



Fiscal Year 2014
**Annual
Report**

Fiscal Year 2014 Annual Report

On The Cover



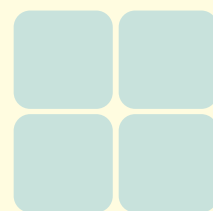
The Mississippi State Capitol Building photographed in April 2014.

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,

It is my pleasure to present the Fiscal Year 2014 Annual Report for the Mississippi State Personnel Board to provide an overview of our State workforce and highlights of accomplishments achieved during the year.

The population of our State continues to grow, and agencies are serving more constituents with a smaller workforce. Both the number of Legislatively authorized positions and the maximum number of employees were at 10-year lows in Fiscal Year 2014.

We must be mindful of the critical issues confronting us. The State's voluntary turnover rate exceeds the national average for state and local governments. Whether the issue is the revolving door among younger workers or the looming silver tsunami, retention of high performing employees is essential to ensuring a quality workforce.

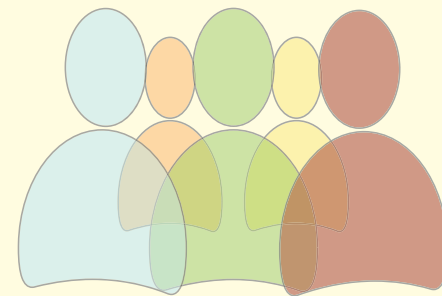
To address these challenges, we actively promoted **MSPB+**, our initiative launched in January 2012. In addition, our recruitment efforts resulted in another record breaking year for job applications which increased from 48,835 in Fiscal Year 2010 to 242,767 in Fiscal Year 2014. We also remain committed to supporting the development of our workforce. Our Certified Public Manager program was reaccredited by the National Certified Public Manager Consortium, and we created the CPM with Excellence program to encourage the continued development and engagement of our workforce.

We are honored to serve the State of Mississippi, and we look forward to continuing to confront the challenges we face. Our State workforce and its responsibilities are critical to Mississippi's future. The services it provides must be worthy of the investment our taxpayers have made and produce the return on the investment that our citizens deserve.

Sincerely,

Deanne Mosley
Deanne Mosley

We Represent 30,000 Mississippians Who Devote Their Talents to Public Service.



- Our Vision**
To Ensure a Quality Workforce for the State of Mississippi
- Our Mission**
To Lead the Way in Human Capital and Workforce Management

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.

We manage the employee life cycle from pre-hire until retire, from defining the job descriptions and compensation, and to recruiting and retaining employees.

We serve more than 130 agencies, boards, and commissions; more than 30,000 current employees; more than 240,000 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.

Below: The Mississippi Coat of Arms is at the top of each arch in the State Capitol's House of Representatives Chamber. The coat of arms contains the state motto, "Virtute et Armis," which means "by valor and arms."



Above: From the heart of the Capital city, to the birthplace of Elvis Presley, to the home of the Delta blues, to the scenic Gulf Coast, MSPB is proud to serve Mississippi.



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 Alwyn 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 judge of the City of Ocean Springs.



Vice-Chairman 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 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.



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.



Lee Yancey - Brandon, Mississippi

Mr. Yancey was appointed to the Board by Governor Phil Bryant in 2013. Mr. Yancey is a financial advisor for Woodridge Capital Portfolio Management. From 2008 to 2012, Mr. Yancey served as a State Senator. During that time, he served on several Senate committees including: Code, Education, Ethics, Drug Policy, Finance, Insurance, Judiciary A, and Public Health and Welfare.



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; PEER - 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: Conservation and Water Resources - 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, and 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 30 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 MSPB at no additional cost.
- Ensure greater transparency by publishing decisions rendered by the Employee Appeals Board on the MSPB website.
- Establish and promote a college student internship program for agencies, boards, and commissions.
- Facilitate the sharing of best practices among governmental entities.
- Revise 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.





Excellence in State Government Award



Pictured left to right are: Mississippi State Personnel Board Chairman Alwyn Luckey, MSPB Member Donald Brown, Governor Phil Bryant, Department of Information Technology Services Executive Director Craig Orgeron (EGOC Committee Chairman), and MSPB Executive Director Deanne Mosley



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 2014 Award for Excellence in State Government was the Electronic Government Oversight Committee, and the recipient of the 2014 Award for Excellence in Local and District Government was Walter W. Osborne, Jr.

