



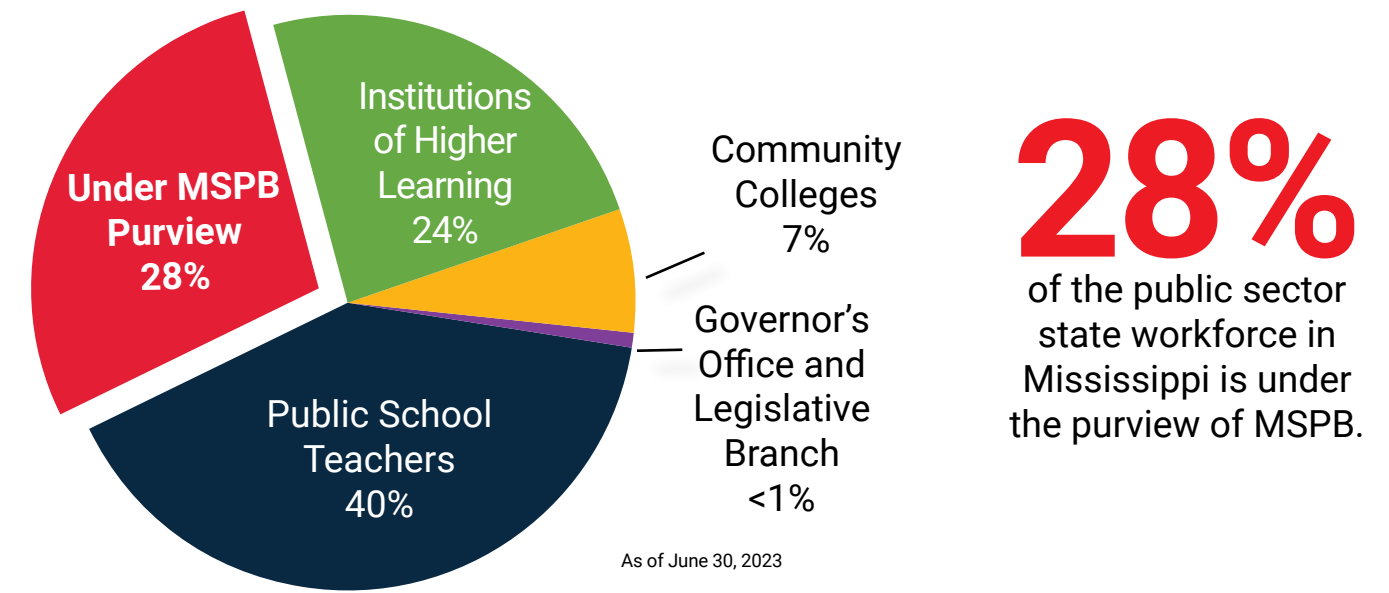
# ANNUAL REPORT

## FISCAL YEAR 2023



# 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.

**24,117**  
full-time employees  
As of June 30, 2023

**70**  
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 2023 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 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.



## **VICE CHAIRMAN 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.



## **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.



## **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.



## **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.

# 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 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.



## **REPRESENTATIVE SAM C. MIMS, V, MCCOMB**

Representative Mims has served as Representative for District 97, which includes Adams, Amite, Franklin, and Pike Counties, from 2003 to present. His committee memberships include Public Health and Human Services - Chair; Appropriations; Enrolled Bills; Judiciary A; Judiciary En Banc; and Medicaid.



## **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 honored Dr. Susan Jenkins of the North Mississippi Regional Center and Mayor Dan M. Gibson of the City of Natchez with the 2023 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 the Mississippi Department of Mental Health's Dr. Susan Jenkins, the director of the North Mississippi Regional Center staff development department. After dedicating over 23 years of professional

## EXCELLENCE IN Government AWARDS

*Recognizing excellence and innovation in government*

experience to the North Mississippi Regional Center, Dr. Jenkins has been a visionary during a time of national staffing crisis in the field of direct care for individuals with intellectual and developmental disabilities. Dr. Jenkins redesigned the onboarding experience and various continuing education opportunities to be more accommodating to employees who needed to complete the training outside the typical "9 to 5" schedule. While she advocated for direct care



