



# FY 2021 Annual Report



MISSISSIPPI  
STATE PERSONNEL BOARD



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

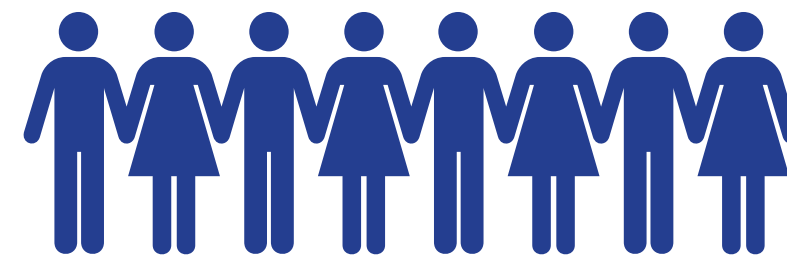
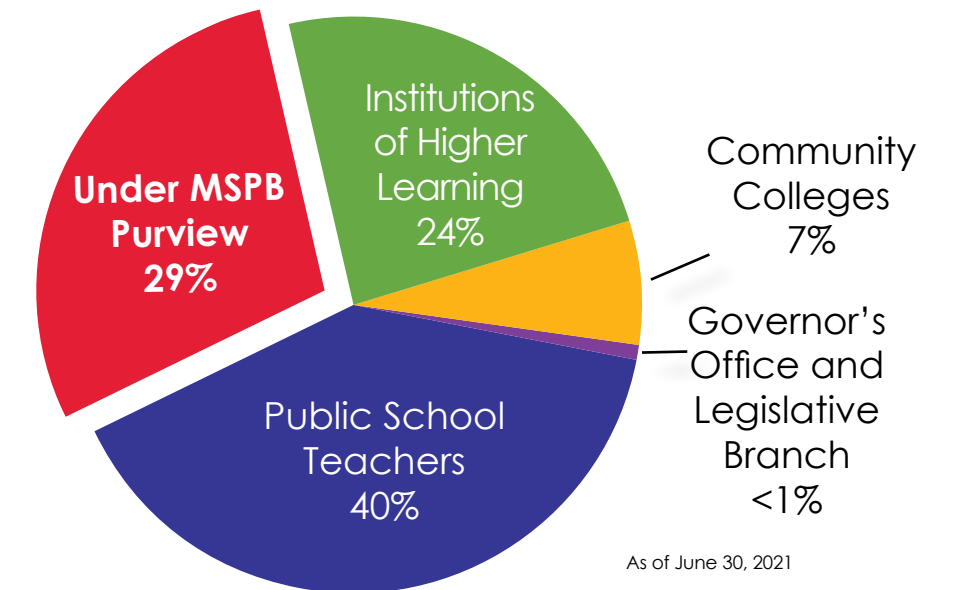
**pre-hire** to **retire.**

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**29%**

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



**24,816**  
**employees**

Full-time as of June 30, 2021

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 2021 by the Mississippi State Personnel Board.*

**71**  
**master**  
**agencies**



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.



**Donald Brown, Chairman**  
**Vicksburg**

Donald Brown was originally appointed to the Board by Governor Haley Barbour in 2005. 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.



**Alwyn Luckey, Vice Chairman**  
**Ocean Springs**

Alwyn Luckey was originally appointed to the Board by Governor Phil Bryant in April 2012. 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.



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

Colonel Ardillo was originally appointed to the Board by Governor Haley Barbour in June 2011. 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.



**Stephanie Cummins**  
**Brandon**

Stephanie Cummins was appointed to the Board by Governor Phil Bryant in March 2017. She is the co-owner and associate broker at Front Gate Realty. She serves on the board of directors for the Mississippi Realtor Association, the Home Builders Association of Jackson, and the Home Builders Association of Mississippi.

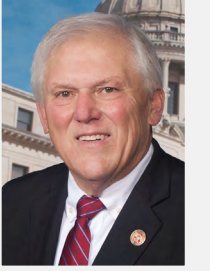


**Scott Shoemaker**  
**Ridgeland**

Scott Shoemaker was appointed to the Board by Governor Tate Reeves in March 2021. He is the president and broker of Shoemaker Homes in Ridgeland. He is a past president of the Home Builders Association of Jackson, the Home Builders Association of Mississippi, and the Ridgeland Chamber of Commerce.

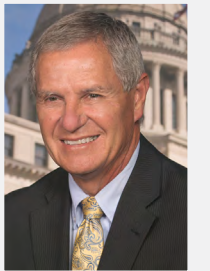
The Lieutenant Governor may designate two Senators, and the Speaker of the House of Representatives may designate two Representatives to attend meetings of the Mississippi State Personnel Board.

**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.

**Representative Randy Boyd**  
**Mantachie**



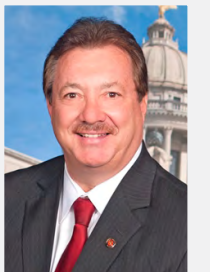
Representative Boyd has served as Representative for District 19, which includes Itawamba and Lee Counties, from 2012 to present. His committee memberships include Accountability, Efficiency, Transparency - Chair; Apportionment and Elections; Appropriations; Education; Medicaid; Rules; and Universities and Colleges.

