

# 2020 YEAR IN REVIEW



# MISSISSIPPI STATE PERSONNEL BOARD

## TRANSFORMATION

In 2020, MSPB focused on **transforming** the way we serve our stakeholders. While some changes were prompted by the circumstances of the world, team members made a conscious effort to improve operations.



# 1

### PANDEMIC GUIDANCE

MSPB offered COVID-19 guidance to state agencies to assist with compliance with applicable executive orders and federal laws.

*Outdated classification and compensation system*

### NEW CLASSIFICATION AND COMPENSATION SYSTEM

MSPB launched Project SEC<sup>2</sup> to overhaul the state's 40-year-old classification and compensation system.

# 2



*Inefficient reporting response process*



# 3

### EFFICIENT REPORTING

MSPB began providing paperless responses to public records requests and legislative reports for more timely replies.

*Challenges with in-person training*

### VIRTUAL TRAINING

In response to the pandemic, MSPB transitioned its training classes to 100% virtual. This included hosting the first virtual graduation ceremony.

# 4



*Slow internet connection*



# 5

### HIGH-SPEED NETWORK CONNECTION

MSPB upgraded its network connection to high-speed fiber. This upgrade allowed team members to serve stakeholders more quickly and efficiently.

# IMPLEMENTATION

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After months of preparation, MSPB **implemented** major policy changes in 2020.



## New Performance Review System

MSPB implemented a new Performance Review System that is based on an employee's actual performance including job knowledge, technical skills, ability to use required equipment, problem solving, decision making, and project management. The new PRS is required for all state employees.



## Revised Policy Documents

When revising the State Employee Handbook, MSPB clarified how agencies should address unsatisfactory job performance and eliminated unnecessary regulations. The new policy ensures employees' rights are protected through due process and allows agencies to operate more efficiently.

# GROWTH

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MSPB focused on **growing** and expanding the resources offered to agencies online.



## Updated Harassment OnDemand webcast

In 2020, MSPB updated its workplace harassment prevention webcast to reflect applicable laws and policy. The updated course examines procedures for responding to alleged harassment, reviews action steps for supervisors, and offers examples to illustrate concepts in a user-friendly format.

## New Templates on MSPB Website

MSPB created templates for agencies to use at their discretion. The templates are available on our website for convenient access. Templates include a harassment policy, a telework policy, disciplinary action templates, and leave forms relevant to the Families First Coronavirus Response Act. Additionally, guided flow charts for disciplinary action are now available for agencies to reference when using the templates.

# MAINTENANCE

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To **maintain** our commitment to serve veterans, 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. Services include resume building, skills translation, informal contacts, etc. in support of military spouse re-employment.

