to FY 2012.

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, creed, religion, national origin, sex, age, disability, 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.





Community Leadership

T rue 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.

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

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.

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



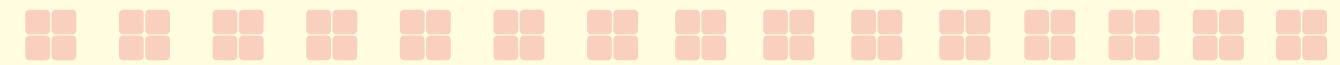
MSPB Employees Lend a Hand to Habitat for Humanity



According to Habitat for Humanity, ninety-five million people in the United States—one-third of the nation—have housing problems, including lack of affordability, overcrowding, unsafe conditions, and homelessness. Additionally, the U.S. Census Bureau reports that 24% of all families with children under 18 in the Metro Jackson area have income less than the poverty level.

In May of 2012, MSPB employees volunteered through Habitat for Humanity to lend a hand and work along side area neighbors who were building a home in West Jackson. MSPB volunteers worked on various aspects of two building projects including framing, roof decking, painting and caulking.

MSPB employees also donated money to Habitat for Humanity to contribute to the construction of affordable homes throughout the Metro Jackson area.



MSPB Employees Collect Toys for Tots

Christmas is a time for giving, and 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.

MSPB employees exceeded their goal for collecting presents for Toys for Tots during FY 2012.



Fiscal Year 2012
Annual
Report



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