The Electronic Government Oversight Committee (EGOC) was recognized for keeping the State of Mississippi at the forefront of technology and promoting efficiencies for citizens, businesses, and visitors through the enhancement of Mississippi's official website, www.ms.gov. In conjunction with Mississippi Interactive (MSI), the EGOC implemented payment processing conversion for more than 20

state agencies, redesigned the ms.gov portal with the latest technology, developed multiple applications, and executed new marketing efforts to promote ms.gov. The EGOC's partnership with MSI is based upon a self-funded model that has provided notable cost savings and cost recovery benefits to Mississippi. The State will continue to see increasing benefits and efficiencies throughout the life of the contract as additional innovative and automated services are launched. The EGOC is comprised of Secretary of State Delbert Hosemann, State Auditor Stacey Pickering, State Treasurer Lynn Fitch, Commissioner of Revenue Ed Morgan, Department of Information Technology Services Executive Director Craig Orgeron, Commissioner of Public Safety Albert Santa Cruz, and Department of Finance and Administration Executive Director Kevin Upchurch.

Walter W. Osborne, Jr., recipient of the Excellence in Local and District Government Award, serves as the City Clerk for the City of Vicksburg. Osborne was recognized for his efforts in centralizing the filing system for city records by creating an electronic filing system for board minutes, resolutions, and ordinances. He is also credited with making city records more accessible to the public. Osborne has devoted more than 30 years to public service. He began working for Warren County in 1982 as an accounting systems analyst and payroll clerk. He joined the City of Vicksburg in 1999.

Excellence in Local and District Government Award



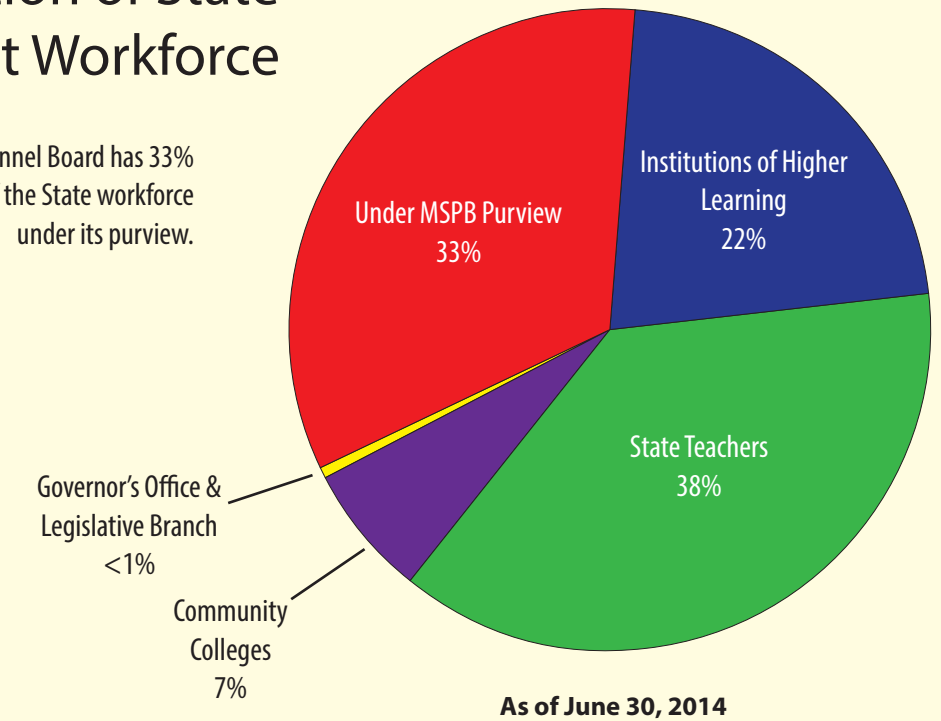
Pictured left to right are: Mississippi State Personnel Board Chairman Alwyn Luckey, MSPB Member Donald Brown, Governor Phil Bryant, Vicksburg City Clerk Walter Osborne, Jr., Vicksburg Mayor George Flaggs, and MSPB Executive Director Deanne Mosley



Carson Chittom, Director
Human Capital Core Processes

Distribution of State Government Workforce

The Mississippi State Personnel Board has 33% of the 90,985 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 the MSPB professionals who provide an array of services in three main functional areas: Core Processes, Job Description Validation, and Career Counseling.

MSPB serves more than 130 agencies, boards, and commissions - about 33% 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: 44.4 Years
 AVERAGE SERVICE TIME: 9.8 Years
 GENDER: 62% Female and 38% Male
 RACE: 51.6% African American, 47.1% Caucasian, and 1.3% all other races
 AVERAGE ANNUAL SALARY: \$34,655

As of June 30, 2014

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.