**Senator Angela Hill**  
**Picayune**



Senator Hill has served as Senator for District 40, which includes Marion and Pearl River Counties, from 2012 to present. Her committee memberships include County Affairs - Chair; Accountability, Efficiency, Transparency - Vice-Chair; Agriculture; Appropriations; Education; Energy; Insurance; Investigate State Offices; and Judiciary B.

**Senator Philip Moran**  
**Bay St. Louis**



Senator Moran has served as Senator for District 46, which includes Hancock and Harrison Counties, from 2012 to present. His committee memberships include Ports and Marine Resources - Chair; Gaming - Vice-Chair; Appropriations; Energy; Highways and Transportation; Housing; Investigate State Offices; and Tourism.

## Promoting Excellence

Governor Tate Reeves honored Timothy Rush and Daniel McKinney with the 2021 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 Timothy Rush, the deputy executive director for Mississippi Department of Employment Security (MDES). With a 29-year career at MDES, Rush equipped the agency to respond to the increase in unemployment claims due to the pandemic. To ensure the unemployment response system could function beyond its desired capacity, he increased the MDES phone lines to receive

calls from claimants, quickly expanded MDES contact centers, reached beyond normal boundaries to generate new partnerships with the private sector and businesses, and maximized CARES Act funds. Rush started his MDES career as an employment interviewer at the Meridian WIN Job Center in 1991 and held various positions in the agency's appeals and tax departments. He also served as the State Workforce Investment Act Equal Opportunity Officer in 2010 and 2011.

The recipient of the Excellence in Local and District Government Award is Daniel McKinney, the chief of police for the City of Saltillo. He was recently appointed chief after two decades of police work with the Tupelo Police Department. While in Tupelo, Chief McKinney was promoted to sergeant over the special operations group and SWAT team. He held positions as a detective, K9 handler, academy instructor, and patrolman. He was also involved with the police athletic league that supported after school children's programs. Chief McKinney completed two years of criminal justice

studies at Itawamba Community College and is a graduate of the North Mississippi Law Enforcement Training Center.

"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, "These recipients demonstrate a strong commitment to service in Mississippi. It is an honor to join Governor Reeves in recognizing these outstanding public servants."

**"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 Timothy Rush, Governor Tate Reeves, Excellence in Local Government Recipient Daniel McKinney, and MSPB Chairman Don Brown

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

*Recognizing excellence and innovation in government*

## Project SEC<sup>2</sup> progresses toward 2022 launch



A State Employee Classification & Compensation Initiative

Over the last 40 years, the classification and compensation system became outdated and disjointed. After research and review, the MSPB and staff determined it was time to modernize the system to give more **accountability** and to be more **functional** and **transparent** for the Legislature, agencies, and state employees.

Project SEC<sup>2</sup> is the **first major review and update** of Mississippi's classification and compensation system **since 1981.**

Project SEC<sup>2</sup> will be implemented on **January 1, 2022.**



**23,000+**

Position Description Questionnaires were submitted by employees and reviewed by MSPB.



**294**

state employees from 46 agencies served as subject matter experts and assisted with validating role summaries.



**8**

state agencies' representatives serve on the project steering committee.

The new classification system includes:

**21**

Occupational Groups

**136**

Job Families

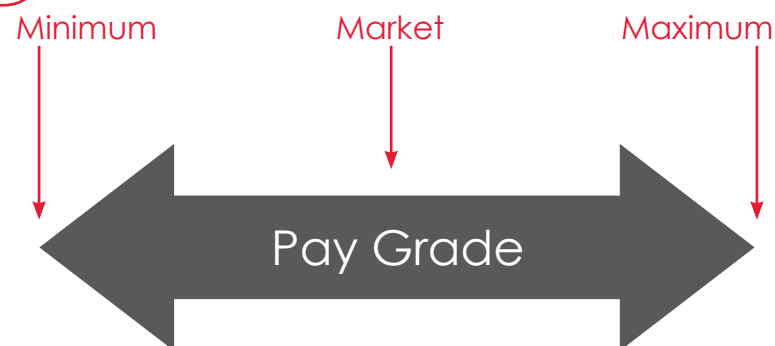
**641**

Job Classifications

(Streamlined 1,900 classifications from the old system)

In establishing salaries for state employees, MSPB will ensure that our rates are **competitive, consistent, and equitable.**

In the new system, each job classification is assigned to a **pay grade.**



The new compensation system is comprised of the following **market-based pay plans:**

- Mississippi General
- Medical Services
- Information Technology
- Executive

### The Old System:

#### Too many classifications

The old plan included nearly 1,900 classifications with many agency-specific and generic classifications.

#### Misclassified employees

Many employees were in generic job classes that did not accurately reflect their job duties.

#### Distorted pay ranges

Ranges were intended to be implemented in a step pay system, which Mississippi does not have.