Left to Right: Excellence in State Government Award Recipient Dr. Susan Jenkins, Governor Tate Reeves, Excellence in Local Government Award Mayor Dan Gibson

*"I'm incredibly thankful for their distinguished and tireless efforts to build their communities and make Mississippi a better place. I want to congratulate them both on this well-deserved achievement and thank them for their continued work on behalf of our great state," said Governor Tate Reeves.*



Dr. Susan Jenkins of North Mississippi Regional Center accepts the Excellence in State Government Award.

a decade, leading to the refurbishment of city parks, the renovation of baseball fields, and the restoration of the Duncan Park Golf Clubhouse and the historic Natchez Youth Center.

"Dr. Jenkins and Mayor Gibson represent the absolute best of public servants," said Governor Tate Reeves. "I'm incredibly thankful for their distinguished and tireless efforts to build their communities and make Mississippi a better place. I want to congratulate them both on this well-deserved achievement and thank them for their continued work on behalf of our great state."

MSPB Executive Director Kelly Hardwick said, "This year's award recipients exemplify excellence in government and a commitment to public service. It is an honor to join Governor Reeves in recognizing these outstanding public servants."

staff to seek credentialing opportunities, she provided more accommodating schedules for them to seek these professional credentials. Dr. Jenkins works "in the trenches" as an advocate and mentor for her employees.

The recipient of the Excellence in Local and District Government Award is Mayor Dan M. Gibson of the City of Natchez. Upon taking office in the summer of 2020, Mayor Gibson guided the City of Natchez through the challenges of a pandemic, two hurricanes, and a historic winter storm. During the pandemic, he led an initiative to ensure tourists that Natchez was open for business. Even amid the pandemic, Natchez saw historic growth in sales tax revenues and real estate sales and was named one of Forbes magazine's "Top Ten Best Places in America to Travel Right Now and Avoid the Pandemic." Additionally, he established the first recreation department that Natchez has in more than



Natchez Mayor Dan Gibson accepts the Excellence in Local Government Award.

# 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.



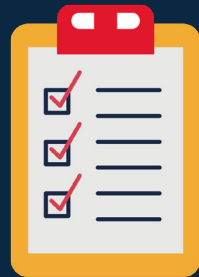
## Training and Development

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.

