

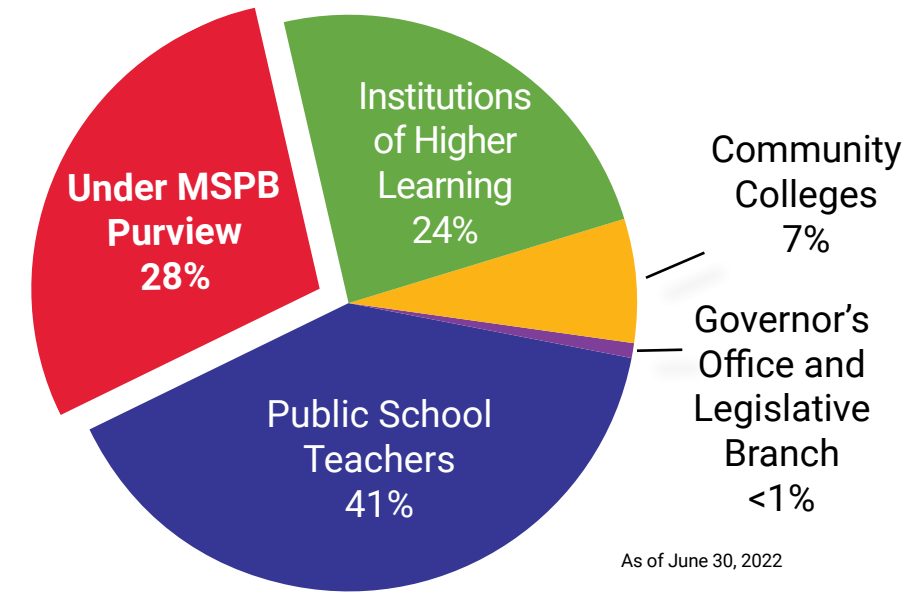


ANNUAL REPORT

FISCAL YEAR 2022

Who We Are

Established by the Mississippi Legislature in 1980, the Mississippi State Personnel Board oversees the employee life cycle from pre-hire to retire.



28%
of the public sector state workforce in Mississippi is under the purview of MSPB.

23,561
full-time employees

As of June 30, 2022

71
master agencies

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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 2022 by the Mississippi State Personnel Board.

OUR GOAL

As a centralized resource, MSPB is committed to **ensuring a quality workforce.**

Our goal is to give agencies the tools to achieve their missions through their employees.

OUR ROLE

MSPB plays a unique role in state government.

We exist to **serve other state agencies** and their current and future employees.

Board Members

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.



CHAIRMAN DONALD BROWN, VICKSBURG

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



VICE CHAIRMAN ALWYN LUCKEY, OCEAN SPRINGS

Alwyn Luckey was appointed to the Board by Governor Phil Bryant in April 2012. He is 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, JACKSON

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.

Legislative Advisors

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 served as Representative for District 23, which includes Calhoun, Grenada, Lafayette, and Webster Counties, from 2004 to 2022. His committee memberships included 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.



Recognizing Excellence

Governor Tate Reeves and the Mississippi State Personnel Board honored Marc McClure of the Mississippi Department of Corrections and Bryan Dye of the City of Olive Branch with the 2022 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 Marc McClure, the superintendent of Mississippi State Penitentiary

EXCELLENCE IN Government AWARDS

Recognizing excellence and innovation in government

(MSP). At MSP, he developed and implemented dozens of programs for inmates including an Uber driver program, moral and social classes for new inmates, and a maintenance internship program. McClure started his career at MDOC in 1998 as a probation and parole agent, and he most recently served as superintendent at the Central Mississippi Correctional Facility. He empowers his staff and manages the



L to R: Excellence in Local Government Award Recipient Bryan Dye, Governor Tate Reeves, Excellence in State Government Award Recipient Marc McClure

“I am incredibly thankful for the many public servants across Mississippi who go to work each day and quietly carry out the often-thankless tasks that improve our state,” said Governor Tate Reeves.



Marc McClure of the Department of Corrections accepts his award from Governor Reeves.

legal counsel. Dye is an inclusive leader who challenges other team members to strive for the best answer to complex issues.