#### Classification process used as the de facto compensation plan

Employees were classified based on desired salary, not job duties.

Who was involved?

In May 2020, MSPB issued an RFP and procured a contract with Kenning Consulting to provide services for the overhaul of the state's classification and compensation plan.

### The New System:

#### Classifications based on occupational groups and job families

641 streamlined job classifications now reflect job duties, so there is no need for generic classifications.

#### Properly classified employees

In collaboration with state agencies, MSPB evaluated every employee's position description questionnaire and classified them based on actual job duties.

#### Competitive and equitable compensation

With accurately classified employees, agencies can ensure employees performing similar duties are paid equitably, and MSPB can ensure pay ranges are competitive with the external labor market.

#### Opportunities for career path progression

With new market-based pay plans, employees have a more accurate view of potential career paths.

In addition, a project steering committee provides project oversight. The steering committee includes representatives from the Public Employees' Retirement System, Division of Medicaid, Department of Finance and Administration, Legislative Budget Office, Department of Mental Health, Secretary of State's Office, Department of Education, and the Mississippi State Personnel Board.

#### Project SEC<sup>2</sup> Compensation Philosophy:

*It is the intention of the State of Mississippi to compensate its employees at a level sufficient to maintain market competitiveness necessary to recruit and retain a competent workforce as well as encourage excellence of performance.*

*In establishing salaries for state employees, MSPB helps ensure that our rates are competitive with rates in the external labor market, consistent with legislative direction, and equitable within each agency and across all state agencies under MSPB purview.*

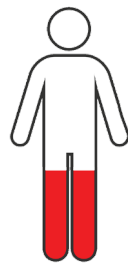


We are a **diverse workforce.**

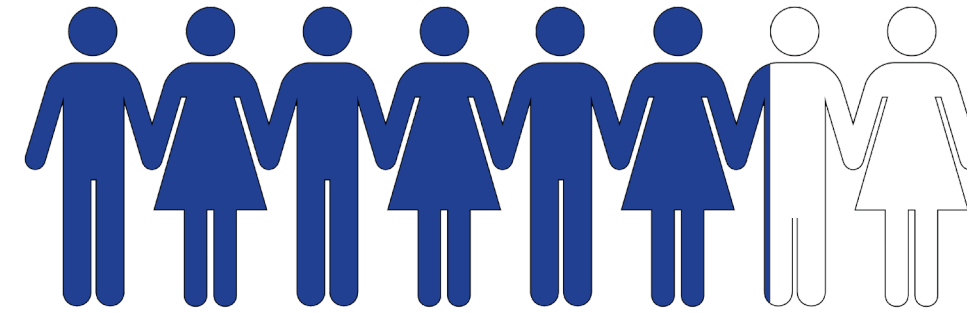


**63%**  
of employees earn less than the average salary.

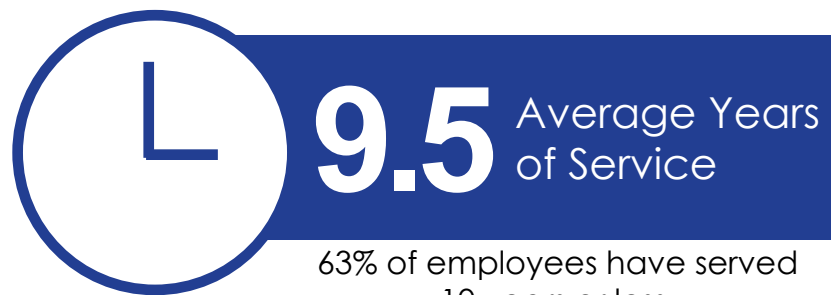
**62%**  
FEMALE



**38%**  
MALE



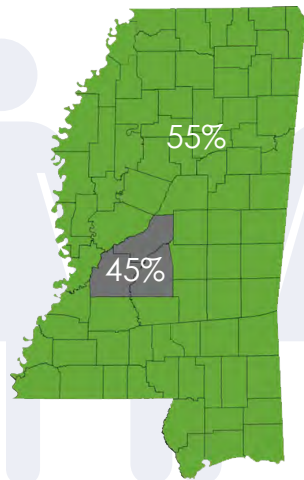
78% of employees earn **less than \$50,000 annually.**