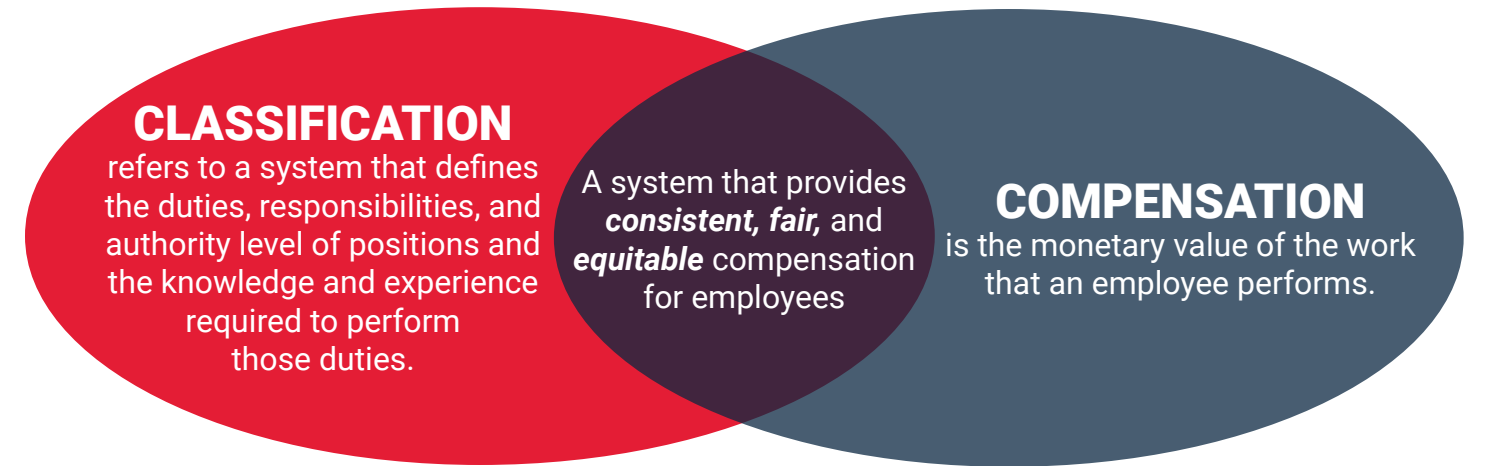


## Operations

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 **140,246** job applications in FY 2023.

## 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.*

# 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 (ASCP), the Basic Supervisory Course (BSC), the Certified Public Manager® (CPM) Program, and the Human Resources Certification Program (HRCP).

## New Human Resources Best Practices Guide

2023  
HUMAN  
RESOURCES  
BEST PRACTICES  
GUIDE  
First Edition

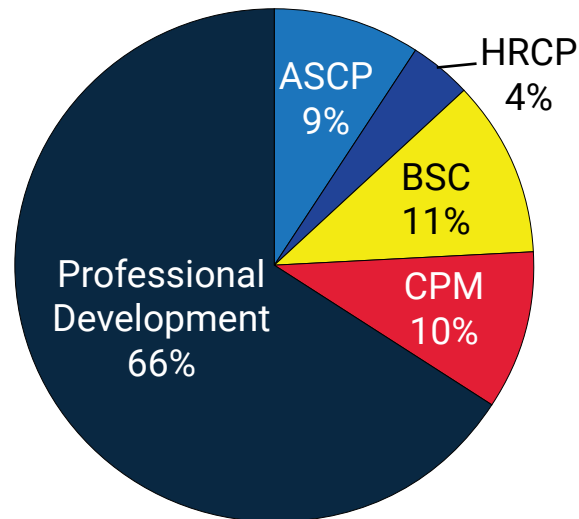
MISSISSIPPI  
STATE PERSONNEL BOARD



In November 2022, MSPB held an HR Summit to bring together HR representatives from state agencies to address current HR issues and propose future best practices and implementation strategies. Over 150 HR staff members gathered to discuss common HR issues including recruitment, retention, employee development, and succession planning. During this discussion, MSPB captured best practices that have been tested and utilized by state agencies. MSPB combined the key takeaways from this discussion to produce its First Edition of the *Human Resources Best Practices Guide – Mississippi State Government*. This document is available on our website for state agencies to consider these best practices in HR policies and procedures.

## Participation by Training Program

In FY 2023, there were **2,959** training participants.



**\$194,594**

Travel savings in FY 2023 due to offering exclusively virtual training

# 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 2023 In Review

### Initial Appeals

Demotions .....	7
Suspensions Without Pay.....	1
Terminations .....	44
Unresolved Grievances .....	6

**58**  
Total  
Appeals Filed  
in FY 2023

**45**

Total Orders  
Rendered in  
FY 2023

### Initial Orders Rendered

Affirmed .....	9
Agreed .....	4
Dismissed.....	31
Reversed.....	1
Partial Relief .....	0



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.

# OnDemand Solutions

## OnDemand Solutions on YouTube

In October 2022, MSPB launched a new video series, MSPB OnDemand Solutions. Hosted on YouTube, MSPB OnDemand Solutions is a video reference library for state agencies' HR professionals. The new video series features MSPB staff members answering frequently asked questions, discussing relevant updates to policy, and reviewing the role and history of the State Personnel Board.

Video topics include:

- Policy updates
- How to read an appropriations bill
- History of MSPB
- The role of MSPB in state government
- What HR professionals must know during the Legislative session
- How pay grades are assigned
- How to read the compliance report
- The role of HR analysts
- How to manage teleworking employees
- Classification and compensation
- And more!