“I am incredibly thankful for the many public servants across Mississippi who go to work each day and quietly carry out the often-thankless tasks that improve our state,” said Governor Tate Reeves. “I want to give my congratulations and thanks to Marc and Bryan for going above and beyond in service to their communities and all of Mississippi. These awards were truly well-deserved.”

MSPB Executive Director Kelly Hardwick said, “It is an honor to join Governor Reeves in recognizing these outstanding public servants. Both award recipients have dedicated their careers to public service and improving the lives of Mississippians.”

prison community with a family atmosphere, decreasing violence at both the Central Mississippi Correctional Facility and Mississippi State Penitentiary.

The recipient of the Excellence in Local and District Government Award is Bryan Dye, the general counsel for the City of Olive Branch, a role he has held for 17 years. Serving in one of the state’s fastest growing cities, he has guided Olive Branch through three annexations, the redistricting of two wards, five regular municipal elections, and three special called elections. Dye has ensured smooth transitions of three mayoral administrations and several aldermen. A dedicated public servant, he started his career as a high school civics and government teacher for three years and served as an attorney for the City of Olive Branch for three years before joining the City of Olive Branch as in-house



Governor Reeves presents the Excellence in Local Government to Bryan Dye of the City of Olive Branch.

Our Divisions

MSPB is comprised of four divisions to serve state agencies, current state employees, and job seekers.



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.



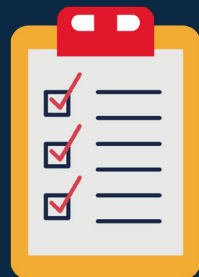
Training and Development

The Office of Training and Development provides state agencies with the tools, information, and training needed to ensure a quality workforce for state government.



Employee Appeals Board

The Mississippi Employee Appeals Board provides a fair and impartial appeals process for state Employees.

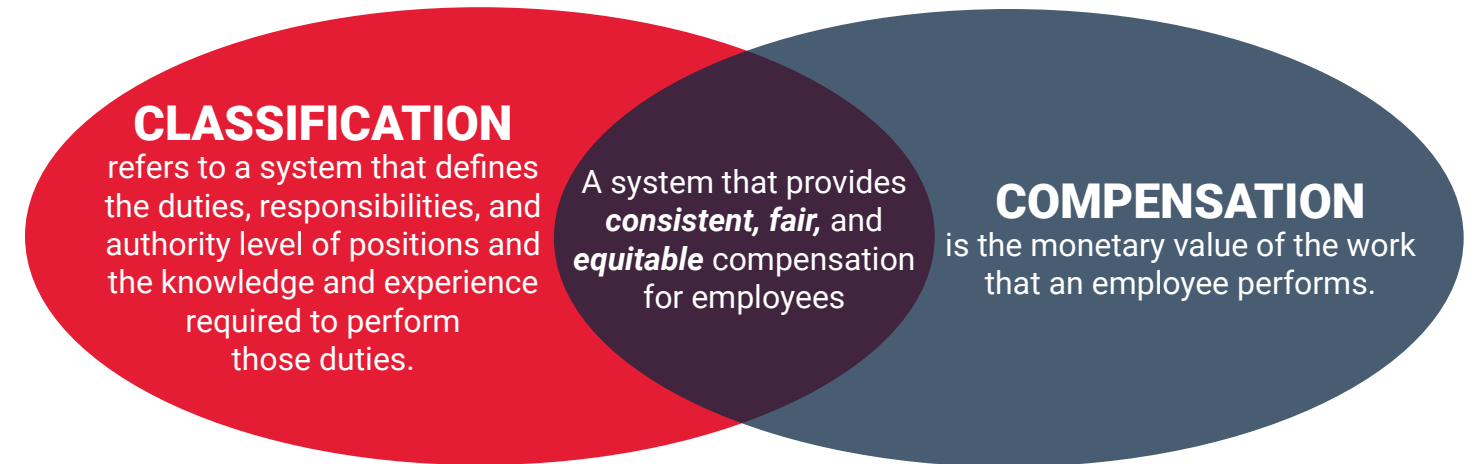


Operations

MSPB's operations division is comprised of departments that support our three other divisions and external stakeholders: communications/special projects, information technology, and administrative services.