**45.7**  
Average Age

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

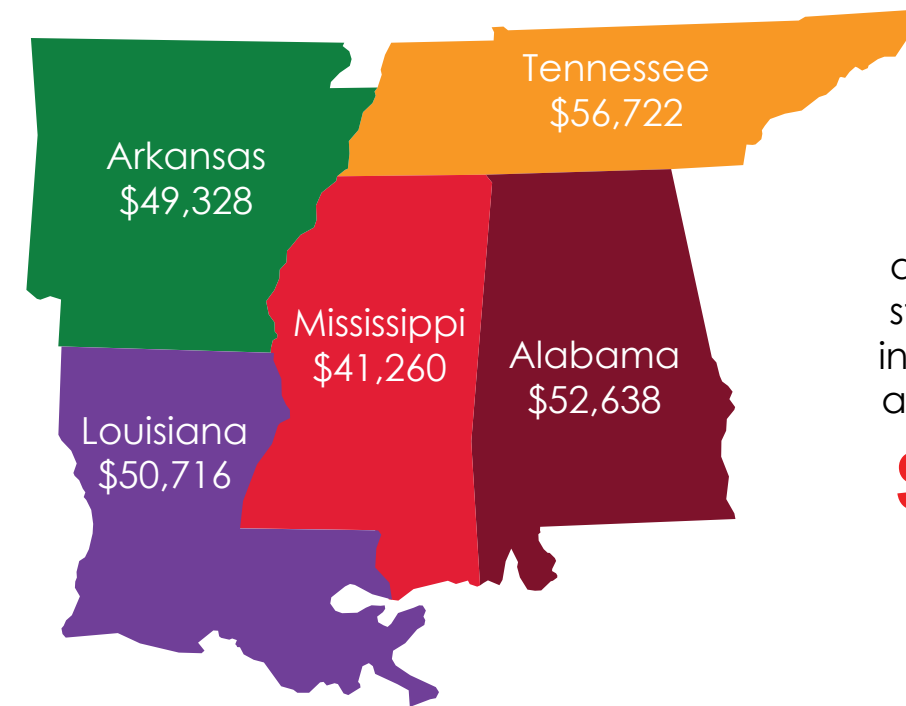
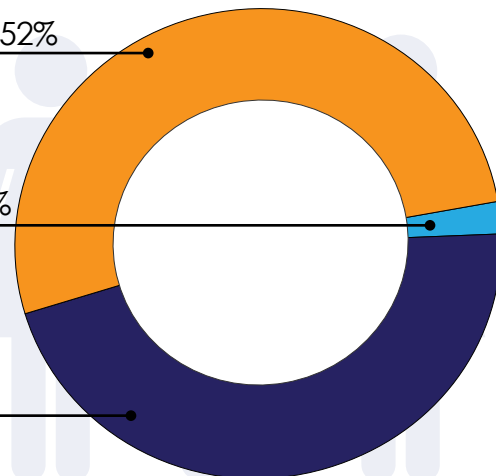
**15**  
state agencies have a majority of their workforce employed outside of Metro Jackson.