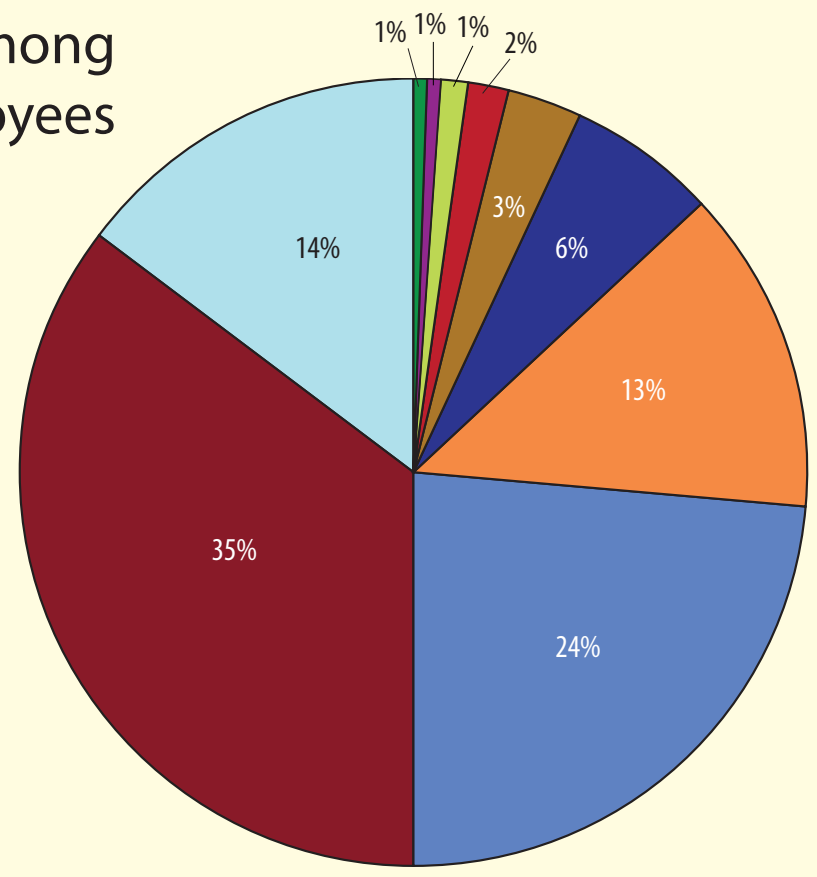
It is a compilation of applicant services ranging from the evaluation of applications to processing of transactions relative to the hiring process.

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, 2014

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.