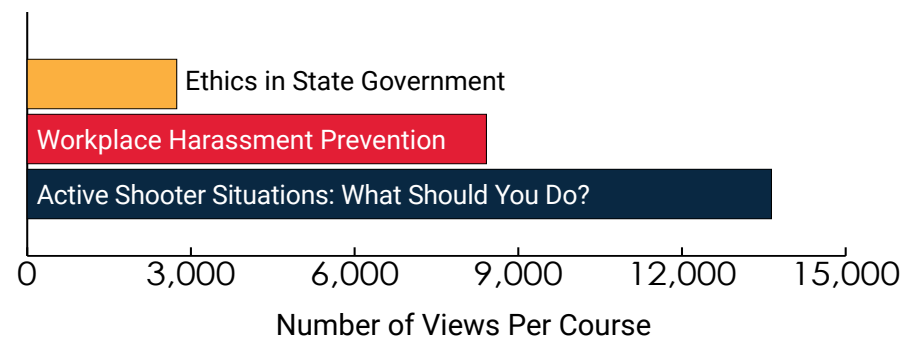
**FY 2023 on YouTube**

**7,976**  
total views

**476.2**  
hours watched

**158**  
subscribers

## OnDemand eLearning



# VCP Trainings

## Weekly Virtual VCP Trainings

In November 2022, MSPB hosted a series of in-depth virtual trainings on each section of the Variable Compensation Plan (VCP). The VCP is the policy document that governs the way state employees are compensated. In 2022, MSPB overhauled the VCP, in an initiative known as Project SEC<sup>2</sup>, for the first time since 1981. With the modernized VCP, MSPB focused training efforts on assisting state agencies with the continuous implementation of new policies.

Over the course of six weeks, MSPB held virtual trainings to review each section of the revised VCP. Nearly 150 HR professionals from state agencies attended each training session. Each session was recorded and posted on MSPB's YouTube channel for easy future reference.

The weekly trainings included:

- Week 1: Salary Determination
- Week 2: Title Changes
- Week 3: Transfers
- Week 4: In-Range Adjustments
- Week 5: Other Sections of the VCP
- Week 6: Q & A



For the final virtual training, state agency HR representatives submitted questions to be addressed.

<b>FY 2023 Virtual VCP Trainings</b>	<b>1,195</b> total views of the VCP training replays	<b>139</b> total minutes of VCP training replays on YouTube
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# Leadership Summit

In June 2023, MSPB hosted the Mississippi Leadership Summit, an inaugural event bringing together senior leaders in Mississippi state government. This one-day event was held at the Two Mississippi Museums with the support of the Mississippi Department of Archives and History.

Strong leadership is critical to any organization's success. MSPB is committed to developing state government leaders. Through the MSPB Basic Supervisory Course and the Certified Public Manager® program, MSPB is at the forefront of educating and training state leaders. In FY 2023, MSPB turned its attention to the senior leaders of Mississippi state

government with this inaugural leadership summit. This innovative program brought together eighty senior leaders from multiple state agencies, boards, and commissions and incorporated leadership experts and proven successful public and private sector approaches to leadership.

The daily demands on leaders in Mississippi government leave little time to step back, take stock, and think about the future – the 2023 Mississippi Leadership Summit provided an opportunity to learn, connect with peers, and gain new insight to respond to the unprecedented need and opportunities that leaders face.

This program's foundation is the commitment to serve Mississippi and its citizens. Each day, Mississippi state employees serve our state by keeping our roads safe, supporting Mississippi's children and families, protecting our natural resources, and caring for our most vulnerable populations. MSPB is committed to partnering with agency leaders to help them lead their agencies and serve their employees through effective leadership.



**80**  
agency executives  
attended the  
inaugural  
Leadership Summit

# IPMA-HR Southern Region Conference

In April 2023, the Mississippi Chapter of IPMA-HR (International Public Manager Association for Human Resources) hosted the IPMA-HR Southern Region Conference in Flowood. Public sector HR representatives from state and local governments in eleven Southern states attended the four-day conference to discuss topics including attracting top talent, workplace culture, unconscious bias in the workplace, succession planning, managing a virtual/hybrid workforce, an employment law update, and more.



The conference theme, "Rock Your HR Blues Away" was a nod to Mississippi's rich musical history.