African American 52%

All Other Races 2%

Caucasian 46%



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

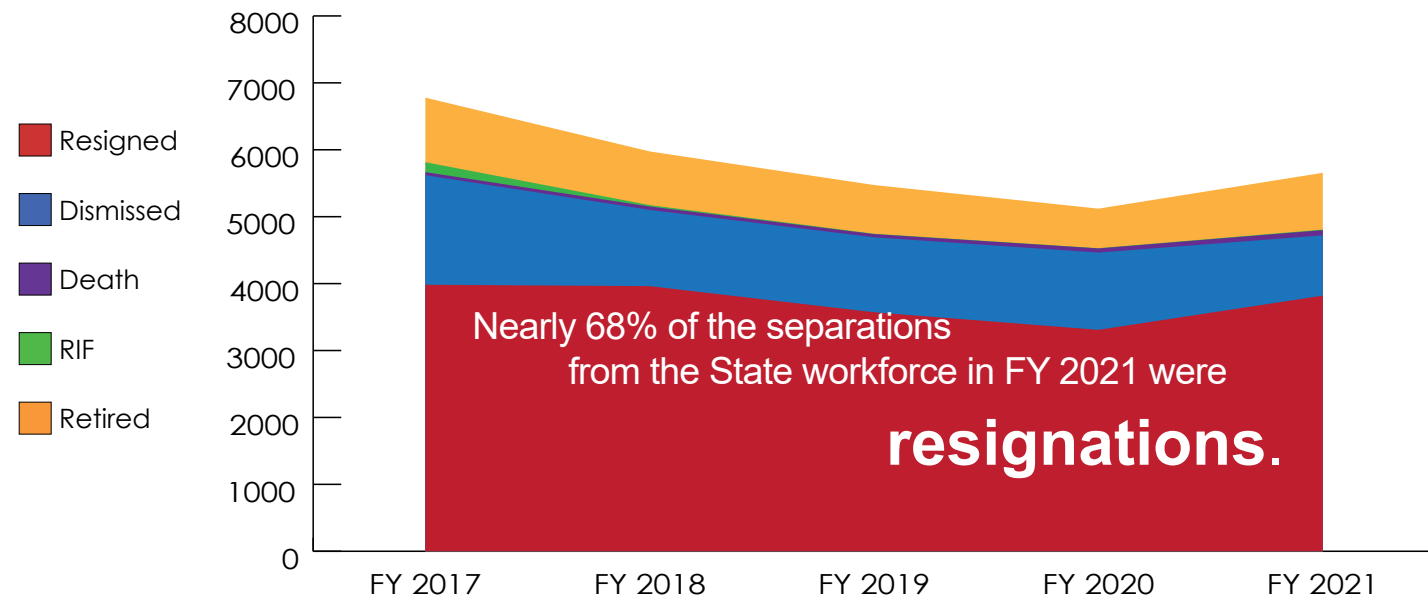
**\$52,351**

As of June 30, 2021

## Retention

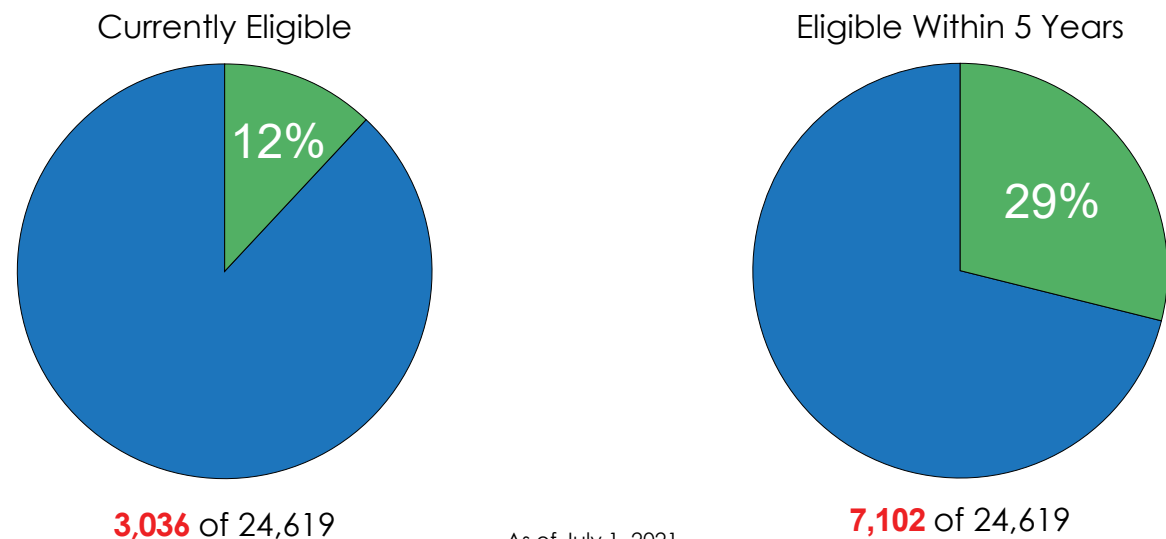
is **crucial** to ensuring a quality workforce for Mississippi's future.