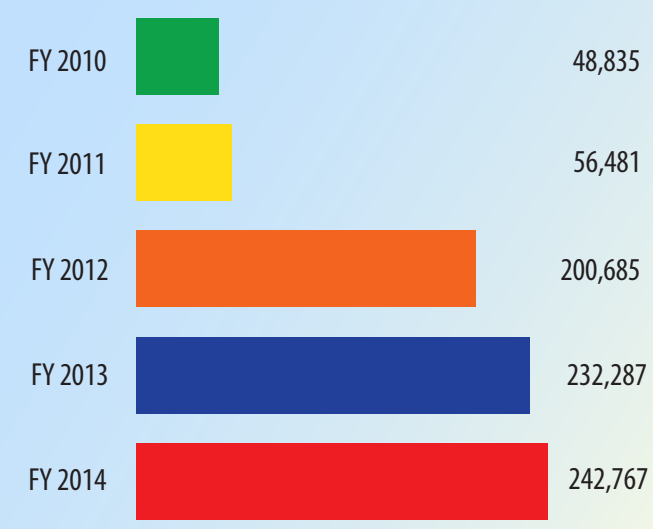
Essential Services

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

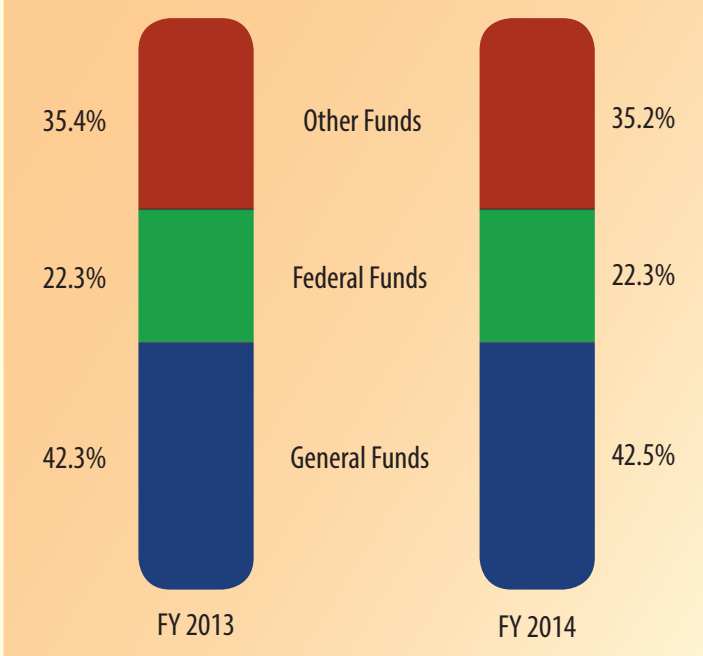
Total Job Applications

The annual number of applications received by MSPB has increased nearly 400% from 48,835 in FY 2010 to 242,767 in FY 2014.



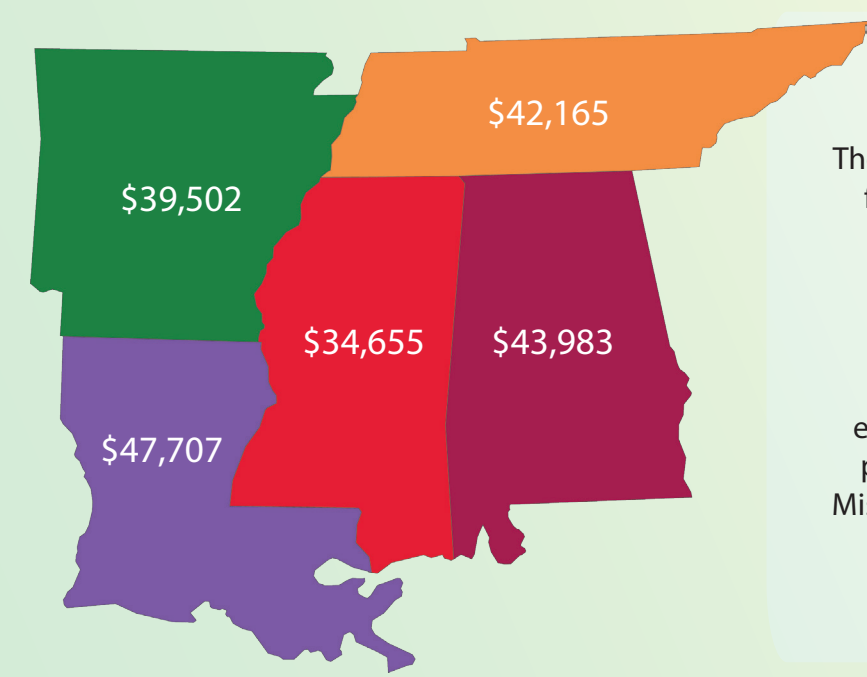
As of June 30, 2014

Salary Source By Fund



The dollar amount of salaries paid by state general funds increased 0.2% from FY 2013 to FY 2014.

Annual Average Salary Comparison



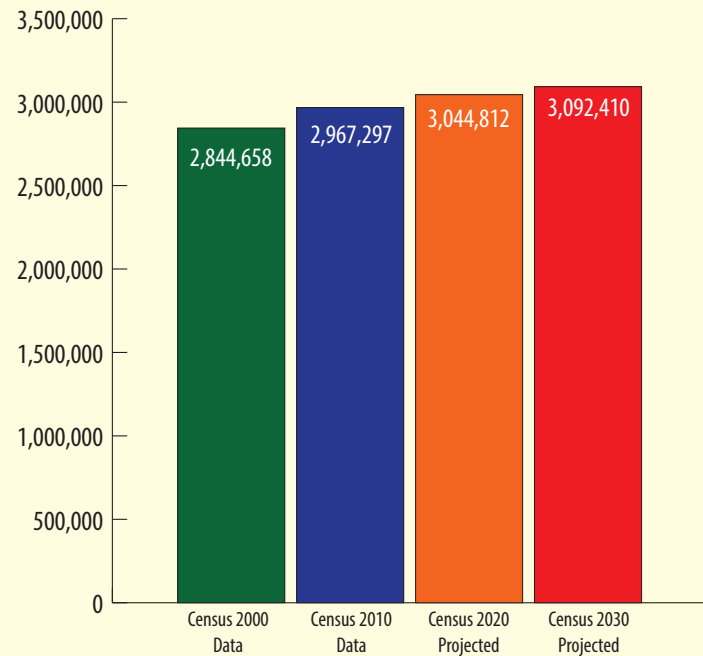
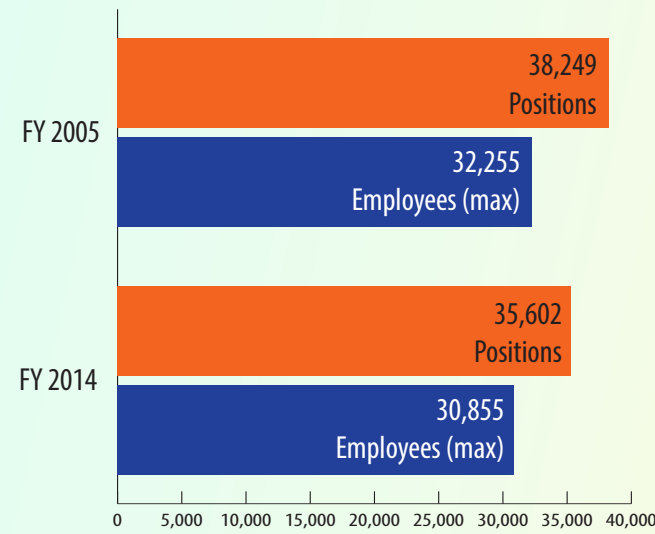
The Annual Average Salary for state employees in Mississippi's four neighboring states is \$43,339.