Classification, Compensation, and Recruitment

The Office of Classification, Compensation, and Recruitment serves agencies, employees, and job seekers.



One crucial component of MSPB's strategic mission is to **recruit** and retain quality workers in state government.



We received
106,413
job applications
in FY 2022.

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.

Project SEC²

Implemented on January 1, 2022, Project SEC² is the first major review and update of Mississippi's classification and compensation system since 1981.

All state employees were reclassified in the new system as of January 1, 2022 when the new plan was effective.

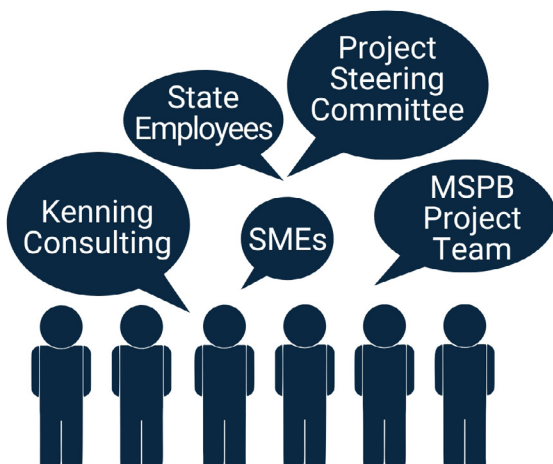
Problems with the Previous System

- Too many classifications
- Misclassified employees
- Distorted pay ranges
- Classification process used as the de facto compensation plan

Solutions in the New System

- Occupational groups and job families
- Properly classified employees
- Competitive and equitable compensation
- Opportunities for career path progression

Who Was Involved



Careers Website

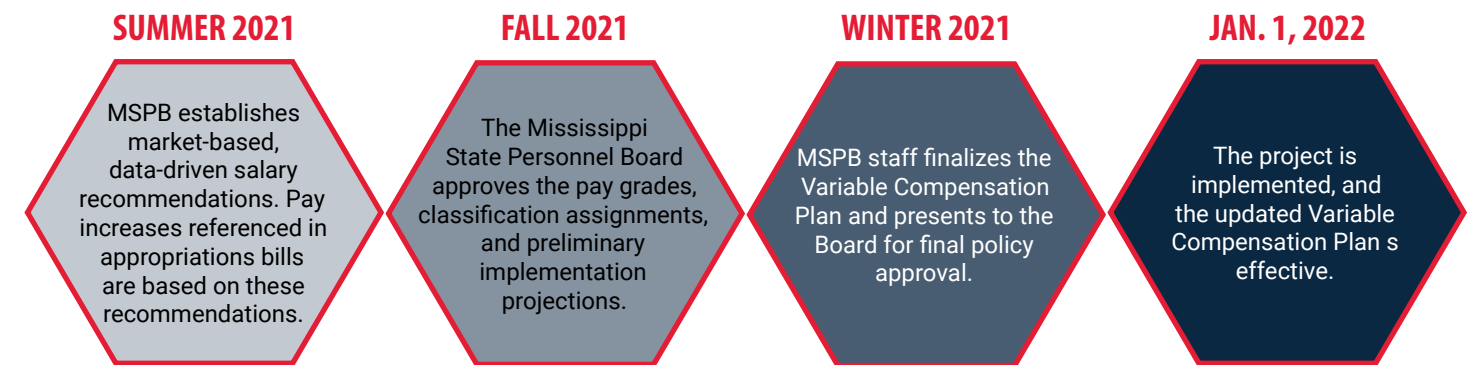
With the implementation of Project SEC², MSPB launched a new "Mississippi Careers" site dedicated to the new classification/compensation system and available job openings. The current goal of the site is to **serve as an information hub** for current and prospective state employees.

The new site features a video explaining the benefits of state employment and how to apply for a position.



New Variable Compensation Plan

The overhaul of the Variable Compensation Plan, the policy document that governs the way employees are classified and compensated, began in Fiscal Year 2020 with implementation in Fiscal Year 2022. MSPB completed the following during FY 2022:



All job families are placed in one of the our **market-based pay plans**:

- Mississippi General**
The majority of job families fall within this pay plan.
- Medical Services**
This plan offers flexibility for medical job families.
- Information Technology**
This plan compensates employees in the IT occupational group.

