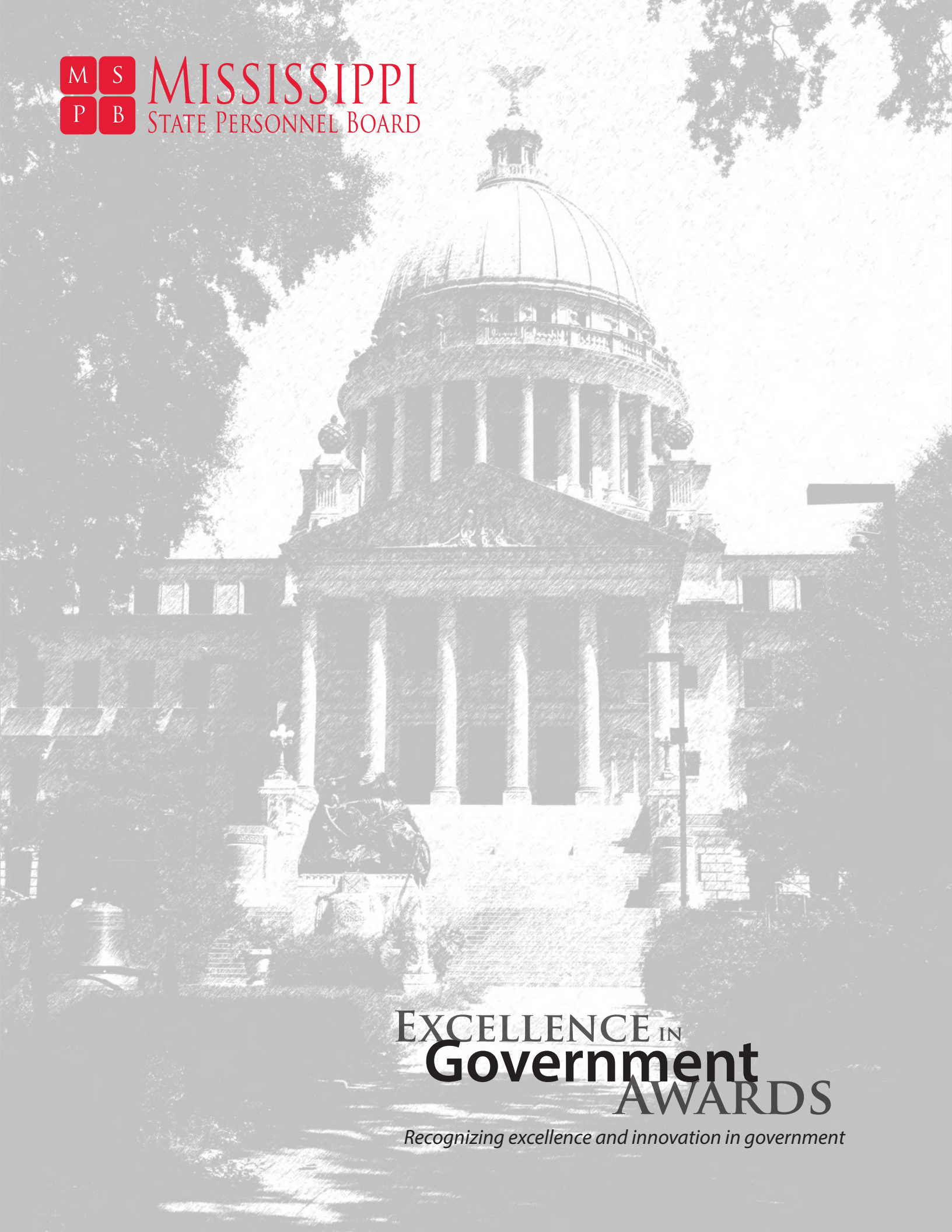

MISSISSIPPI
STATE PERSONNEL BOARD

EXCELLENCE IN Government AWARDS

Recognizing excellence and innovation in government

Purpose

The Excellence in Government Awards were created to recognize "excellence and innovation in the management of administrative procedures which increase the quality of public service at the state, district and local government levels." The procedures governing the award were developed pursuant to Mississippi Code Annotated § 25-9-134 (2) and adopted by the Mississippi State Personnel Board.

Award Categories

A maximum of two individuals or two groups of individuals whose contributions within the last five years represent excellence in government will be publicly recognized each year. One shall be the recipient of the Award for Excellence in State Government, and one shall be the recipient of the Award for Excellence in Local and District Government.

Criteria for Eligibility

A nominee must be, at the time of the nomination, a full-time employee of a governmental entity in a classified position with a minimum of three years of service. Persons holding elected offices will be evaluated based on their career in public service, excluding time served as an elected official.

For additional information about nomination requirements and selection criteria, see the Mississippi State Personnel Board Policy and Procedures Manual § 7.6. The Policy and Procedures Manual is available on the MSPB website at www.mspb.ms.gov.

Nomination Process

The appointing authority or the governing boards or commissions of governmental entities shall submit nominations for personnel in the entity under their purview to the Executive Director of the Mississippi State Personnel Board by February 1st of each year using the nomination form and supplemental information pages included with this document. Substitutions will not be accepted. Nominations may be handwritten, typed or word processed. An electronic copy of the nomination form is available on the MSPB website at www.mspb.ms.gov.

Nomination forms may be submitted by email, mail, or hand-delivery. Emails must be time stamped on or before February 1st, and mail must be postmarked on or before February 1st. Nominations that are hand-delivered must be received by the MSPB Executive Director on or before the close of business on February 1st. Excluding State holidays, business hours for the Mississippi State Personnel Board are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Completed nomination forms which are mailed or hand-delivered must be sent to the following address:

Mississippi State Personnel Board
Attn: Executive Director
210 E. Capitol Street, Suite 800
Jackson, MS 39201

Completed nomination forms that are emailed must be sent to: MSPB.communications@mspb.ms.gov

Information submitted in support of nominations is subject to verification by the Executive Director, and additional information may be requested. All nominations will be screened to ensure compliance with the eligibility, nomination, and selection requirements.

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Nomination Form

Nominee's Information

Date of submission:	
Name:	
Organization:	
Physical work address:	
Work email address:	
Work telephone number:	

Nominator's Information

Nomination submitted by:	
Organization:	
Physical work address:	
Work email address:	
Work telephone number:	

_____ _____

Appointing Authority's Signature Date

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Supplemental Information

Brief biography of the nominee, summarizing positions held, educational background, civic and professional involvement, and other personal data.

This information must be included with all nominations.

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Supplemental Information

Description of nominee's work, including but not limited to what was accomplished, how resources were maximized, and what was innovative about the nominee's work.

This information must be included with all nominations.

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Supplemental Information

Description of the significance of the nominee's work, including but not limited to the impact on efficiency and effectiveness.

This information must be included with all nominations.

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Supplemental Information

Description of the nominee's commitment to government in Mississippi and how his/her service exemplifies that commitment.

This information must be included with all nominations.

210 E. Capitol Street, Suite 800
Jackson, MS 39201
Phone: (601) 359-1406 • Fax: (601) 359-2729
www.mspb.ms.gov

12.2013