### Separations



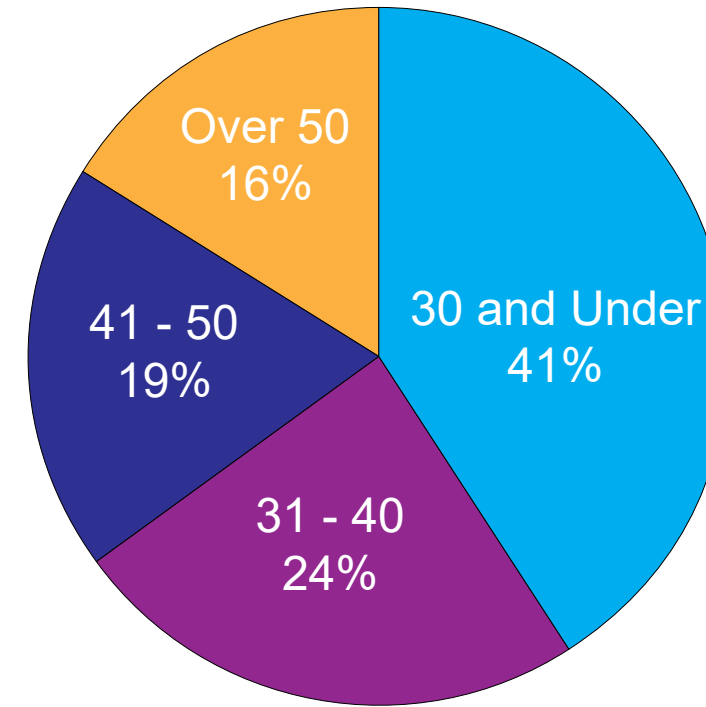
### Retirement Eligibility

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



As of July 1, 2021

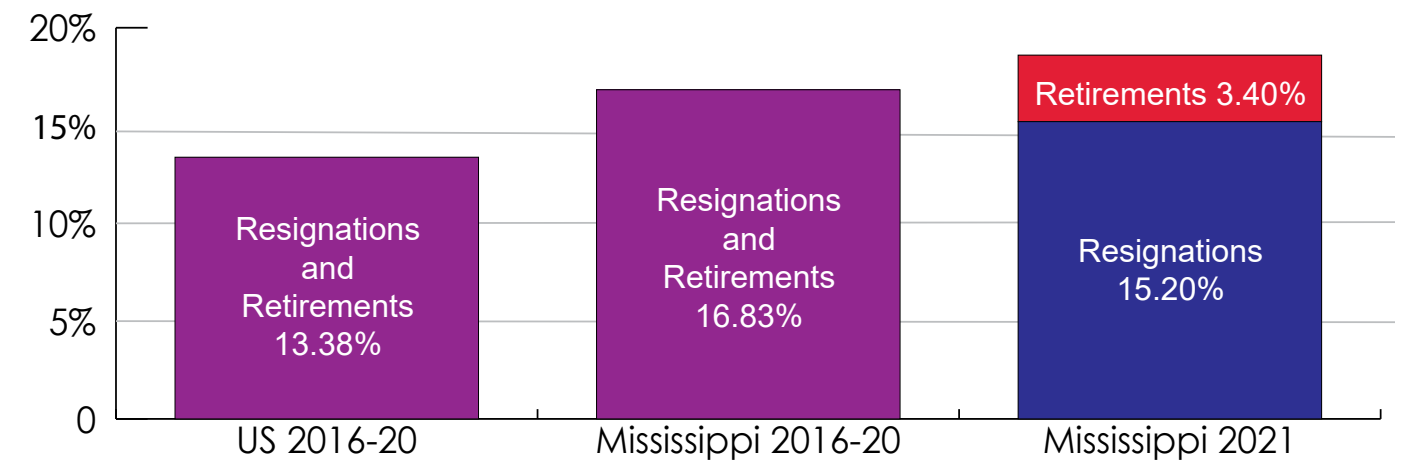
### Resignations by Age



**65%**  
of total resignations in FY 2021 were employees 40 and under.

### Voluntary Separations

Mississippi's state employees are quitting and retiring at a higher rate than the nationwide average. Our voluntary separations were higher in Fiscal Year 2021.



National data source: U.S. Bureau of Labor Statistics  
State and Local Gov't. Nationwide Average is calculated based on calendar year.  
Mississippi data is calculated based on fiscal year.

# Training and Development

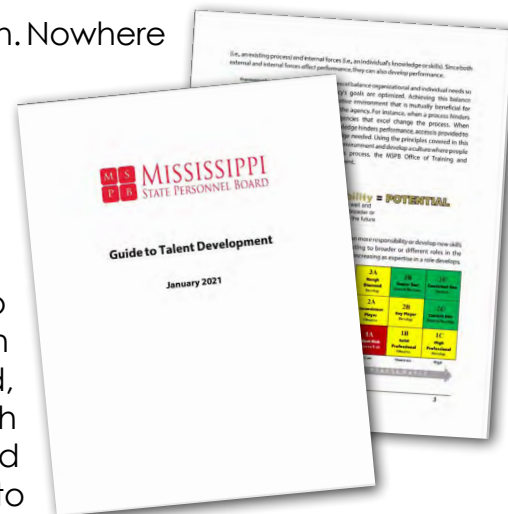
The goal of the Office of Training and Development is to provide state agencies with the tools, information, and training needed to ensure a quality workforce for state government. Our programs include the Administrative Services Certification Program, the Basic Supervisory Course, the Certified Public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