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



Nearly **80%** of agency survey responses indicated that the new system has greatly improved or improved classification at their agency.

The new system is comprised of:

- 21** Occupational Groups
- 136** Job Families
- 641** Job Classifications
(Streamlined from 1,900 classifications in the old system!)

A comprehensive list of occupational groups, job families, and job classifications may be found at careers.mspb.ms.gov.

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.

New Performance Review System Training Webinar



In order to assist agencies with training their employees and new managers on how to use the Performance Review System, MSPB created a webinar that reviews several aspects of the Performance Review System, including the performance factors, scoring, the process of performance review, documenting job performance, addressing unsatisfactory job performance, and important dates to remember. The webinar may be accessed on the MSPB website.

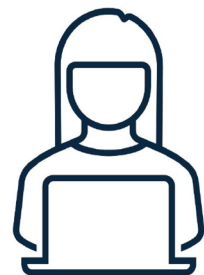
HR Summit

MSPB held a virtual HR Summit in June for agency HR representatives.

Topics included:

- Updates to the VCP
- Legislative updates regarding medical marijuana and telework

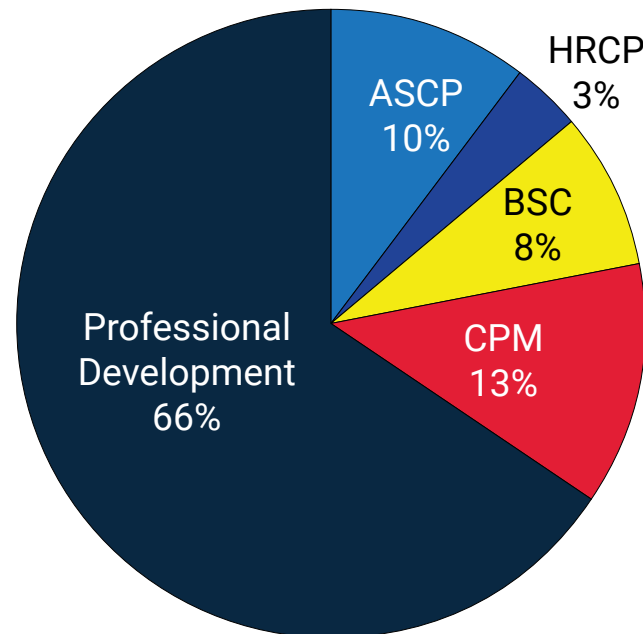
Over 180 attendees registered for the virtual event.



\$193,583

Travel savings in FY 22 due to offering exclusively virtual training

Participation by Program



There were **3,206** training participants in FY 2022.

Employee Appeals Board



In 1980, the Mississippi Legislature created the Employee Appeals Board, an entity separated from the MSPB by statute, but supported by the agency through administrative services.

The Employee Appeals Board provides a fair and impartial appeals process for employees.

EAB Fiscal Year 2022 In Review

Initial Appeals

Demotions	2
Suspensions Without Pay.....	3
Terminations	30
Unresolved Grievances	3

38
Total
Appeals Filed
in FY 2022

38

Total Orders
Rendered in
FY 2022

Initial Orders Rendered

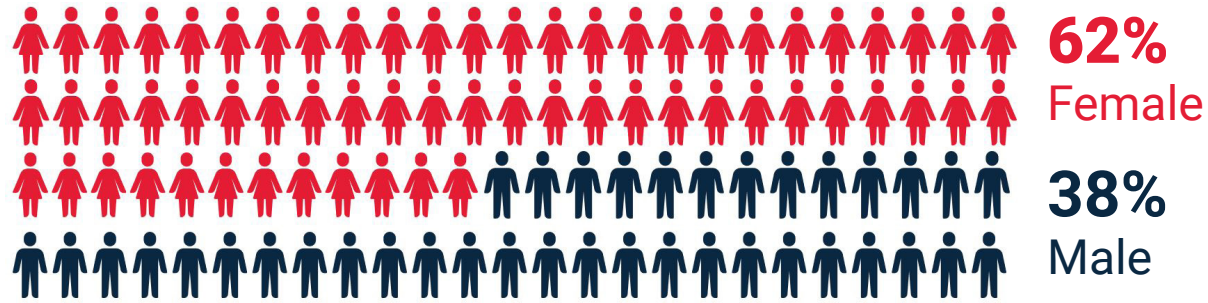
Affirmed	6
Agreed	5
Dismissed.....	26
Reversed.....	0
Partial Relief	1



