

# FY 2020 Annual Report

**M S** MISSISSIPPI  
**P B** STATE PERSONNEL BOARD





Established by the Mississippi Legislature in 1980, the Mississippi State Personnel Board oversees the employee life cycle from

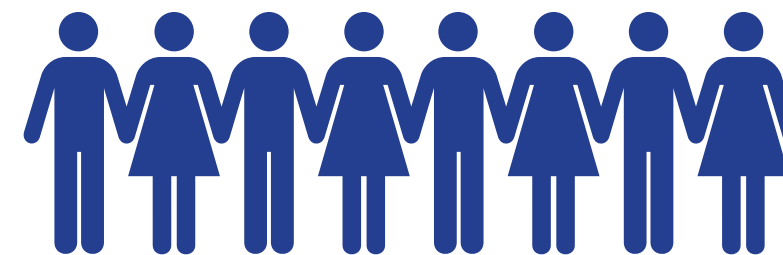
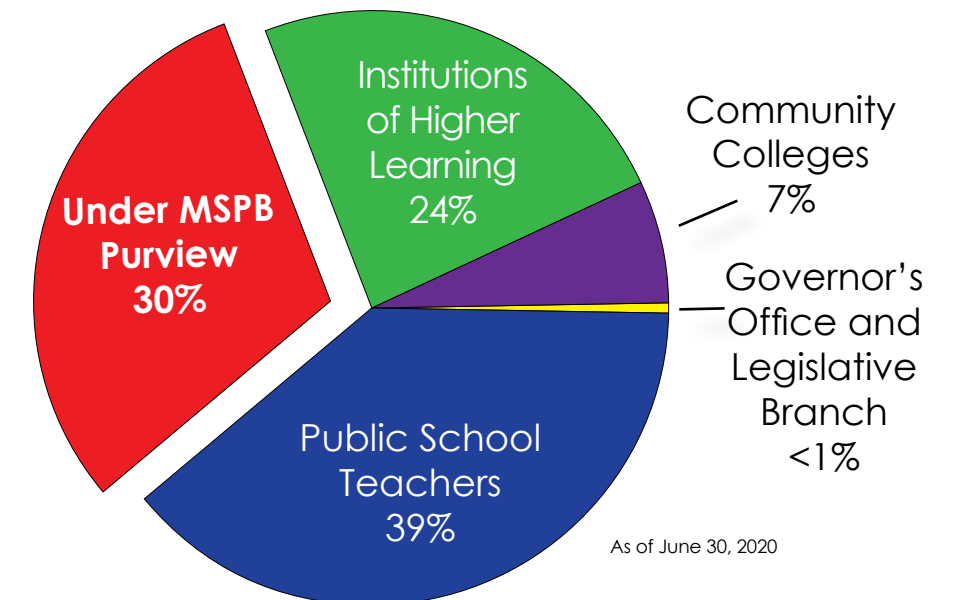
**pre-hire** to **retire.**

## Table of Contents

About MSPB	3
Leadership	4-5
Excellence in Government	6-7
Statewide Initiatives	8-9
Our Workforce	10-11
Retention	12-13
Training	14-15
CCR	16-17
Employee Appeals Board	18
Community Service	19

**30%**

of the public sector workforce in Mississippi is under the purview of MSPB.



**25,850**  
**employees**

Full-time as of June 30, 2020

Our Vision:

To ensure a quality workforce for the State of Mississippi

Our Mission:

To lead the way in human capital and workforce management

*The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons regardless of political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability. Published in December 2020 by the Mississippi State Personnel Board.*

**117**  
**agencies, boards,**  
**and commissions**



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.

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.

**Stephanie Cummins, Chair**  
**Brandon**

Stephanie Cummins was appointed to the Board by Governor Phil Bryant in March 2017 to fill an unexpired term through June 30, 2017 and was subsequently reappointed to serve through 2023. She is the coowner and associate broker at Front Gate Realty. She currently serves on the board of directors for the Mississippi Realtor Association, the Home Builders Association of Jackson, and the Home Builders Association of Mississippi.



**Representative Jim Beckett**  
**Bruce**

Representative Beckett has served as Representative for District 23, which includes Calhoun, Grenada, Lafayette, and Webster Counties, from 2004 to present. His committee memberships include Apportionment and Elections - Chair; Congressional Redistricting - Chair; Legislative Reapportionment - Chair; Appropriations; Judiciary A; Judiciary En Banc; Public Utilities; and State Library.



**Donald Brown, Vice Chair**  
**Vicksburg**

Donald Brown was originally appointed to the Board in 2005, was reappointed by Governor Haley Barbour in 2010, and was reappointed by Governor Phil Bryant in 2015. Mr. Brown is the Deputy Executive Director of Warren Yazoo Behavioral Health. 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.



**Representative Jerry Turner**  
**Baldwyn**

Representative Turner served as Representative for District 18, which includes Lee, Prentiss, and Union Counties from 2004 to 2020. His committee memberships included Accountability, Efficiency, Transparency - Chair; Agriculture; Appropriations; Banking and Financial Services; Conservation and Water Resources; Insurance; Management; and Transportation.



**Colonel Nick P. Ardillo, Jr**  
**Columbus**

Colonel Ardillo was originally appointed to the Board by Governor Haley Barbour to fill an unexpired term in June 2011, was reappointed by Governor Barbour in 2011 to serve through 2016, and was reappointed by Governor Bryant in 2016. As a former Commander of Columbus Air Force Base, he is now retired from active duty and is the principal of NPA, LLC and a partner in Ardillo, McCullough and Taggart LLC. He provides aerospace, airports, and defense consulting.