## MSPB launches Guide to Talent Development

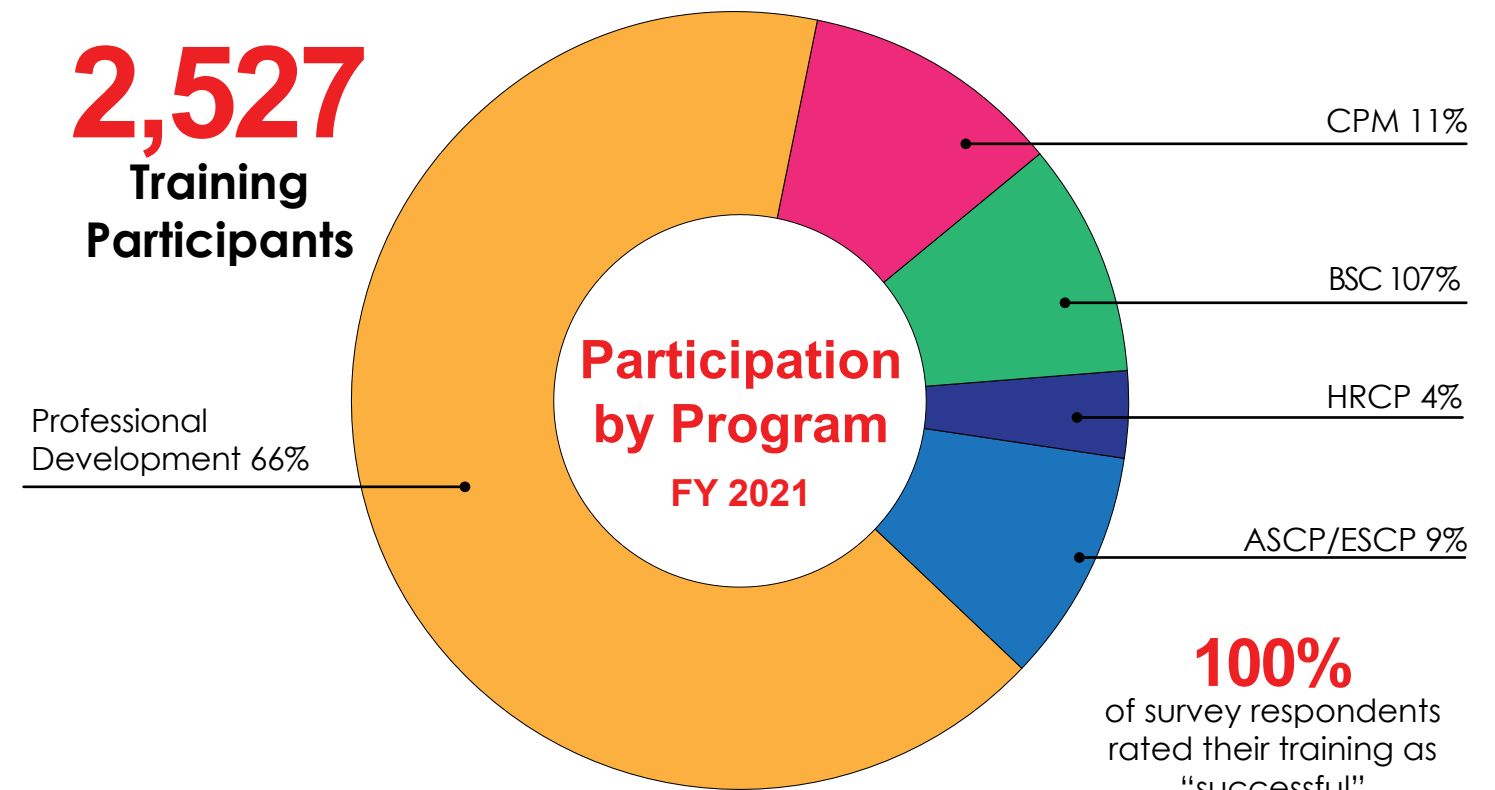
The way employees perform their work impacts an organization. Nowhere is this more evident than in the public sector, where employees deliver mission-critical services. Approaching development strategically reflects a result that reaches beyond the employee and to the organization's performance.

One of the top priorities for public sector employers is the retention of employees. Research reveals employees who have opportunities to develop are more likely to remain employed. Development drives retention. With this in mind, MSPB revised the Individual Development Plan (IDP), which was part of the Performance Development System (PDS) used from January 15, 2013 – December 31, 2019, and moved it to talent development effective January 1, 2021.

MSPB's Guide to Talent Development provides an overview of development planning with templates for coordinating individual development with specific agency needs. Training is also available through MSPB's Office of Training and Development.

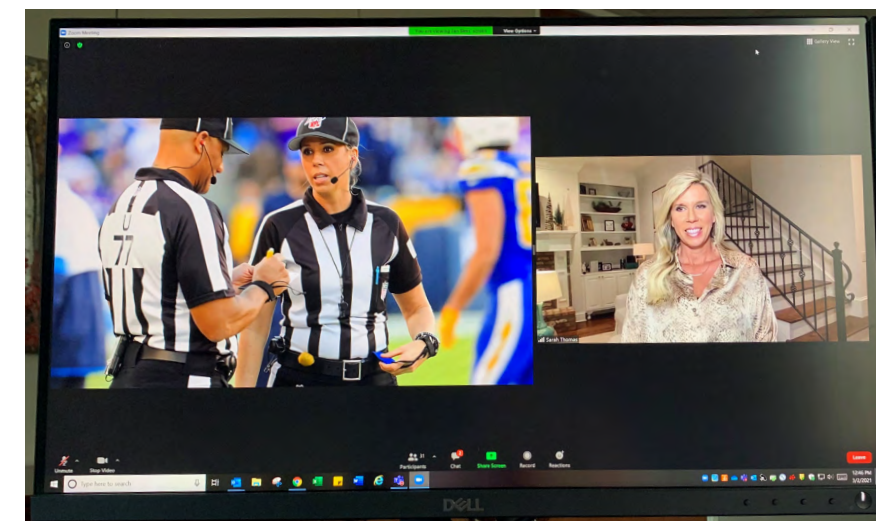
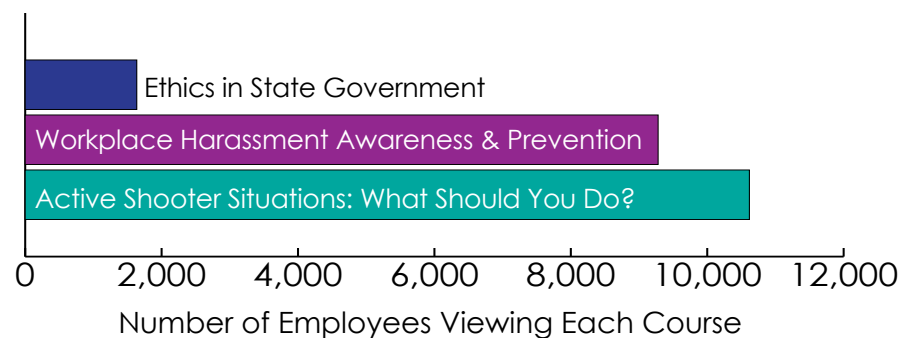


**2,527**  
Training  
Participants



**100%**  
of survey respondents  
rated their training as  
"successful"

## On-Demand eLearning



Mississippi's **Sarah Thomas**, the NFL's first female Super Bowl official, surprised the virtual Certified Public Manager Level 2 class with a special appearance.