Sixty-one percent of employees under MSPB purview earn less than Mississippi's average salary of \$34,655.

■ Employment in State Government: A Ten-Year Comparison

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

The number of positions decreased by 7.7% from FY 2005 to FY 2014, while the maximum number of employees decreased by 4.3%.



■ 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 and another 125,113, or 4.1%, by 2030.

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

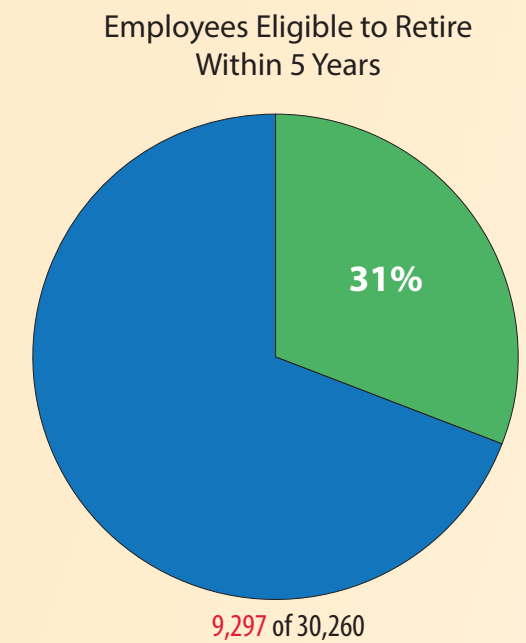
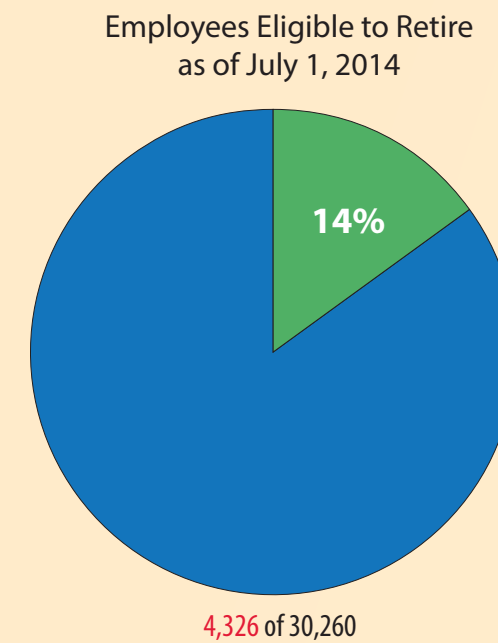
At the close of Fiscal Year 2014, 14% of the State workforce under MSPB purview were eligible for retirement. By 2019, that number is projected to grow to 31%. In only five years, we could lose nearly one-third of our workforce and the institutional knowledge those employees take with them.

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, MSPB is focusing on developing training opportunities to benefit employees and their agencies.



During the past five years, **64%** 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



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.