**Senator John Polk**  
**Hattiesburg**

Senator Polk has served as Senator for District 44, which includes Lamar and Pearl River Counties, from 2012 to present. His committee memberships include Accountability, Efficiency, Transparency - Chair; Public Health and Welfare - Vice-Chair; Appropriations; Economic and Workforce Development; Education; Energy; Medicaid; and Universities and Colleges.



**Alwyn Luckey**  
**Ocean Springs**

Alwyn Luckey was appointed to the Board by Governor Phil Bryant in April 2012 to fill an unexpired term and was subsequently reappointed to serve through 2019. He 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 for the City of Ocean Springs.



**Senator Nickey Browning (through December 2019)**  
**Pontotoc**

Senator Browning served as Senator for District 3, which includes Benton, Pontotoc, and Union Counties, from 1996 to 2020. His committee memberships included Forestry - Chair; Business and Financial Institutions; County Affairs; Drug Policy; Energy; Finance; Highways and Transportation; Insurance; and Rules.



## Promoting Excellence

Governor Tate Reeves honored Jeworski Mallett and Russel James with the 2020 Excellence in Government Awards. The foundation of these awards is to encourage the development of innovative systems of public administration. In 2012, the Mississippi State Personnel Board established and presented the inaugural Mississippi Excellence in Government Awards program at the direction of the Mississippi Legislature.

The recipient of the Excellence in State Government Award is Jeworski "Jay" Mallett. Mallett is the deputy commissioner of institutions at MDOC. Prior to starting this position in 2020, he served as director of records, a role he held since 2013. He began his career in the correctional system almost 19 years ago as a correctional officer. As deputy commissioner, he is responsible for ultimately lifting the 2020 institutional lockdowns at MDOC facilities

including Parchman and returning to normal operations, even in the midst of a pandemic. Under his leadership, staff and inmates attribute an overall more positive culture at MDOC.

The recipient of the Excellence in Local and District Government Award is Russel James. Russel James has served as the chief of police for the City of Richland since 2002. He has improved the Richland Police Department by creating a drug interdiction unit that seized massive amounts of illegal narcotics and currency, and these proceeds were utilized to build a state-of-the-art training facility and new police department at no cost to taxpayers. He also created an award-winning Police K-9 division. Under his leadership, the police department implemented new technology initiatives, which led to the city collecting more than \$2 million in outstanding fines. Chief James also created a traffic division with motorcycles

to assist with funeral processions and a unit to proactively pursue illicit drug users and dealers.

"Each day, thousands of government employees provide quality services to all Mississippians," said Governor Reeves.

"Today, we celebrate the achievement of two individuals that have demonstrated a commitment to their work and those they serve."

MSPB Executive Director Kelly Hardwick said, "This year's recipients demonstrate dedication to service, even in the most challenging times. It is an honor to join Governor Reeves in recognizing these outstanding individuals."

**"Each day, thousands of government employees provide quality services to all Mississippians," said Governor Reeves.**

**"We celebrate the achievement of two individuals that have demonstrated a commitment to their work and those they serve."**



L to R: Excellence in State Government Recipient Jeworski "Jay" Mallett, Governor Tate Reeves, and Excellence in Local Government Recipient Russel James

**EXCELLENCE<sup>IN</sup>  
Government  
AWARDS**

*Recognizing excellence and innovation in government*

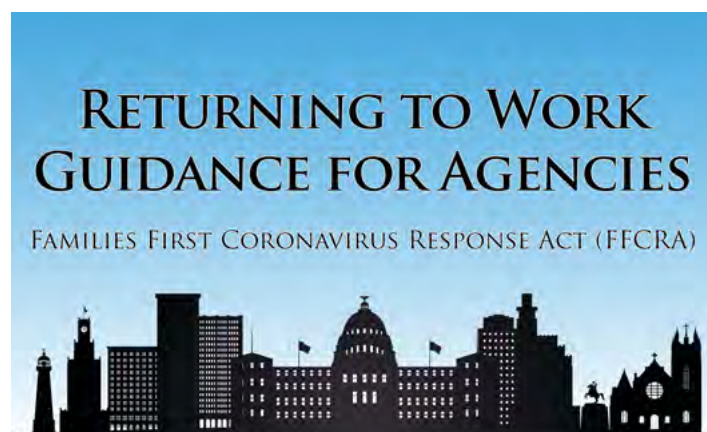
## New Performance Review System

In FY 2020, MSPB launched the new Performance Review System for state employees. The new PRS replaces the previous Performance Development Assessment and is a much more comprehensive system that rates an employee based on job performance, not simply ethics. MSPB conducted many train-the-trainer sessions for agency HR directors on the new system. Effective January 1, 2021, the new PRS is mandatory for all agencies.