Established in 2021, the Mississippi Chapter of IPMA-HR is open to all HR professionals in the public sector in Mississippi. IPMA-HR is 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.

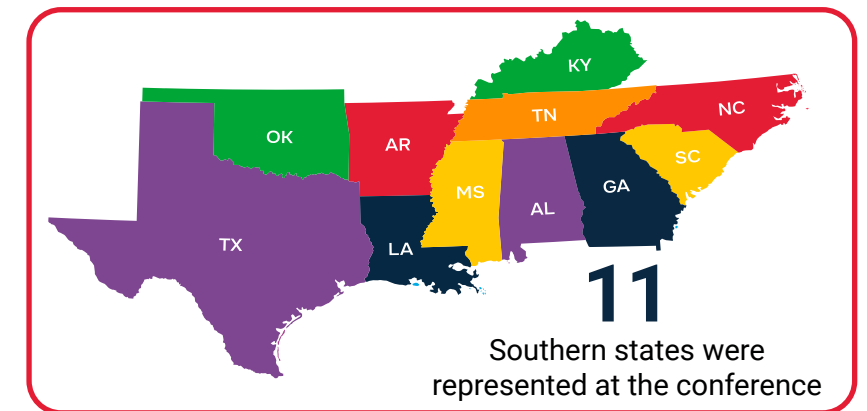
**147**  
public sector HR  
representatives  
attended the IPMA-  
HR Southern Region  
Conference



Conference attendees enjoyed the Jim Hill High School drum line during the event's opening ceremonies.



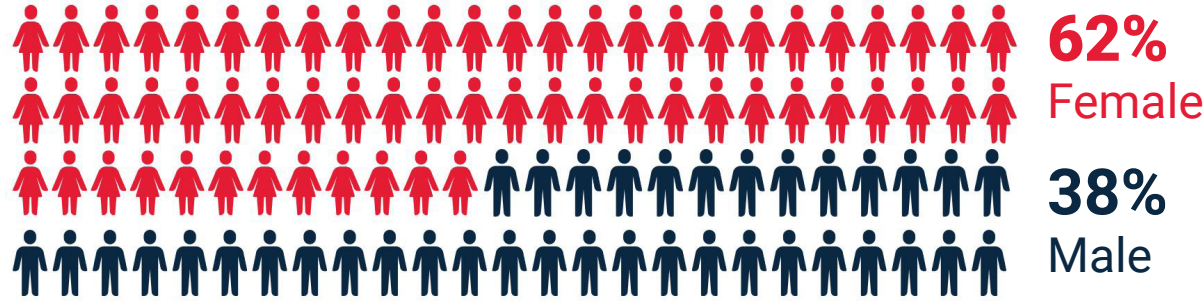
Organizations from across the Southeast visited with nearly 150 HR representatives from 11 states.