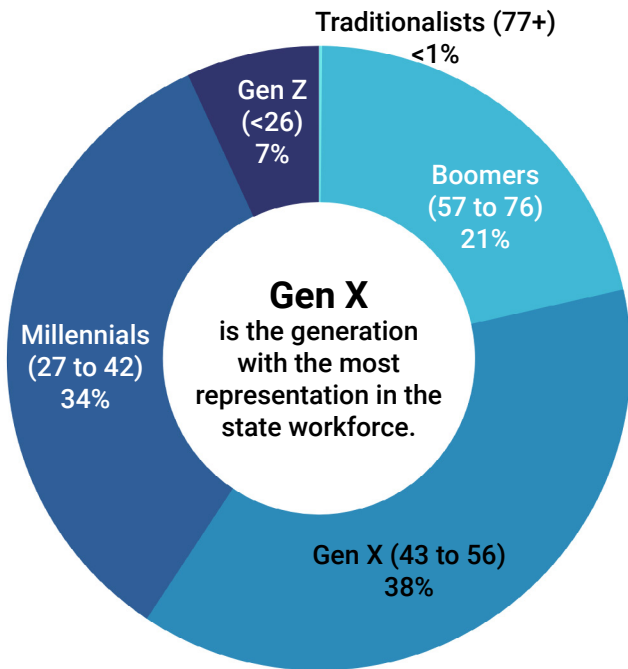
The Employee Appeals Board is comprised of three Hearing Officers, one from each Supreme Court district, who are appointed by MSPB members. This forum provides employees of the State of Mississippi an opportunity to appeal agency-level decisions that adversely affect the employee's service.

Demographics

Mississippi state employee demographics remain relatively constant from year to year.



Generations



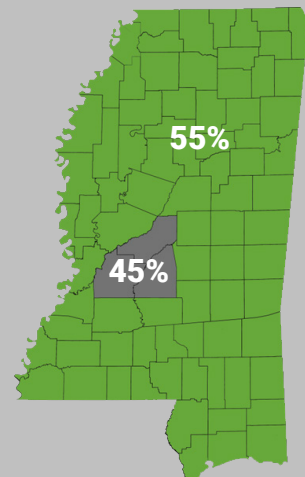
Average Age
45.5

9.4 Average Years of Service

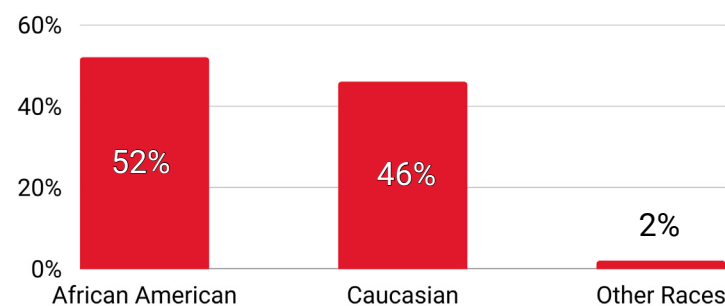
63% of employees have served 10 years or less.

55% of state employees are employed outside of Metro Jackson.