OLD Performance Development Assessment	NEW Performance Review System
<ul style="list-style-type: none"> <li>Rated on ethics; discipline separated</li> <li>9 - 11 pages; 12 competencies</li> <li>Performance issues 90 -180+ days</li> <li>No structure for succession planning</li> <li>Not maintained by most agencies</li> </ul>	<ul style="list-style-type: none"> <li>Rated on job duties; discipline included</li> <li>4 - 5 pages; 4 performance factors</li> <li>Performance issues addressed quickly</li> <li>Foundation of succession planning</li> <li>Required for processing by MSPB</li> </ul>

## MSPB Response to the COVID-19 Pandemic

In response to the COVID-19 pandemic, MSPB offered guidance and resources for state agencies to utilize when developing a plan to return employees to the workplace including:



- Back-to-School FAQs
- Families First Coronavirus Response Act (FFCRA) Guidance
- Returning-to-Work Considerations for State Agencies
- Telework Templates
- Emergency Paid Sick Leave Request Form Template
- Emergency Family Medical Leave Request Form Template

## MSPB launches project to overhaul state classification and compensation system

After a Request for Proposals (RFP) process in the spring of 2020, the Mississippi State Personnel Board selected Kenning Consulting to provide consulting services for the review, modification, and implementation of the state's variable compensation plan.



The variable compensation plan (VCP) is the policy document that governs state employee salaries and HR actions such as reallocations, reclassifications, benchmarks, special compensation, etc. The current VCP has not been revised since 1981.

The Project, entitled "Project SEC2", is scheduled to be completed in January 2022.

## Revised Policies



In an effort to continue improving the workforce in FY 2020, MSPB revised its *Policy & Procedures Manual* and the *Mississippi State Employee Handbook*. The updates focus on employee discipline and grievances and provide clarity on required procedures for agencies and staff, eliminate unnecessary regulations, ensure employees' rights are protected, and allow agencies to operate more efficiently. The documents were also streamlined to eliminate repetitiveness within the documents.

## HR templates now available on the MSPB website

MSPB has developed templates for agencies to utilize to improve operations. These templates may be used at each agency's discretion and are available on the MSPB website. Templates include:

- Families First Coronavirus Relief Act Leave Request Forms
- Agency Workplace Harassment Policy
- Agency Telework Policy
- Employee Telework Assignment
- Disciplinary Action Templates



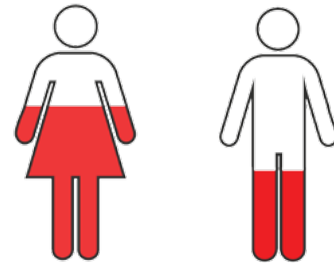


We are a **diverse workforce.**

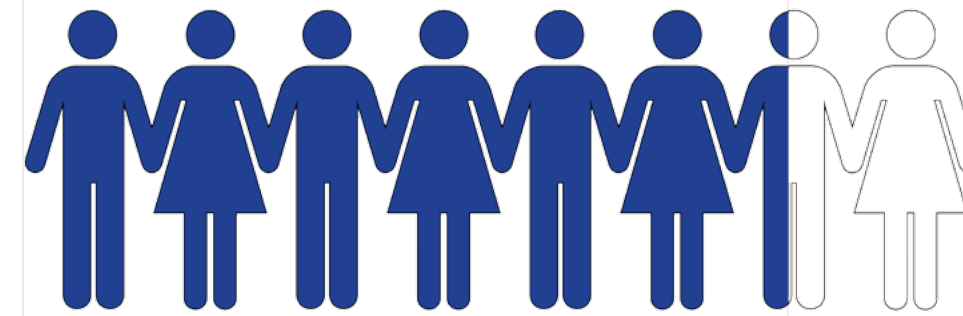


**61%**  
of employees earn less than the average salary.

**62%**  
FEMALE



**38%**  
MALE



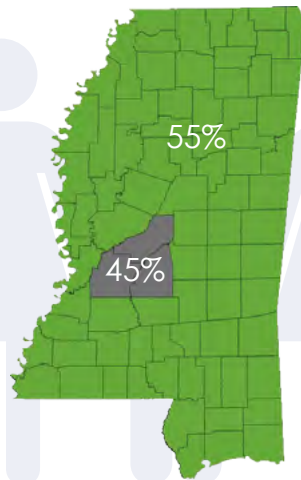
80% of employees earn **less than \$50,000 annually.**