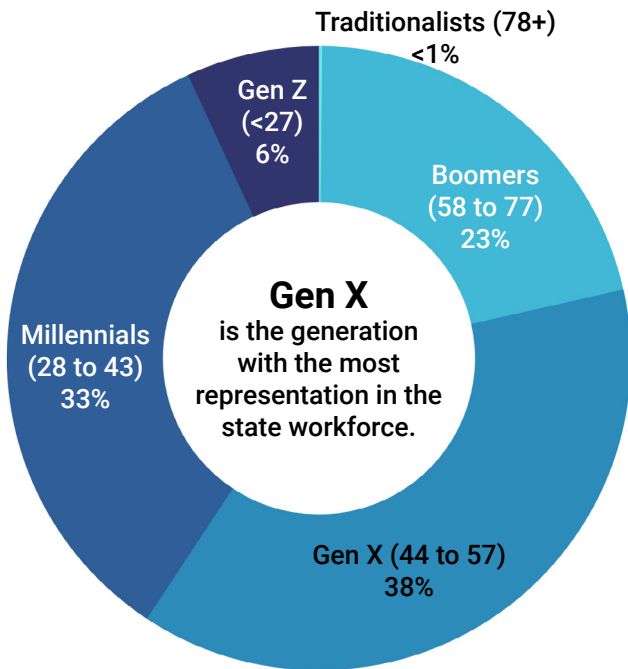


# Demographics

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



## Generations

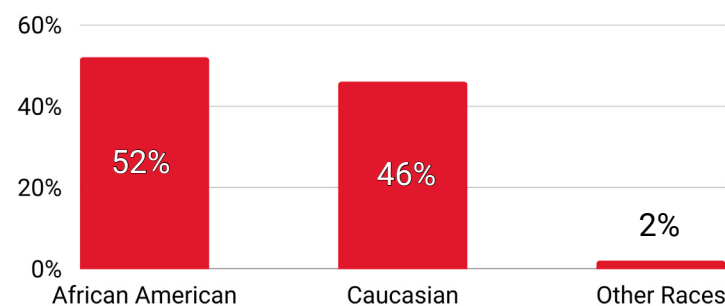


Average Age  
**46**

**9.5** Average Years of Service

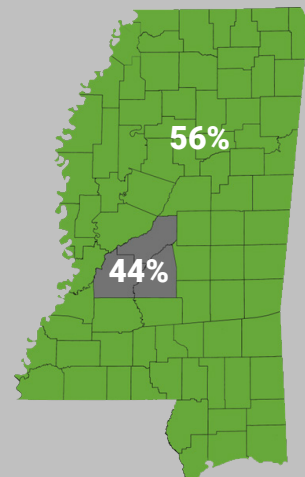