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



Race



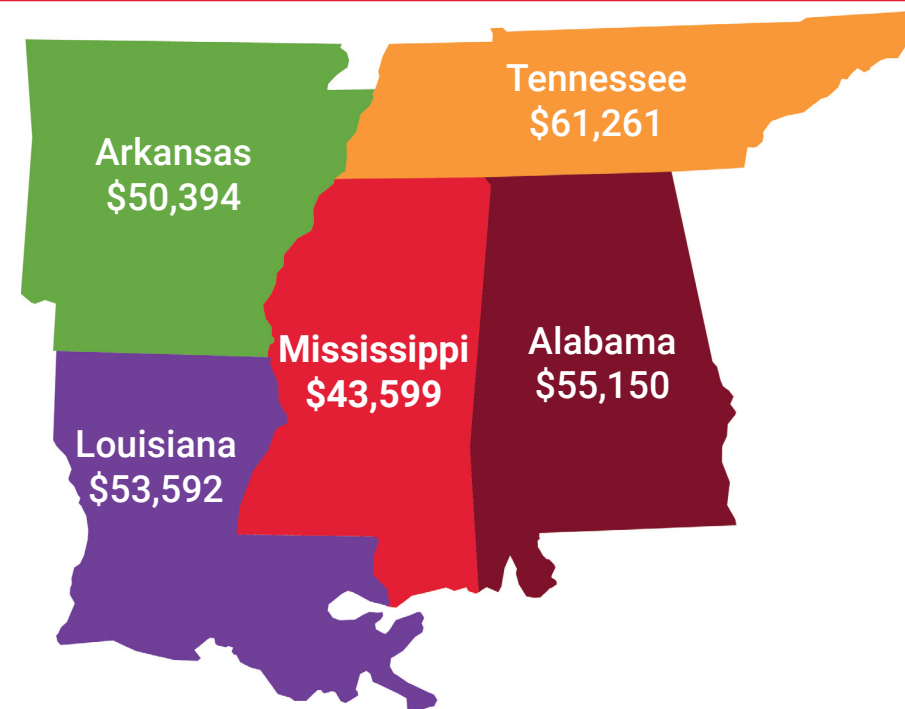
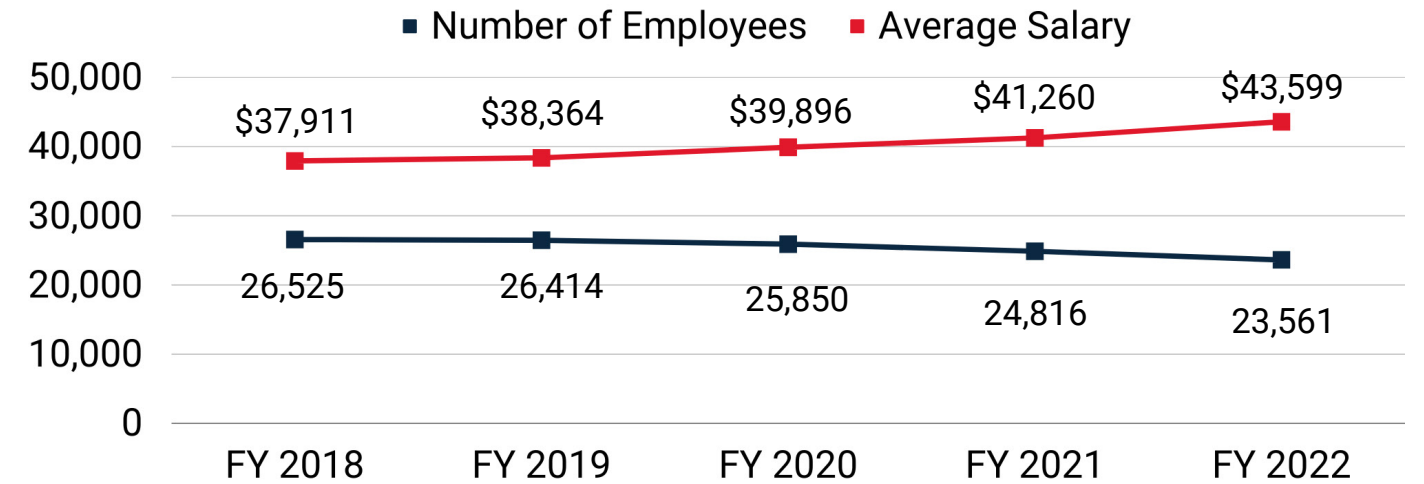
Salary Data

\$43,599
Average Salary

62% of employees earn less than the average salary.

74% of employees earn less than \$50,000 annually.