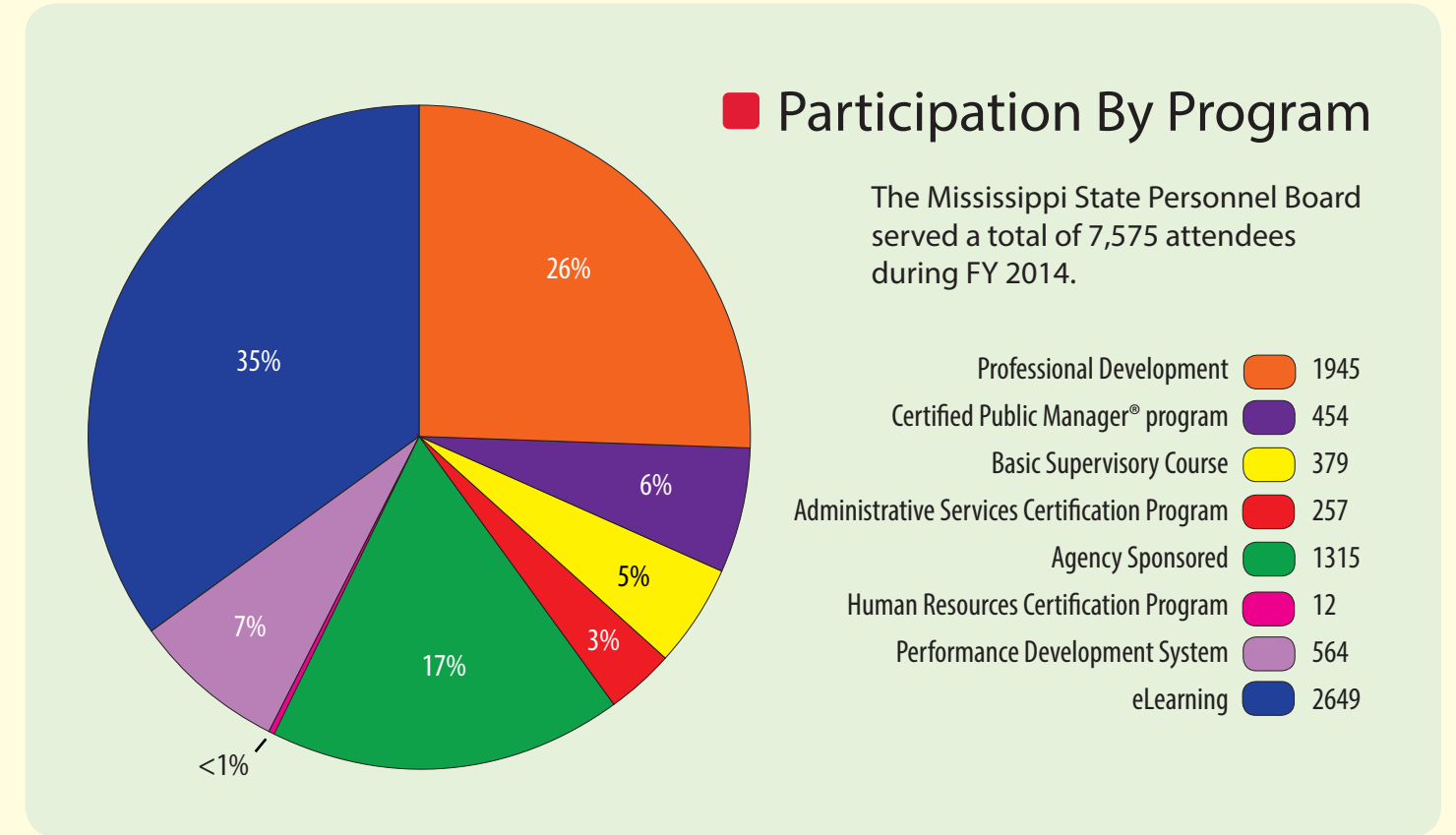
The Office of Workforce Development has two programmatic functional areas: Talent Management and Career Development.

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 2014 Graduates. Professional development courses such as the nationally accredited Certified Public Manager® 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 Mississippi Certified Public Manager® program, 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

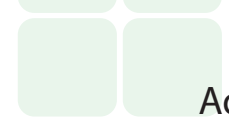
CPM Reaccreditation

In FY 2014, MSPB's Certified Public Manager® program received reaccreditation from the National Certified Public Manager® Consortium, the governing body that establishes and preserves standards for public management development programs that award the CPM designation. Accredited programs have demonstrated the ability to maintain and improve the effectiveness and professionalism of government managers. The quality and efficiency of management in government have a major impact on the lives of citizens and the orderly functioning of society. The five year reaccreditation represents extensive preparation and effort on the part of MSPB's workforce development team.

CPM with Excellence

In December 2013, MSPB created the CPM with Excellence program, which is designed to encourage CPM graduates to continue their professional development and renew their commitment to lifelong learning. On December 1 of each year, CPM alumni may submit a record of the professional development activities they have completed during the previous twelve months. Professional development activities have a point value, and when a CPM graduate accumulates a minimum of 100 points, he or she is designated as a Certified Public Manager® with Excellence.