**45.4**  
Average Age

**55%**  
of the workforce is employed outside of Metro Jackson.

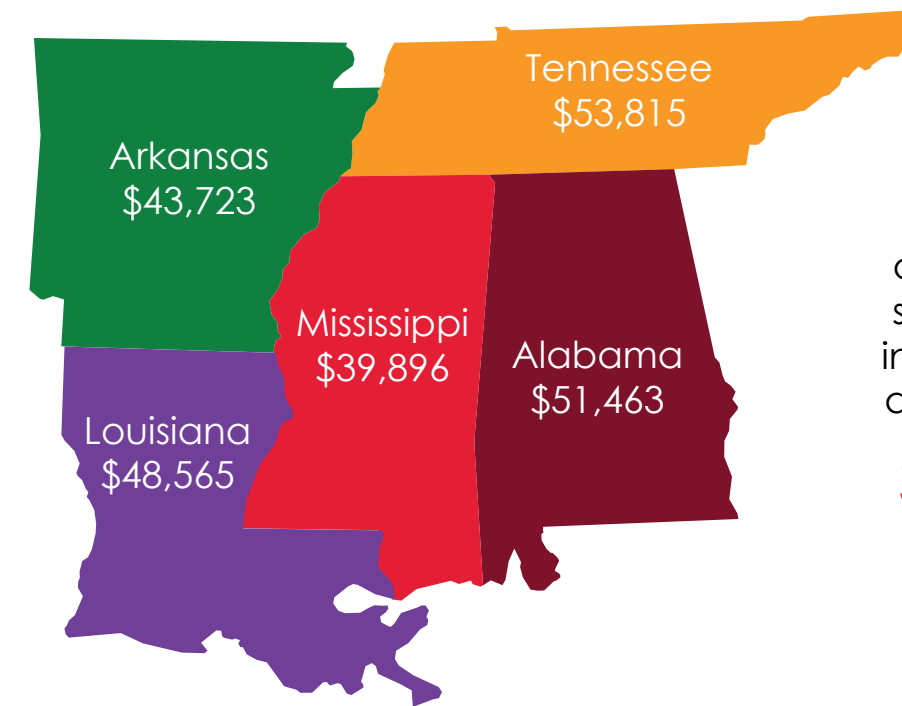
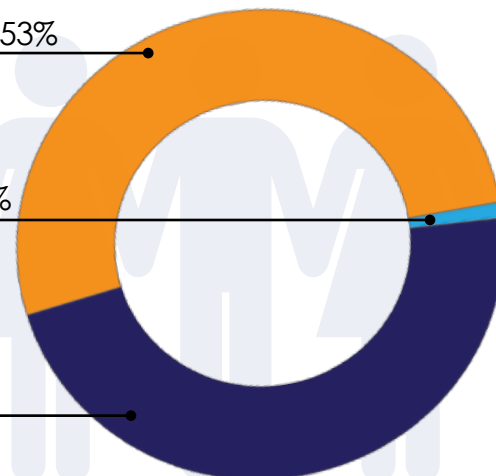
**15**  
state agencies have a majority of their workforce employed outside of Metro Jackson.



African American 53%

All Other Races 1%

Caucasian 46%



The average annual salary for state employees in Mississippi's four adjoining states is