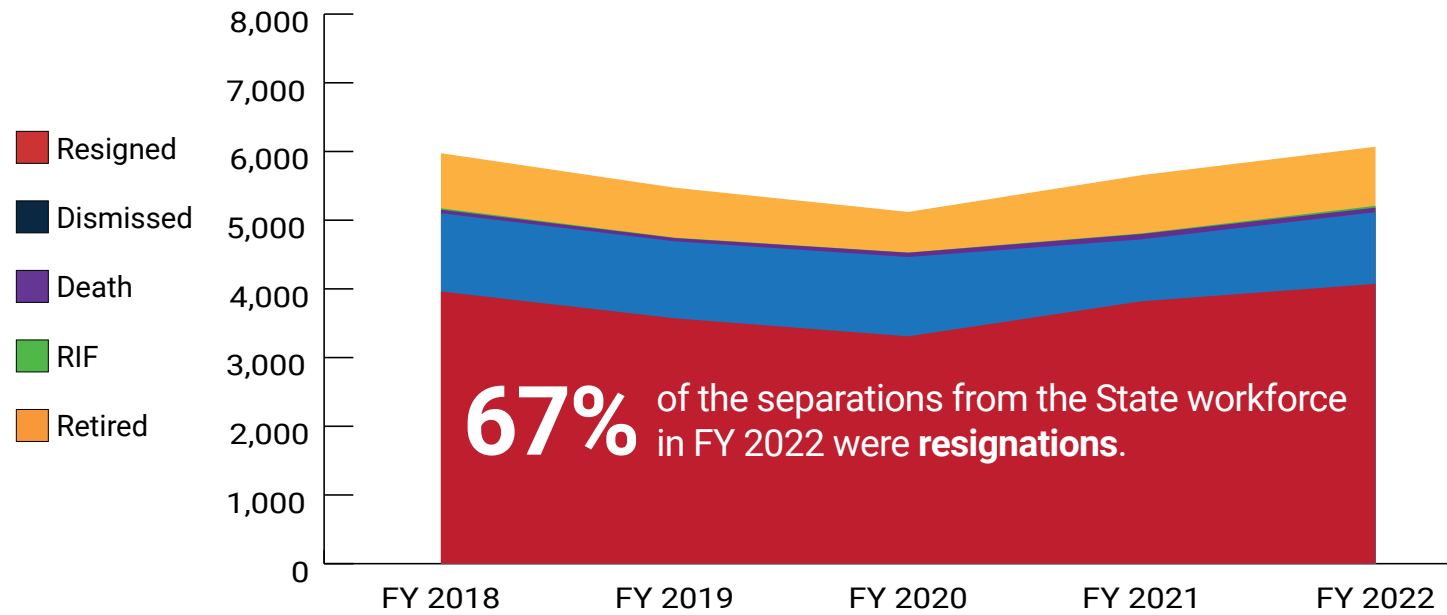
5-Year Comparison



The average annual salary for state employees in Mississippi's four adjoining states is
\$55,099

