

2021

YEAR IN REVIEW



MISSISSIPPI

STATE PERSONNEL BOARD

PROJECT SEC²

The primary focus of 2021 was the development and implementation of Project SEC².

WINTER 2021

MSPB conducted **meetings with subject matter experts** in different fields across state government to validate the prepared role summaries.

SPRING 2021

All state employees completed **Position Description Questionnaires**, and MSPB reviewed responses to ensure employees are classified properly in the new system.

SUMMER 2021

MSPB established **pay grades, classification assignments, and preliminary implementation projections.**

FALL 2021

MSPB finalized the updated variable compensation plan policy document and hosted **training sessions for agency HR staff** to prepare for implementation.

MSPB PROJECT SEC² BY THE NUMBERS

23,000+ Position Description Questionnaires submitted by employees and reviewed by MSPB

Job classifications in the new system (streamlined from 1,900 in the old system) **641**

294 state employees representing 46 agencies who served as subject matter experts and assisted with validating role summaries

Years since Mississippi's classification and compensation system was last reviewed and updated **40**

8 state agencies represented on the project steering committee

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.



GUIDE TO TALENT DEVELOPMENT



In early 2021, MSPB's Office of Training and Development released a Guide to Talent Development. This document provides an **overview of development planning** with templates for coordinating individual development with specific agency needs. OTD also offers additional training courses for agencies who want to dive deeper into talent development.

MONTHLY NEWSLETTER



In January, MSPB launched a monthly email newsletter with updates from MSPB regarding relevant deadlines, project status updates, upcoming events and trainings, and special announcements.

This is the first time MSPB has established a **formal communications schedule** for stakeholders.

IPMA-HR CHAPTER

MSPB spearheaded the organization of Mississippi's first chapter of the International Public Management Association for Human Resources to establish affiliation with an **international organization for government HR professionals**.

The chapter had nearly 200 registrations for its inaugural meeting.



MORE EFFICIENT APPLICATION PROCESS



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.

INTERNAL INITIATIVES

EMPLOYEE WELLNESS PROGRAM

MSPB revitalized its wellness program to include a comprehensive approach to mental, physical, social, and emotional wellness. Five staff members representing each MSPB division serve on the new wellness committee.

With planned activities and webinars each month, the wellness program enhances the gym benefit offered to MSPB employees.

NEW EMPLOYEE ONBOARDING

MSPB implemented a formal onboarding program for new employees. During a new employee's first week, he or she will meet with each division to learn about MSPB's mission.

An "onboarding buddy" program was also established to foster working relationships between current and new employees during a new employee's initial months of employment.

ENHANCED SECURITY

To enhance security measures, all main entrances to MSPB offices now require the scanning of a valid employee ID badge to enter.

Additionally, security cameras are installed at the eighth and second floor entrances. This enables the administrative assistants to view visitors from their offices and allows them to perform additional duties while maintaining a virtual presence in the reception area.

EAB REPORTING SYSTEM

In 2021, MSPB started the process of creating a case management reporting system for the Employee Appeals Board. MSPB staff members can upload case documents and details to the system, and hearing officers can search and access files by docket.

Scheduled to be implemented in early 2022, this online platform makes relevant documents easily accessible to EAB hearing officers while keeping confidential documents secure online.