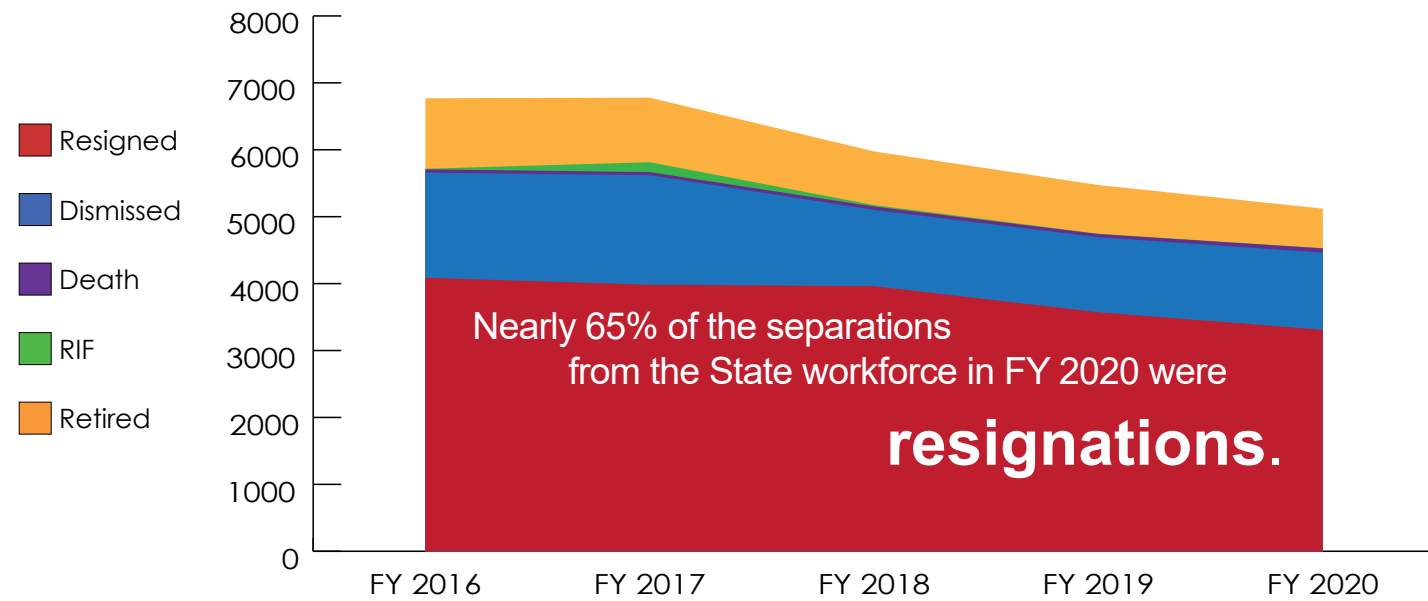
**\$49,392**

As of June 30, 2020

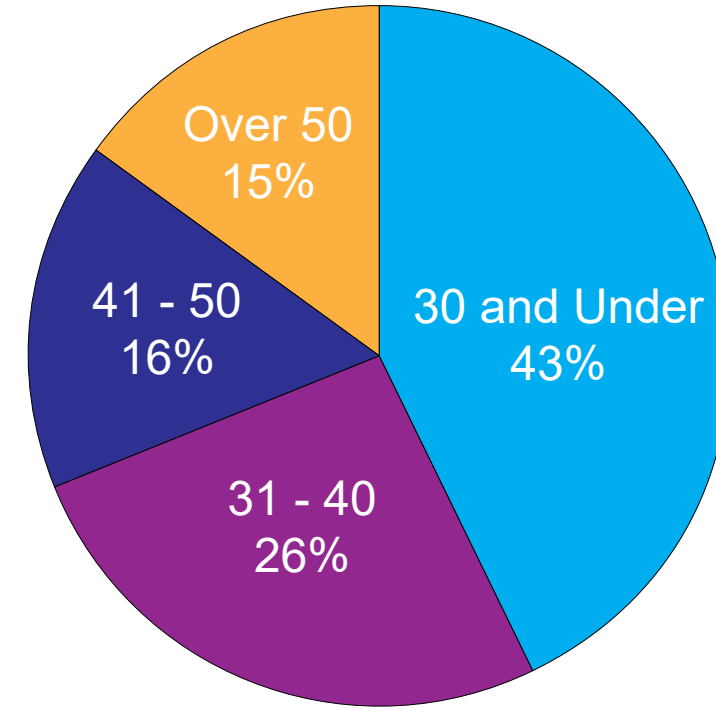
## Retention

is **crucial** to ensuring a quality workforce for Mississippi's future.