■ 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



"MDAC utilized MSPB's new internship program at the Ag and Forestry Museum during the summer, and we were very pleased with the ease of the process. MSPB handled all the recruiting, which allowed us to save time and select our applicants quickly, based on the criteria/qualifications that were best suited to our agency. This program helped us to recruit young, motivated individuals seeking their own career paths and hopefully, by gaining the knowledge and skills learned during their time with us, these individuals will have a better understanding of the field of agriculture."

-Cindy Hyde-Smith, Commissioner of Agriculture and Commerce

Career Expos

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

- | | |
|--|---------------|
| Vicksburg Area Job Fair | Vicksburg |
| University of Phoenix Career Fair | Flowood |
| Greenwood Leflore Area Job Fair | Greenwood |
| Jobs for Jacksonians Job Fair | Jackson |
| University of Southern Mississippi Career Fair | Hattiesburg |
| Radio People/MCC Career Expo | Meridian |
| Pine Belt Job Fair | Hattiesburg |
| Tougaloo College Career Fair | Tougaloo |
| Employability Job Fair | Jackson |
| Mississippi State University Career Days | Starkville |
| Jackson State University Spring Career Fair | Jackson |
| Mississippi Band of Choctaw Indians Career Expo | Choctaw |
| Belhaven University Career Fair | Jackson |
| Marshall/Benton Area Job Fair | Holly Springs |
| Mayor's Summer Youth Employment Expo | Jackson |
| Mississippi Employment Expo | Jackson |
| Jobs for Mississippi Graduates | Pearl |
| Spring Southern Region Military and Civilian Job Fair | Biloxi |
| Military Veterans, Spouses, and Dependents Job Fair | Jackson |
| ITT Technical Institute Spring Career Fair | Madison |
| Yazoo County Area Job Fair | Yazoo City |
| Rankin County Area Job Fair | Pearl |
| New Horizon Church International College and Career Fair | Jackson |

Representing the State at job fairs throughout Mississippi

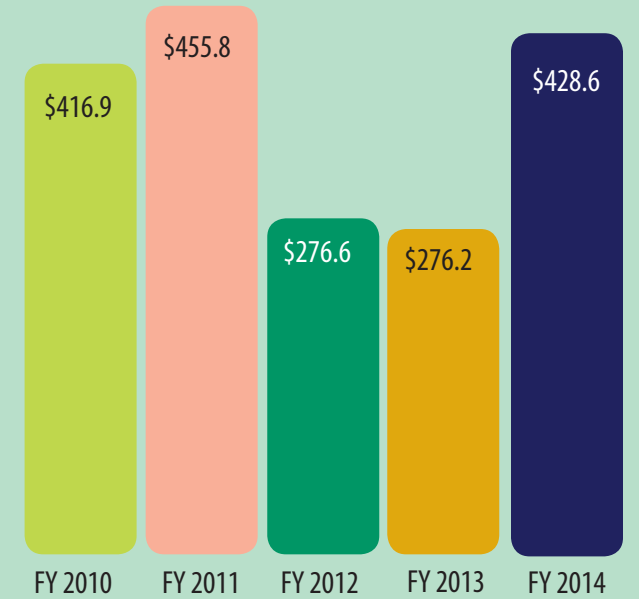




Teselyn Funches, Director
Personal Service Contract Review Board

Personal Service Contracts: Five Fiscal Years

In FY 2010, the Board reviewed 582 contracts valued at \$416,876,392. There were 464 contracts reviewed in FY 2011 for a total of \$455,763,078 and 543 items totaling \$276,587,055 in FY 2012. In FY 2013, the Board took action on 593 items totaling \$276,228,980 and in FY 2014, the Board took action on 625 items totaling \$428,592,761.

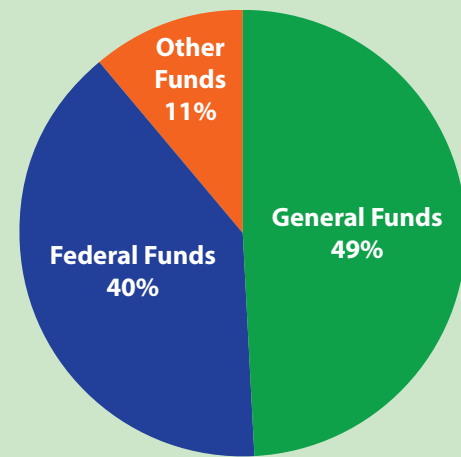


Personal Service Contract Review Board

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 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. PSCR develops the policies and procedures that ensure personal services are obtained in a competitive manner and approves contracts in excess of \$100,000.