63% of employees have served 10 years or less.

## Race



**56%** of state employees are employed outside of Metro Jackson.

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



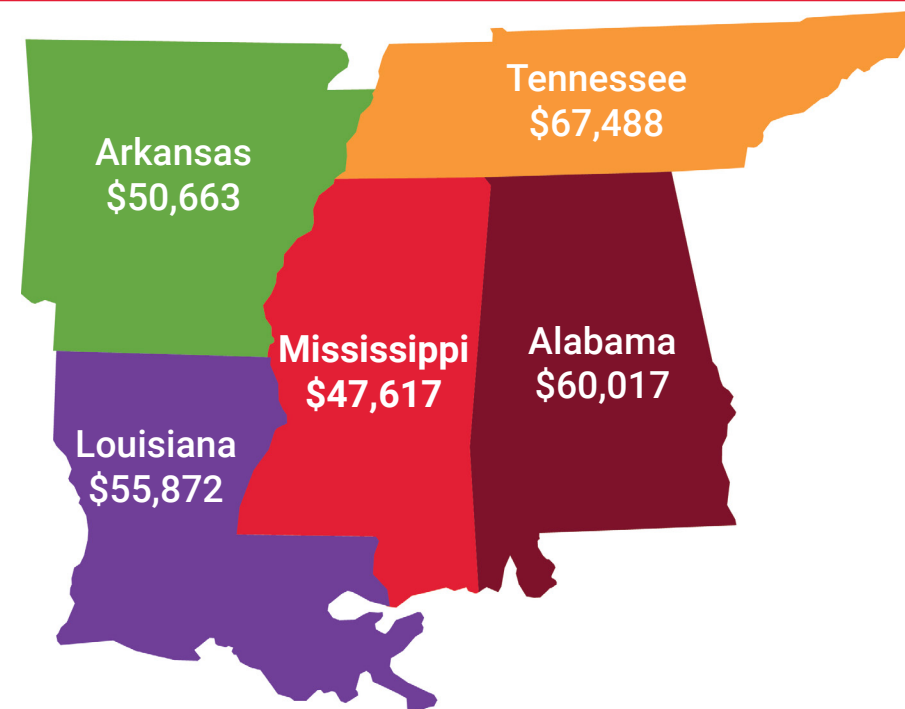
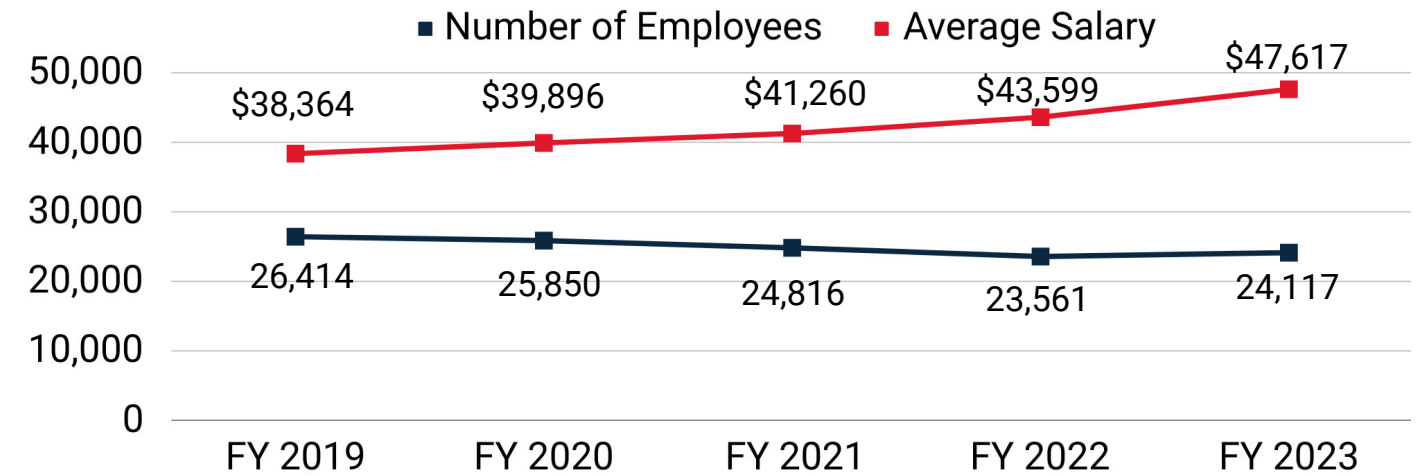
# Salary Data