### Separations



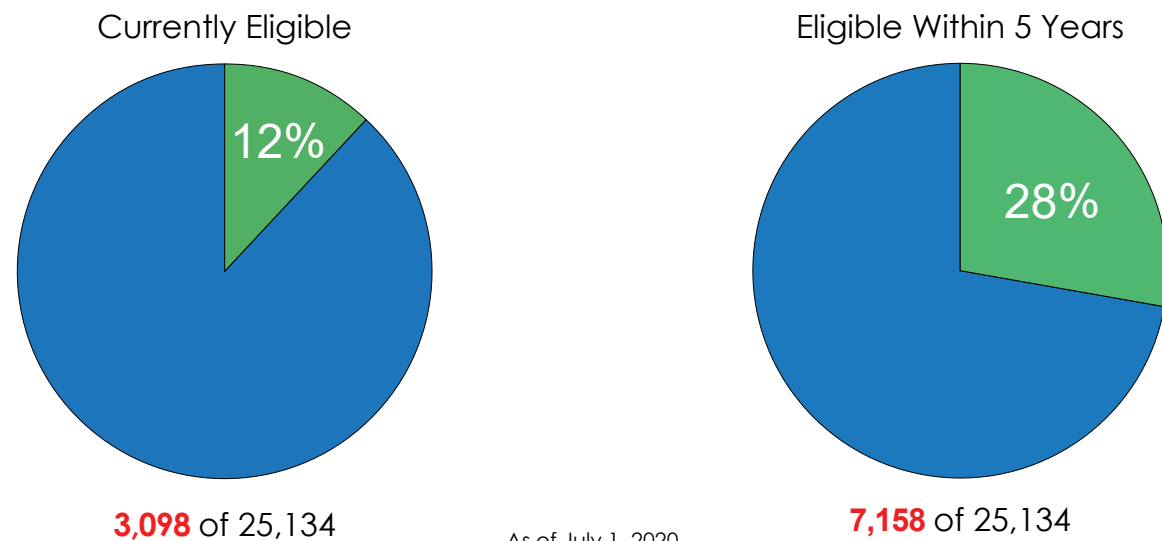
### Resignations by Age



**69%**  
of total resignations in FY 2020 were employees 40 and under.

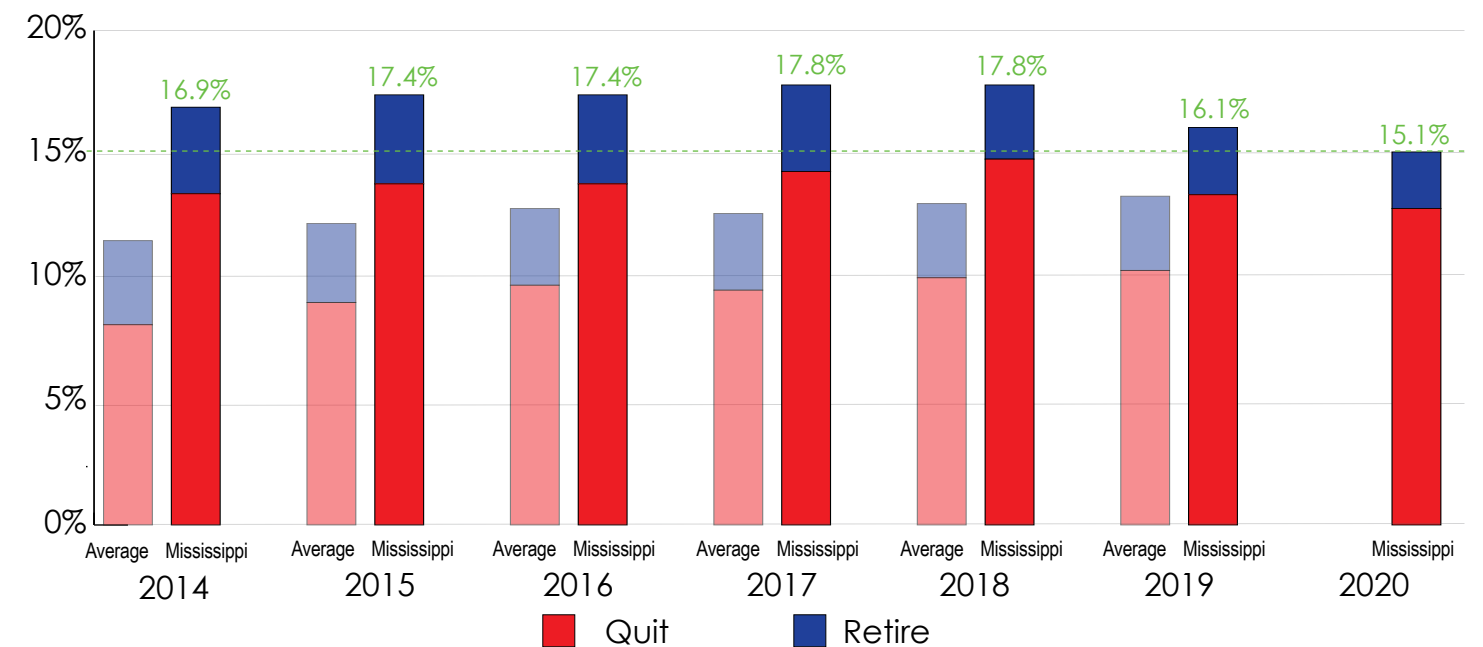
### Retirement Eligibility

While the majority of resignations are younger employees, more than one-fourth of our workforce will be eligible to retire within 5 years.



### Voluntary Turnover Rates

Our turnover is the lowest in recent history. However, state employees in Mississippi are quitting and retiring at a higher rate than the nationwide average for state and local governments.



National data source: U.S. Bureau of Labor Statistics  
State and Local Government National Average is calculated based on calendar year.  
Mississippi data is calculated based on fiscal year.

# Training and Development

The goal of the Office of Training and Development is to provide state agencies with the tools, information, and training needed to ensure a quality workforce for state government. Our programs include the Administrative Services Certification Program, the Basic Supervisory Course, the Certified Public Manager® Program, and the Human Resources Certification Program.

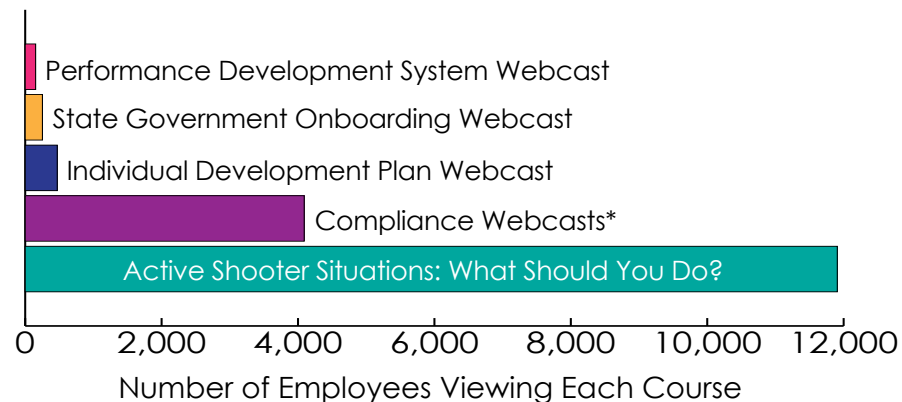
## MSPB hosts first virtual graduation ceremony



2020 was a year of "firsts", and with that came MSPB's first virtual graduation ceremony. Nearly 130 government employees from across the State graduated from the Mississippi Certified Public Manager® Program, the Administrative Services Certification Program, and the Executive Services Certification Program. Secretary of State Michael Watson delivered the keynote address at the MCPM virtual graduation ceremony,

and MSPB Executive Director Kelly Hardwick addressed the ASCP and ESCP graduates.

## On-Demand eLearning



\*Our suite of compliance webcasts included four modules covering the following topics: sexual harassment awareness and prevention, ethics in state government, workplace harassment awareness and prevention, and employment discrimination awareness and prevention. These webcasts were streamlined for FY 2021.

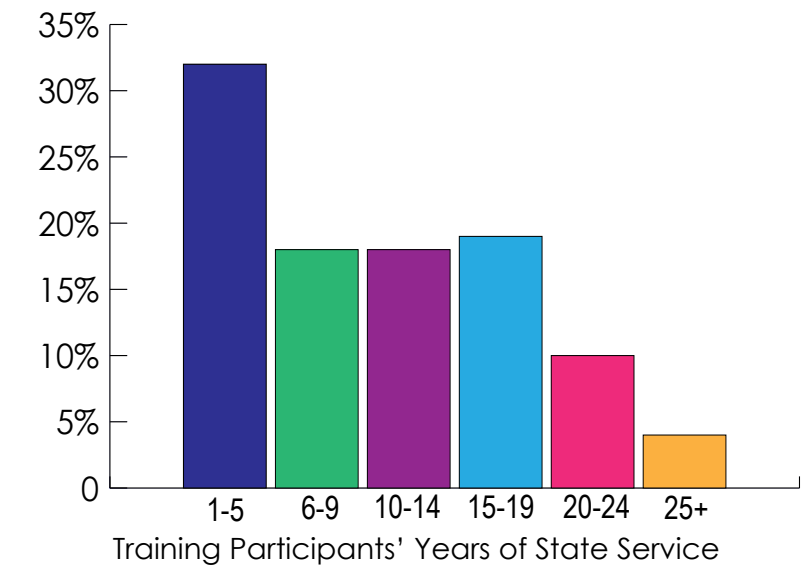
To address turnover, we are committed to