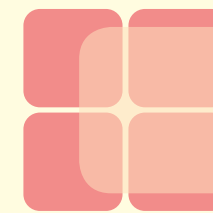
Contract Funding Sources FY 2014



General Funds: \$210,734,752.59
Federal Funds: \$171,021,359.25
Other Funds: \$46,836,650.00

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 PSCR.

The Mississippi State Personnel Board provides administrative support for PSCR.



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 and Transparency

During FY 2014, PSCR revised its Rules and Regulations to include two significant changes. In an effort to make the procurement process more transparent, PSCR established a post award vendor debriefing rule requiring state agencies to develop and implement a post award vendor debriefing procedure. This procedure provides access to bid and request for proposal evaluation information for vendors who submitted a bid or proposal. To encourage competitive procurements, PSCR also implemented a one year limitation on emergency contracts. This limitation requires state agencies to procure these services after one year rather than renewing the contracts.

In addition to revisions to its Rules and Regulations, PSCR also reestablished the Preapproved Vendor

Lists for Janitorial Services, Professional Nursing Services, Temporary Staffing Services, and Security Guard Services (formerly Armed and Unarmed Guard Services). The Background Screening Services list remains effective until June 2018. Preapproved Vendor Lists are established by PSCR for use by state agencies and entities under MSPB purview. Although not required to use Preapproved Vendor Lists, governmental entities which do so may contract without advertising for procurement or completing the standard procurement process. Contracts with preapproved vendors receive expedited review and approval by 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 MSPB by statute but supported by the agency administratively.

The EAB is comprised of three Hearing Officers, one from each Supreme Court district, who are appointed by MSPB members. 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 2014

Initial Appeals

- Demotions2
- Suspension Without Pay7
- Termination43
- Unresolved Grievances..... 10

En Banc..... 13

Circuit Court 1


Orders Rendered

Initial Orders Rendered

- Affirmed13
- Agreed25
- Dismissed/Appeal Not Perfected3
- Dismissed/Lack of Jurisdiction15
- Dismissed/Motion of Appellant.....5
- Dismissed/Failed to Appear.....0
- Dismissed/Stale.....0
- Reversed10
- Partial Relief..... 1

En Banc Orders Rendered

- Affirmed5
- Dismissed3
- Reversed0
- Partial Relief.....0



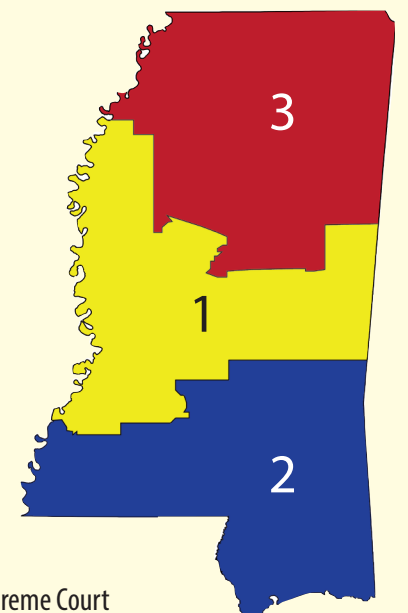
To provide transparency, EAB Orders are posted on our website.

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.

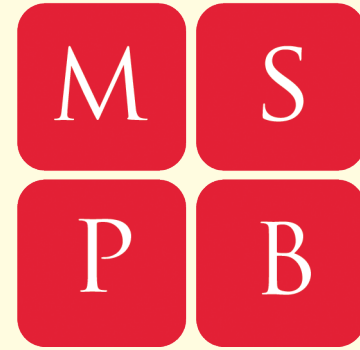
They also may appeal alleged acts of retaliation based upon the employee's or applicant's reports to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

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.



Community Leadership

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.

Many MSPB employees contribute their time, talents, and resources to worthy causes year-round including making Christmas wishes come true through Toys for Tots, participating in canned food

drives to support Stewpot Community Services, donating to the Salvation Army, 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.



Serving Others



This year, MSPB team members donated items to the Salvation Army of Greater Jackson. In addition to monetary donations, team members donated canned goods, clothing, and household items to local families in need.

The Salvation Army Jackson Corps makes a significant impact to thousands of families in the Jackson Metro area each year. MSPB is proud to assist the Salvation Army by providing resources to support their efforts to help those in need and change lives in the community.



Collecting 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 Reserve 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 2014.



Fiscal Year 2014
**Annual
Report**



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