**\$47,617**  
Average Salary

**62%** of employees earn less than the average salary.

**66%** of employees earn less than \$50,000 annually.

## 5-Year Comparison

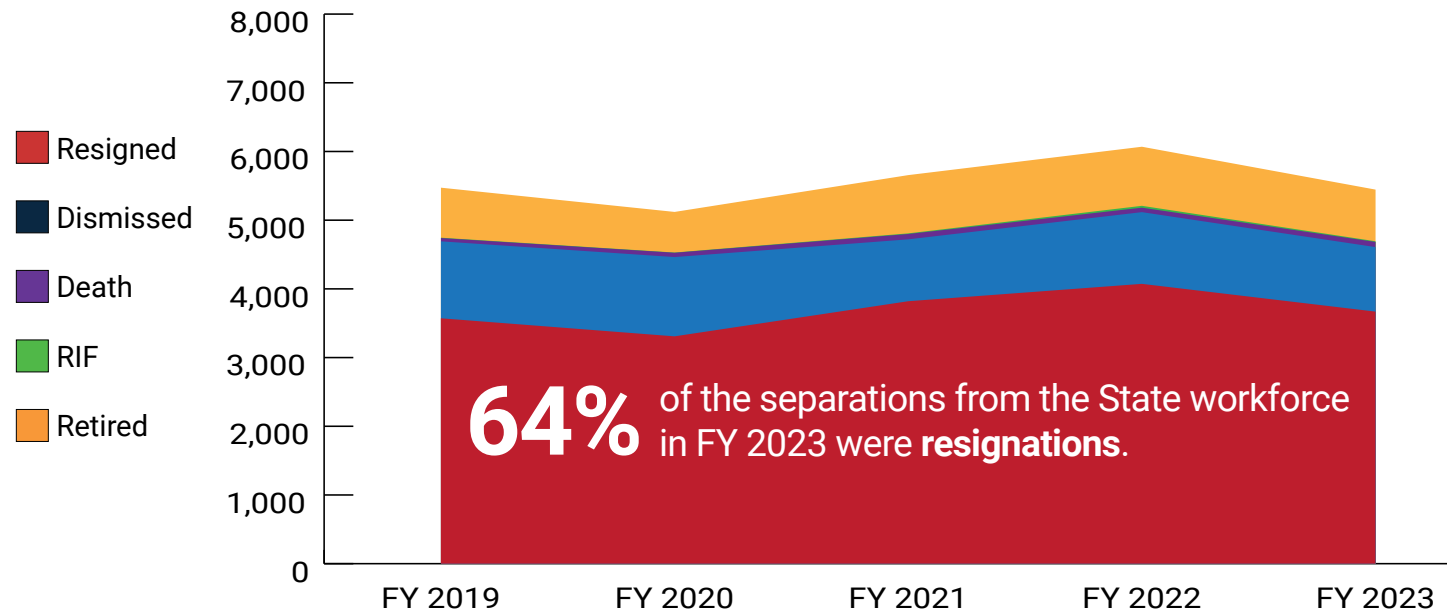


The average annual salary for state employees in Mississippi's four adjoining states is

**\$58,510**

# Resignations

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



### Job Families with the Most Resignations

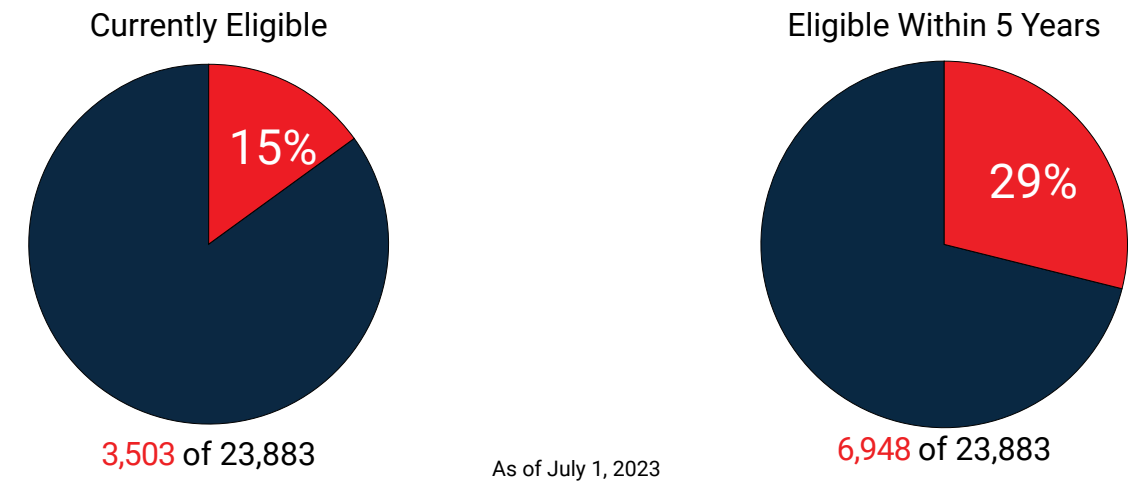


1. Support Care
2. Benefits and Eligibility
3. Correctional Security
4. Social Services
5. Administrative Support
6. Nursing
7. Transportation Infrastructure Maintenance
8. Storekeeping and Warehouse
9. Sworn Law Enforcement
10. Facilities and Maintenance

# 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.



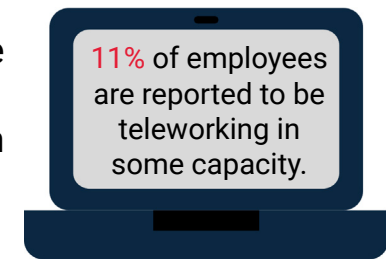
### Workforce Trends

	10 Years Ago	5 Years Ago	FY 2023
<b>Employees</b>	30,966	26,525	24,117
<b>Applications</b>	232,287	168,506	140,246
<b>Average Salary</b>	\$34,506	\$37,911	\$47,617
<b>Earning Less Than \$50,000</b>	86%	68%	66%
<b>Employees Resigned</b>	3,649	3,961	3,669

### Telework Trends



Approximately **28%** of the state workforce is estimated to be ineligible for telework based on job duties that require them to be at the work site.



**11%** of employees are reported to be teleworking in some capacity.

**41 of 70** master agencies report having teleworking employees.



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