Sarah discussed the characteristics of a good coach, both on the field and in the workplace, as part of the class's module on "Coaching for Excellence".

## Virtual Training Travel Savings



In June 2020, MSPB transitioned to 100% virtual training for the health and safety of our 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.

**145,069**  
Number of  
**Job Applications**  
Received in FY 2021

## Job Fairs

As part of our mission to ensure a quality workforce, MSPB participates in job fairs and employment expos across the state such as those sponsored by the Governor's Job Fair Network. Our FY 2021 job fairs included:

- Delta State University Virtual Job Fair – Cleveland
- Jackson State University Fall 2020 Virtual Career Expo – Jackson
- Governor's Job Fair: Magnolia Center Parking Lot – Laurel
- Governor's Job Fair: Fall Mississippi Drive-Thru Job Fair, Pearl
- Governor's Job Fair: Gulf Coast Drive-Thru Job Fair – Biloxi
- Governor's Job Fair: Spring Mississippi Drive-Thru Job Fair, Pearl
- Governor's Job Fair: Meridian Area Drive-Thru Job Fair – Meridian
- Governor's Job Fair : Greenwood Leflore Area Drive-Thru Job Fair – Greenwood
- Governor's Job Fair : Pine Belt Drive-Thru Job Fair – Hattiesburg, MS

## MSPB spearheads launch of the Mississippi Chapter of IPMA-HR

In March 2021, the board of directors for the Mississippi Chapter of IPMA-HR met to approve the chapter bylaws, thereby establishing Mississippi's first chapter of the international organization. IPMA-HR is the International Public Management Association for Human Resources, the leading public sector human resource organization in the world. Representing the interests of human resource professionals at all levels and striving to promote excellence in HR management, IPMA-HR has been a resource for comprehensive and timely HR industry news, jobs, policies, resources, education, and professional development opportunities since 1906.

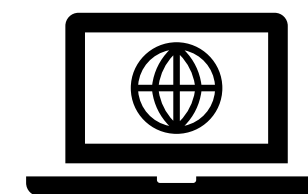


Inaugural Mississippi chapter board members included Secretary of State Michael Watson, Vicksburg Mayor George Flagg, Sumner Davis of the MSU Extension Service, Joe Goff of the Department of Education, Toni Johnson of the Department of Mental Health, and MSPB's Kelly Hardwick and Jan Sims.

The chapter's organization was spearheaded by the Mississippi State Personnel Board. "We are excited about the opportunity for professional development for state employees in HR as well as HR employees in local and county government in Mississippi," says MSPB Executive Director Kelly Hardwick. "We look forward to the opportunities and networking that being affiliated with an international organization provides."

The inaugural meeting of the Mississippi Chapter of IPMA-HR took place on April 8, 2021. Chapter membership is open to all HR professionals in the public sector in Mississippi.

## State employment application process now fully electronic



Effective April 1, 2021, the application process for state employment is fully electronic. MSPB no longer accepts paper applications for jobs posted on the MSPB website. Having all applications submitted electronically allows for a more efficient and timely turnaround of lists of qualified applicants. MSPB can send the list of qualified applicants to the hiring agency the next day, therefore speeding up the overall hiring process.

The Employee Appeals Board provides a

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



**Initial Appeals**

Demotions.....	2
Suspensions Without Pay.....	2
Terminations.....	26
Unresolved Grievances.....	8

**38**

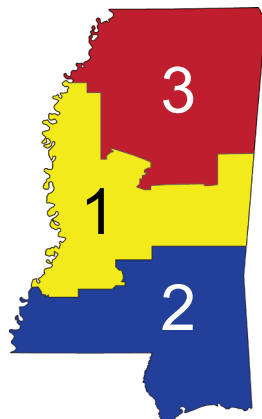
**Total Appeals  
Filed in FY 2021**

**45**

**Total Orders  
Rendered in  
FY 2021**

**Initial Orders Rendered**

Affirmed.....	16
Agreed.....	4
Dismissed.....	21
Reversed.....	4
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 **support** their  
**community**



MSPB's Wellness Committee organized a blood drive for the downtown Jackson area. Employees of other downtown agencies and businesses were invited to participate and give blood.

MSPB staff wore red to support the American Heart Association's National Wear Red Day to raise awareness about heart disease.



MSPB staff members participated in "Go Purple to End Lupus" by wearing purple for Lupus Awareness Month in May.

MSPB employees wore pink each Friday in October for Breast Cancer Awareness Month.





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