## enhancing the engagement of new state employees

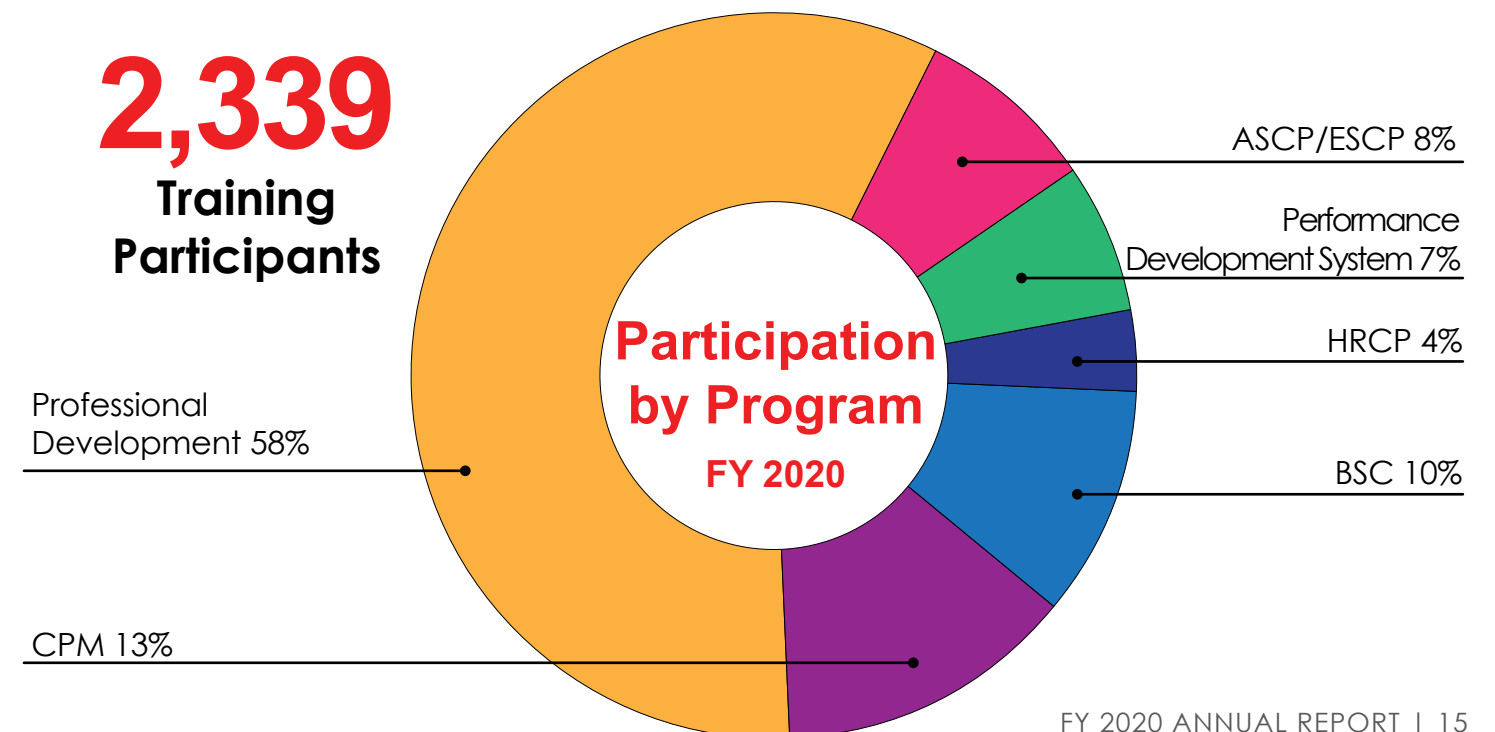
through our training programs.

With a rapidly growing retirement age group and an average service time of just ten years, MSPB is focusing on practices proven to aid in the retention of personnel including developing training opportunities to benefit employees and their agencies.

Employees with **5 years of service or less** were the largest group of training participants.