Resignations

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



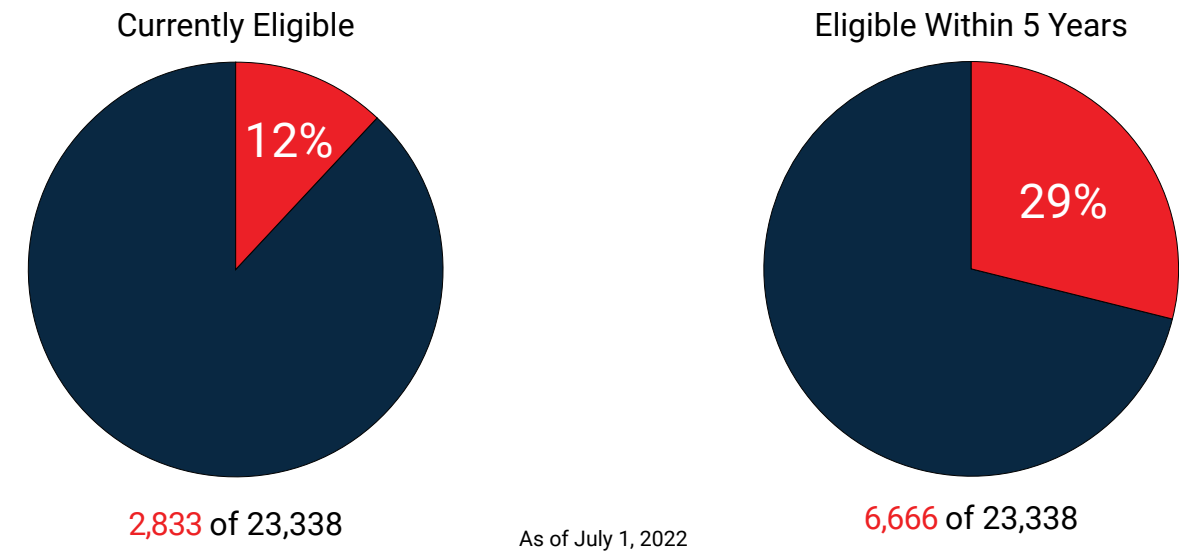
Job Families with the Most Resignations

- Support Care
- Benefits and Eligibility
- Social Services
- Transportation Infrastructure Maintenance
- Correctional Security
- Nursing
- Administrative Support
- Sworn Law Enforcement
- Customer Service
- Program Management and Support

Trends

Retirement Eligibility

With nearly one third of our workforce eligible to retire within 5 years, we are committed to helping agencies prepare for the future.



Workforce Trends

	10 Years Ago	5 Years Ago	Now
Employees	30,997	27,545	23,561
Applications	200,685	186,529	106,413
Job Postings	3,412	5,814	7,079
Average Salary	\$34,259	\$36,837	\$43,599
Earning Less Than \$50,000	87%	84%	74%
Employees Resigned	3,369	3,983	4,073

Statewide Initiatives

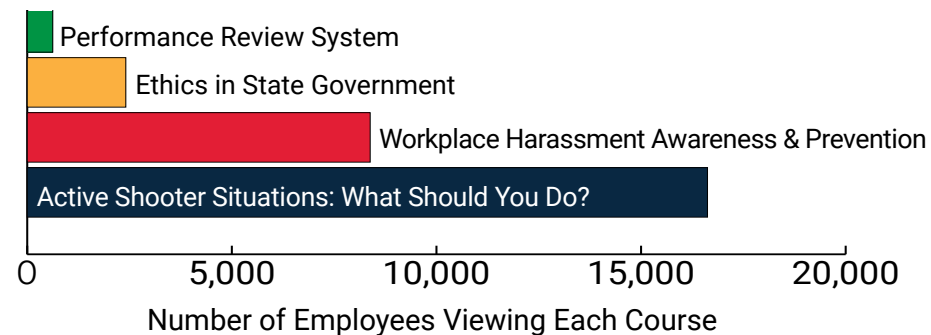
Personnel Advisory Council

The Personnel Advisory Council (PAC) met in early 2022 to discuss issues affecting the state HR community. PAC members are state HR professionals who are appointed by the governor to advise MSPB on policies and programs, assist in the formulation of rules, and assist in the the promotion of public understanding of the state personnel system.



Serving on the PAC are (L to R): Mandy Purvis of the Department of Environmental Quality, Katie Storr of the Department of Mental Health, Kesha Funches of the Department of Finance and Administration, Janie Simpson of the Division of Medicaid, and Lamar Wilson of the Department of Revenue.

OnDemand eLearning



Statewide Initiatives

Telework Resources

MSPB provided teleworking resources to state agencies including:

- a telework policy template
- employee telework assignment template
- a mobile/flexible work agreement form
- telework best practices

28%
of state employees are estimated to be **ineligible** to perform their duties via telework.

Effective July 1, 2022, agencies must implement their teleworking policies in compliance with Miss. Code Ann. § 25-1-98 and Section 5.2 of the State Employee Handbook.

Military Spouse Transition Network



MSPB joined the Military Spouse Transition Network through the National Association of State Personnel Executives (NASPE). The purpose of this program is to help military spouses currently working in a state government network identify job leads in the state to which they will be moving.

The program, open to all identified military spouses working for state government agencies in NASPE member states, activates when a military spouse/state employee who receives notification of a Permanent Change of Station (PCS) for their spouse contacts a designated NASPE representative in their home state. The program delivers career services products such as resume building, skills translation, informal contacts, etc. in support of military spouse re-employment.



MSPB team members observed American Heart Month and wore red to support the American Heart Association's national campaign to raise awareness about heart disease.



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