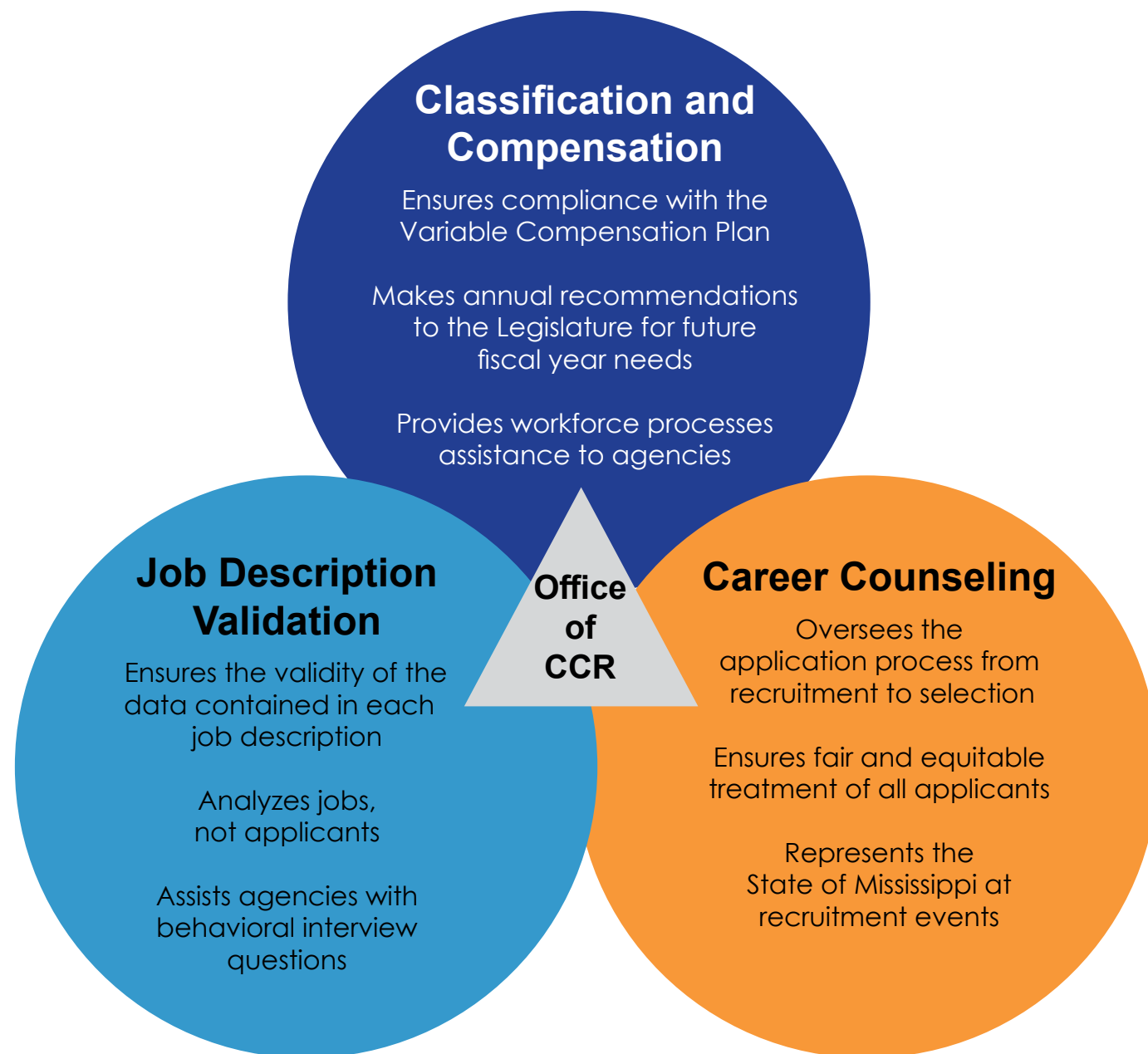
**2,339**  
Training Participants





# Classification, Compensation, and Recruitment

The Office of Classification, Compensation, and Recruitment serves agencies, employees, and job seekers and is comprised of three divisions: classification and compensation, job description validation, and career counseling.



Part of MSPB's strategic mission is to

**attract** and  
**retain**

quality workers in state government.

**159,922**

**Number of  
Job Applications  
Received in FY 2020**

## Job Fairs

As part of our mission to ensure a quality workforce, MSPB participates in numerous job fairs and employment expos across the state such as those sponsored by the Governor's Job Fair Network. Our FY 2020 job fairs included:

- Yellow Ribbon Job Fair (Tupelo)
- Governor's Job Fair: Vicksburg Area
- Governor's Job Fair: Greenwood Leflore Area
- Yellow Ribbon Job Fair (Biloxi)
- Families First Job and Resource Fair (Wiggins)
- Mississippi State University Career Expo
- Mississippi University for Women Job Fair
- Delta State University Fall Career Fair
- Mississippi College Job Fair
- Fall Internship/Career Fair at Mississippi Valley State University
- Holmes Community College Job Fair
- Pine Belt Job Fair
- Southwest Regional Workforce Training Center Job Fair
- American Graduate Job Fair
- Governor's Job Fair: Louisville
- Military Job Fair/NGB MS Employment Support Program (ESP) Job Fair
- Governor's Job Fair: Meridian Area
- Tougaloo College Career Fair
- Governor's Job Fair: Flowood
- Mississippi Valley State University Career Fair
- Mississippi College Job Fair
- Belhaven University Career Fair
- Governor's Job Fair: William Carey
- Delta State University Career Fair
- Governor's Job Fair: Department of Rehabilitation Services
- Governor's Job Fair: Co-Lin Pathways
- Governor's Job Fair: Southaven
- Governor's Job Fair: Spring Southern Region Military and Civilian Job Fair (Biloxi)
- Mississippi Broadcasters LLC: The Radio People/MCC Job Fair

The Employee Appeals Board provides a

**fair** and  
**impartial**  
**appeals process** for employees.



**Initial Appeals**

Demotions.....	1
Suspensions Without Pay.....	1
Terminations.....	25
Unresolved Grievances.....	8

**35**

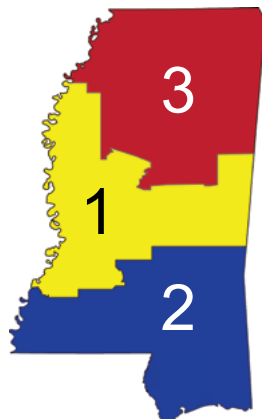
**Total Appeals  
Filed in FY 2020**

**29**

**Total Orders  
Rendered in FY  
2020**

**Initial Orders Rendered**

Affirmed.....	7
Agreed.....	6
Dismissed.....	14
Reversed.....	2
Partial Relief.....	0



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.

MSPB team members love to **serve** at the

*m.u.s.t.a.r.d  
s.e.e.d*



Since 2017, MSPB team members have volunteered their time at The Mustard Seed. This year, MSPB hosted a "Soup"er Bowl party for the Seedsters with a soup competition, games, and activities.

Located in Brandon, The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected community with meaningful activities that allow the participants to fulfill their potential.





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